



Wednesday, 9 October 2019

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 17 October 2019 in the Bramcote Crematorium, Coventry Lane, Bramcote, commencing at 7.00 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

A handwritten signature in black ink, appearing to read 'Ruth E Hyde'.

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 - 2

To approve the minutes of the previous meeting held on 20 June 2019.

4. BEREAVEMENT SERVICES UPDATE

PAGES 3 - 4

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

5. SCHEDULE OF MEETINGS

The dates of the next meetings are as follows:

16 January 2020	-	Bramcote Crematorium
19 March 2020	-	Bramcote Crematorium
25 June 2020	-	Bramcote Crematorium

6. 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.

7. CREMATORIUM FINANCIAL AND NUMERICAL ANALYSIS PAGES 5 - 18

BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

THURSDAY, 20 JUNE 2019

Broxtowe Borough Council:
Councillors S J Carr
M Radulovic MBE

Erewash Borough Council:
Councillors C Hart
G Hickton
W Major

An apology for absence was received from Councillors R I Jackson.

32 **APPOINTMENT OF CHAIR**

RESOLVED that Councillor C Hart be appointed Chair of the Joint Committee.

33 **APPOINTMENT OF VICE CHAIR**

RESOLVED that Councillor S J Carr be appointed Vice Chair of the Joint Committee.

34 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

35 **MINUTES**

The minutes of the meeting held on 14 March 2019 were confirmed and signed as a correct record.

36 **BEREAVEMENT SERVICES UPDATE**

The Joint Committee received an update on the Bramcote Bereavement Services.

It was noted that work had commenced on the perimeter fence and officers were continuing to tender options for a replacement crematorium and burial software system.

Concern was raised that the number of cremations were lower than anticipated which created a budget shortfall.

RESOLVED that a detailed report on cremation numbers and revised pricing of cremations be brought to the Joint Committee.

37 ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2018/19

The Joint Committee were presented with the Annual Report and Statement of Accounts for 2018/19.

The accounts showed a revenue account surplus of £312,723 at the end of 2018/19, a decrease of £89,907 when compared to 2017/18 and £35,577 below the estimated amount when the budget was prepared.

RESOLVED that:

1. **The attached Annual Report and Statement of Accounts for the financial year 2018/19 be approved as the basis for generating accounting entries to the two constituent authorities.**
2. **A request to carry forward £58,620 from 2018/19 to 2019/20 as per the appendix be approved.**
3. **The accumulated revenue surplus and other investments be retained by the Joint Committee for possible future use with the position being reviewed when the revised 2018/19 estimates are considered.**

38 SCHEDULE OF MEETINGS

RESOLVED that meetings of the Joint Committee be held in 2019/20 as follows:

24 October 2019	-	Bramcote Crematorium
16 January 2020	-	Bramcote Crematorium
19 March 2020	-	Bramcote Crematorium
(Annual Meeting) 25 June 2020	-	Bramcote Crematorium

Report of the Deputy Chief Executive

BEREAVEMENT SERVICES UPDATE

1. Purpose of report

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

2. Detail

- Work on the new more secure perimeter fence was completed in the summer.
- Officers are continuing to tender options for a replacement crematorium and burials software system.
- Committee on 10 January 2019 approved the following items for implementation in 2019/20:-
 - Replacement Windows £10,000 – these have now been ordered
 - Replacement Fascia Boards £15,000 – quotes are being sought
 - Replacement Buggy £7,000 – this has now been replaced
- Summer open day and 40th anniversary - see appendix
- The Christmas Service of Remembrance has been scheduled for Sunday 1 December 2019, at 11:00.

Recommendation

The Committee is asked to NOTE this report.

Background papers

Nil

Appendix

Open Day 20th July & 40th Anniversary

The open day is an opportunity for bereaved people and for the general public to see “behind the scenes” at the Crematorium and to better understand the care and attention shown to the deceased.

The cost of providing the open day was approximately £900.00 and was contained within existing budgets.

Detail and Comments received

Around 200 people attended

Crematorium employees were on hand to give guided tours of the premises, explaining the systems and procedures used in the daily routine of the crematorium, including the MP3 format Internet based “Wesley Music” System – which provides the varied and detailed musical requirements of many of the services.

The Open Day gave people the opportunity to see the recent developments to the facility, including Serenity and Reflection chapel improvements and Mercury Abatement Filtration equipment and to ask any questions they may have about cremation and the bereavement process in general.

Local funeral directors, clergy and representatives of other support organisations also attended - all of whom had displays of information and advice available and our Calligraphist giving demonstrations of the calligraphy used in the Books of Remembrance.

Broxtowe and Erewash Mayors attended to cut the 40th Anniversary cake.

The comments are detailed below:-

So glad I came Interesting Tour
Really enjoyed the tour, lovely Crematorium
So Interesting, nice crematorium, staff puts you at ease.
Eye-opening. Really nice refreshments
Very Interesting Tour
First time touring around the grounds found it very interesting, learned a lot about the process that we didn't know. Had a great time
Fantastic Improvements around the crematorium and will be the place I would come to.

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