



Wednesday, 6 March 2019

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 14 March 2019 in the Bramcote Crematorium, Coventry Lane, Bramcote, commencing at 6.30 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To: Members of the Bramcote Bereavement Services Joint Committee

A G E N D A

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 4

To approve the minutes of the previous meeting held on 10 January 2019.

4. BEREAVEMENT SERVICES UPDATE

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To provide the Joint Committee with various updates

Town Hall, Foster Avenue, Beeston, Nottingham, NG9 1AB

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regarding Bramcote Bereavement Services.

5. WELFARE FUNERALS PAGES 7 - 8

To update Committee on welfare funerals in Broxtowe and Erewash Boroughs.
6. PERFORMANCE MANAGEMENT 2018/19 PAGES 9 - 12

To advise the Joint Committee on the performance levels for the crematorium so far in 2018/19.
7. EXCLUSION OF PUBLIC AND PRESS

The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.
8. BEREAVEMENT SERVICES UPDATE - APPENDIX PAGES 13 - 14
9. CREMATORIUM BOUNDARY FENCE PAGES 15 - 16

BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

10 JANUARY 2019

Broxtowe Borough Council:

Councillors S Easom
R I Jackson

Erewash Borough Council:

Councillors C Hart
W Major
M Powell

An apology for absence was received from M Radulovic MBE.

15. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

16. **MINUTES**

The minutes of the meeting held on 25 October 2018 were confirmed and signed as a correct record.

17. **BEREAVEMENT SERVICES UPDATE**

A report was considered by the Joint Committee with updates relating to Bramcote Bereavement Services:

- The 2018/19 budget includes £40,000 for the refurbishment of the Serenity Chapel exit toilets. The work was due completed in December 2018. However, due to a delay this work will now be completed in January 2019.
- It was noted that works were outlined for the improvement of the heat exchanger. However, due to the anticipated cost of the works three quotes would need to be obtained following the tender process. It was estimated that the works would cost £25,000.

RESOLVED that the Joint Committee delegate to Broxtowe's Head of Property Services, in consultation with the Chair and Vice-Chair of the Committee, the decision on whether to proceed with the heat exchanger installation or just to replace the current boilers, noting that the expenditure may slip into next financial year.

18. WAIVING OF CHARGES FOR 16 AND 17 YEAR DECEASED PERSONS

The Joint Committee received an update on waiving of the cremation fee for 16 and 17 year old deceased persons at Bramcote Crematorium.

The number of cremations and interments for 16 and 17 year olds was estimated at one or less per year. It was noted that by waiving the fees for these funerals it would lead to an annual loss of £700.

The Joint Committee APPROVED the waiving of the cremation fee for 16 and 17 year old deceased persons at Bramcote Crematorium with immediate effect; and RECOMMENDED to the Councils of both constituent authorities that interment fees at their cemeteries also be waived for 16 and 17 year old deceased persons from 1 April 2019.

19. CHRISTMAS SERVICE OF REMEMBRANCE 2018

The Joint Committee received an update on the Christmas Service of Remembrance 2018.

The Service was attended by 152 members of the public and a total of 111 surveys were returned. The service received positive feedback and cost an estimated £360 to run.

20. PERFORMANCE MANAGEMENT 2018/19

The Joint Committee received an update on the performance levels for the crematorium in 2018/19.

It was noted that the crematorium were expected to exceed the total number of cremations for 2018/19.

The Joint Committee requested that a further report be brought to a future meeting in relation to the recovery of income from outstanding debtors.

21. REVENUE ESTIMATES 2018/19 AND 2019/20

The Joint Committee considered the proposed revenue budget for the financial year 2019/20.

The proposed distribution was £500,000 to each of the two constituent authorities in 2019/20.

It was noted that both Broxtowe and Erewash Borough Council bear the costs of welfare funerals. The Joint Committee requested that a report detailing further information on welfare funerals be brought to a future meeting.

