

**Orbitas Bereavement Services Ltd (Orbitas)**  
**Minutes of Meeting,**  
**Monday 24<sup>th</sup> June 2024 – 09.00.**

**Present:**

Cllr Joy Bratherton, (JB)  
 Kevin Melling, (KM)  
 Helen Green, (HG)  
 Paul Goodwin, (PG)  
 Mark Darbyshire, (MS)  
 Domenic DE Bechi (DDB)

Chair  
 Managing Director  
 Finance Lead  
 Director  
 COO, Orbitas  
 Director\*

\*(Observer only until confirmation from Shareholder)

**Observer**

Cllr Fiona Wilson, (FW)

CEC Shareholder (Observer)

**Other Attendees:**

Karen Potts, (KP)

PA (Minutes)

**Apologies:**

Melanie Henniker, (MH)  
 Cllr Mark Goldsmith, (MG)

Director HR & Corp Servs  
 Director

Item	Item Detail	Actions
	<p><b>Welcome to all participants, apologies, and declarations of interest.</b>                      JB welcomed all attendees to the meeting. She advised that due notice had been given and that a quorum was present. She declared the meeting open. No Conflicts of interest were declared.</p> <p>JB advised she had received and email from TS confirming his resignation from the board with immediate effect.</p> <p>KM advised that DDB was attending the Board meeting as an observer until formal confirmation from the Shareholder of his position on the board as a Non-Executive Director.</p> <p>KM has asked TS to arrange for the formal notification from the council as there is a Finance Sub Committee tomorrow the 25th June 2024.</p> <p>Introductions took place with the Board members and DDB</p>	
06	<p><b>Minutes of last meeting and matters arising</b>                      The confidential minutes from the 17<sup>th</sup> May 2024 board meeting were confirmed as a true and accurate record.</p> <p><b>Matters Arising –</b></p> <p>MD advised that he will refresh and bring the paper relating to the number of graves available at Sandbach Cemetery back to Board at a future date. <b>Action MD</b></p>	<b>MD</b>

07	<p><b>Operational Report</b></p> <p>MD talked the board through the report Highlighting the key points.</p> <ul style="list-style-type: none"> <li>• MD confirmed that the leaflet distribution continues to be monitored, private work has increased slightly. MD will provide an update. <b>Action MD</b></li> <li>• MD explained that the MA1's is a contract we have with Adults Commissioning for Minor Adjustments in residential properties to aid mobility issues which then allows them to either return or continue to live at home. The leaflet distribution was to raise awareness with members of the public that Orbitas offer this service on a commercial basis.</li> <li>• Open days at both cemeteries on Saturday 29<sup>th</sup> June purely to allow people to see what we do once their loved ones are brought to the crematorium.</li> </ul>	MD
08	<p><b>Employees Representative Matters</b></p> <p>KM confirmed with the with the Board today that AG has resigned as employee rep. Action MH to follow up.</p>	
09	<p><b>AOB</b></p> <p>None</p>	

**The Meeting closed at 10.30**  
**Next Board Meeting: 15<sup>th</sup> July 2024 at 09.00**