

**Orbitas Bereavement Services Ltd (Orbitas)**  
**Minutes of Board Meeting,**  
**15<sup>th</sup> December 2022, 10.00am, via Teams**

**Present:**

Cllr Joy Bratherton, Chair	JB
Cllr Lata Anderson, Director	LA
Cllr Mark Goldsmith, Director	MG
Mark Darbyshire, COO, Orbitas	MD
Helen Green, Finance Business Partner	HG
Melanie Henniker, Director HR & Corporate Service	MH
Cllr David Brown (CE Observer)	DB

**Other Attendees:**

Megan Bowyer, PA to Group MD (Minutes)	MB
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**Apologies:**

Kevin Melling, Managing Director	KM
Antony Gosling, Employee Rep North	AG

Agenda Item	Notes	Action
1.	<p><b>Welcome to all participants, Apologies and Declarations of Interest</b></p> <p>JB reported that due notice of the meeting had been given and that a quorum was present. She chaired the meeting throughout. There were no declarations of conflict of interest.</p>	
2	<p><b>Minutes of the Last Meeting</b></p> <p>The Minutes from the board meeting on 21 November 2022 were accepted as a true and accurate record.</p> <p><b>Matters Arising</b> None</p>	
3.	<p><b>Operational Report</b></p> <p>MD presented his report and was pleased to note that there were currently no employee vacancies, and the business is fully staffed.</p> <p>There was a discussion about market share and MD explained that Q3 figures will be available for the next board meeting.</p> <p>There was also a discussion about Direct Funerals and green spaces. <b>Action MD</b> to consider the risks and opportunities linked to direct funerals and whether any external</p>	<b>MD</b>

	input to this is required. It was agreed that this should be an item for the January agenda <b>Action MB/KP</b>	<b>MB/KP</b>
<b>4</b>	<b>Employee Representative Matters</b>  The Employee Rep North was unexpectedly unable to attend so no issues were raised.	
<b>5</b>	<p><b>AOB</b></p> <p><b>5.1 Governance Framework Document</b> MH advised that printed copies of this document and appendices have been sent out to directors to read prior to a discussion at the next board meeting. MB stressed that this was not an implementation of any new governance measures, merely bringing them all together in one place.</p> <p><b>5.2 Employee Job Satisfaction</b> LA was pleased to hear that Orbitas is now fully staffed. She is keen on employee retention and mentioned that the Christmas and New Year period is acknowledged as a peak time for people to look for another job, so it is key to maintain employee job satisfaction.</p> <p><b>5.3 Current Issue</b> MD advised directors about an issue linked to a transfer of ownership of a grave.</p> <p><b>5.4 Renewal of Floral Display at Crewe Chapel</b> JB requested that MD arranges for the renewal of the floral display which is overdue. <b>Action MD</b></p>	<b>MD</b>

The meeting closed at 11.25 a.m. Next meeting to be held on 19<sup>th</sup> January 2023 at 10 a.m.