RESOLVED that:

- 1. The revised estimate for 2018/19 and the base estimate for 2019/20 as submitted at appendix 2 be approved.**
- 2. An amount of £7,350 be provided to cover inflation during 2019/20.**
- 3. An amount of £37,000 be provided to cover revenue developments during 2019/20 as outlined in appendix 3 of the report.**
- 4. The fees and charges as detailed in appendix 4 be implemented.**
- 5. An amount of £500,000 be distributed to each of the constituent authorities in 2019/20.**

22. MEDIUM TERM FINANCIAL STRATEGY TO 2021/22

The Joint Committee considered the medium term financial strategy for the Bramcote Crematorium through to 2021/22. It demonstrated that all anticipated expenditure could continue to be met whilst maintaining a level of distribution greater than £400,000.

RESOLVED that the medium term financial strategy for Bramcote Crematorium be approved.

14. SCHEDULE OF MEETINGS 2017/18

RESOLVED that meetings of the Joint Committee be held in 2018/19 as follows:

	14 March 2019	-	Bramcote Crematorium
(Annual Meeting)	20 June 2019	-	Bramcote Crematorium

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Report of the Interim Deputy Chief Executive

BEREAVEMENT SERVICES UPDATE

1. Purpose of report

To provide the Joint Committee with various updates regarding Bramcote Bereavement Services.

2. Detail

- Latest take-up of the various new styles of memorialisation is as follows:

Style of memorialisation	Total Take-up	Since last cmtee report
Columbarium (installed 2015)	16	3
Woodland Walk barbican (2018)	20	4
Children's garden columbarium (2018)	1	0
Reflection wall plaques (2018)	1	0

- Table of comparative cremation numbers by year:

Year	April to January	April to March
2014/15	2527	3171
2015/16	2529	3134
2016/17	2425	3003
2017/18	2213	2745
2018/19	2090	2610 (prediction based on current trends)

The 2018/19 and 2019/20 budgets are based on 2,600 cremations per annum. This is intended to reflect the impact of the opening of the new crematorium at Gedling.

Details of current outstanding accounts, as requested by Committee, are given in the exempt appendix 2.

3. Financial implications and major expenditure updates

These are given in appendix 1.

Recommendation

The Committee is asked to NOTE the report and RESOLVE that the potential carry forwards of expenditure detailed in appendix 1, be approved.

Background papers

Nil

APPENDIX 1Financial implications and major expenditure updates

The 2018/19 budget includes £40,000 for the refurbishment of the Serenity Chapel exit toilets. The work was completed in December 2018 and it is anticipated that the final cost will be around £33,000. As of 20 February expenditure was £21,767.34.

Cremator re-line and hearth – budget £35,000, this budget is not required in 2018/19 and will not be spent. As of 20 February expenditure was £zero. The budget should be carried forward to 2020/21.

Connecting up the heat exchanger and/or boiler replacement (£25,000 budgeted). As of 20 February expenditure was £zero. Options are still being investigated and it is probable the budget will require carrying forward.

Officers are continuing to tender options for a replacement crematorium and burials software system (£15,700 budgeted). As of 20 February expenditure was £zero. It is probable the budget will require carrying forward.

Report of the Interim Deputy Chief Executive

WELFARE FUNERALS

1. Purpose of report

To update Committee on welfare funerals in Broxtowe and Erewash Boroughs.

2. Background and Detail

Committee will recall asking for a report on this subject at its last meeting on 10 January 2019.

The councils have a statutory duty under the provisions of Section 46 of the Public Health (Control of Disease) Act 1984 to undertake the disposal of deceased persons, either by cremation or burial, who die in Broxtowe or Erewash Boroughs and where no other arrangements have been made.

In both Boroughs the service is administered by the Environmental Health section as the relevant legislation is primarily public health in nature.

Further background and detail is given in the appendix.

3. Financial implications

Financial information is given in the appendix.

Recommendation

The Committee is asked to NOTE the report.

Background papers

Nil

APPENDIX

Background

The councils have a statutory duty under the provisions of Section 46 of the Public Health (Control of Disease) Act 1984 to undertake the disposal of deceased persons, either by cremation or burial, who die in Broxtowe or Erewash Boroughs and where no other arrangements have been made.

A cremation will be arranged unless it is established that it would be contrary to the wishes of the deceased for personal or religious reasons.

The appointed funeral director is contracted by the relevant council to provide a dignified funeral with a coffin taken to the crematorium or cemetery in a hearse attended by bearers.

If a person dies in hospital, the responsibility for funeral arrangements is with the hospital.

Cost recovery

If there are relatives who are not prepared or able to undertake responsibility for the funeral arrangements, then the relevant council has a duty to dispose of a deceased person and to recover their costs, including appropriate staff administration time, in making the arrangements.

The nearest family member will be required to sign a disclaimer, acknowledging and agreeing that the council will collect any funds which become available to offset their costs in undertaking the funeral arrangements.

The Borough Councils have statutory authorisation to enter a property to ascertain the extent of the estate and to remove any items or assets which may assist in funding the funeral.

Generally, after the funeral costs and administration charges have been deducted, any funds, in excess of £500, remaining from a deceased person's estate will be forwarded to the Treasury Solicitor if no known relatives can be traced.

In Erewash the Council pays the cremation fees so any shortfall in recovery of funds is born by the Council.

Detailed information

Year	No. in Broxtowe	Net cost to Broxtowe £	No. in Erewash	Net cost to Erewash £
2015/16	10	£7,849	7	£2,573
2016/17	5	£4,621	4	£743
2017/18	6	£3,498	4	£1,620

- In Broxtowe 1 of the 21 deceased was buried and the other 20 were cremated.
- In Erewash 1 of the 15 deceased was buried and the other 14 were cremated.
- In Broxtowe full cost recovery was made in 11 of the 21 cases.
- In Erewash full cost recovery was made in 5 of the 15 cases.

Report of the Interim Deputy Chief Executive

PERFORMANCE MANAGEMENT 2018/19

1. Purpose of report

To advise the Joint Committee on the performance levels for the crematorium so far in 2018/19.

2. Detail

The appendix sets out the performance for period April 2018 to January 2019, compared with the budget for the corresponding period.

Recommendation

The Joint Committee is asked to NOTE the performance levels for period April to January 2018.

Background papers

Nil

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BRAMCOTE BEREAVEMENT SERVICES – BUDGET / PERFORMANCE MONITORING REPORT 2018/19

Budget / Indicator	Original Estimate 2018/19	Estimate to Jan-19	Actual Actual to Jan-19	Variance against estimate	Latest Projection 2018/19	Comments
Key Expenditure Budgets:						
Salaries	359,450	299,542	286,700	(12,842)	338,147	Vacant post C50 for first half of year
Repairs and Maintenance - Cremators	45,000	37,500	75,870	38,370	85,000	Overspent due to general repairs to cremators as nearing end of useful life
Fuel and Light	70,000	58,333	40,944	(17,389)	60,000	Chasing up outstanding bills.
Rates	124,800	124,800	118,065	(6,735)	118,100	
Book of Remembrance	8,000	6,667	5,665	(1,002)	8,000	
Medical Referee Fees	47,000	39,167	37,152	(2,015)	47,000	
Capital Developments Funded from Revenue	154,500	128,750	56,740	(72,010)	113,800	Outstanding capital schemes for Cremator Reline & Hearth, Heat Exchanger & Software Upgrade . No expenditure on any of these. See separate Update report on agenda for further details.
Performance Indicators:						
Cremation Fee Income	(1,762,800)	(1,469,000)	(1,229,760)	239,240	(1,762,800)	See separate Update report on agenda for further details.
Income from Sales	(1,500)	(1,250)	1,521	2,771	(1,500)	
Book of Remembrance	(22,050)	(18,375)	19,414	37,789	(22,050)	
Memorials - Income from Sales	(36,000)	(30,000)	36,852	66,852	(36,000)	

**BRAMCOTE CREMATORIUM – BUDGET / PERFORMANCE MONITORING REPORT
2018/19**

Budget / Indicator	Original Estimate 2018/19	Estimate to Nov-18 to Jan-19	Actual to Nov-18 to Jan-19	Variance against estimate	Latest projection 2018/19
<u>Performance Indicators:</u>					
Percentage of undisputed invoices paid within 30 days.	99%	99%	100%	N/A	100%
Percentage of cremation fees received by the end of the month following that in which income was raised.	96%	96%	85%	11%	96%
Number of written complaints	0	0	0		
Number of written compliments	0	0	0		
<u>Usage Information</u>					
Cremation numbers	2,600	1,733	1,831	98	2,600
Book of remembrance – number of entries			137		
Memorials – number of sales			42		
Analysis of memorials:					
Rose Plaques			17		
Bench Plaques			12		
Wall Plaques			12		
Reflection Garden Wall Plaques			1		

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