



Wednesday, 12 June 2024

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 20 June 2024 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 Councillors: S J Carr  
H G Khaled MBE  
M Radulovic MBE

J Dawson (Chair)  
B Everett  
J Hare

## A G E N D A

1. Appointment of Chair

2. Appointment of Vice-Chair

3. Apologies

To receive apologies for absence and to be notified of the attendance of substitutes.

4. Declarations of Interest

(Pages 3 - 10)

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

5. Minutes (Pages 11 - 12)  

To approve the minutes of the previous meeting held on 21 March 2024.
6. Bramcote Bereavement Services Joint Committee Agreement (Pages 13 - 34)  

To recommend to the respective Councils a number of updates to the deed of agreement in respect of the Bramcote Bereavement Services Joint Committee.
7. Annual Report and Statement of Accounts 2023/24 (Pages 35 - 58)  

To present the Annual Report and Management Statement of Accounts for 2023/24 for consideration by the Joint Committee, in accordance with the vision of working to provide the most professional, compassionate and sensitive services to meet the needs and expectations of people using Bramcote Crematorium.
8. Marketing and Performance Strategy (Pages 59 - 68)  

To provide the Joint Committee with an update on performance and marketing.
9. Work Programme (Pages 69 - 70)  

To consider items for inclusion in the Work Programme for future meetings.
10. 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 paragraphs 1, 2, and 3 of Schedule 12A of the Act.**
11. Pre-Paid Cremation Deed (Pages 71 - 76)

## Report of the Monitoring Officer

### DECLARATIONS OF INTEREST

#### 1. Purpose of Report

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda. The following information is extracted from the Code of Conduct, in addition to advice from the Monitoring Officer which will assist Members to consider any declarations of interest.

#### **Part 2 – Member Code of Conduct**

##### **General Obligations:**

#### **10. Interest**

10.1 You will register and disclose your interests in accordance with the provisions set out in Appendix A.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members of the Council. The register is publically available and protects you by demonstrating openness and willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting which allows the public, Council employees and fellow Councillors know which of your interests gives rise to a conflict of interest. If in doubt you should always seek advice from your Monitoring Officer.

**You should note that failure to register or disclose a disclosable pecuniary interest as defined in Appendix A of the Code of Conduct, is a criminal offence under the Localism Act 2011.**

---

#### **Advice from the Monitoring Officer:**

On reading the agenda it is advised that you:

1. Consider whether you have any form of interest to declare as set out in the Code of Conduct.
2. Consider whether you have a declaration of any bias or predetermination to make as set out at the end of this document
3. Update Democratic Services and the Monitoring Officer and or Deputy Monitoring Officers of any declarations you have to make ahead of the meeting and take advice as required.
4. Use the Member Interest flowchart to consider whether you have an interest to declare and what action to take.
5. Update the Chair at the meeting of any interest declarations as follows:

‘I have an interest in Item xx of the agenda’

'The nature of my interest is ..... therefore the type of interest is  
DPI/ORI/NRI/BIAS/PREDETERMINATION  
'The action I will take is...'

This will help Officer record a more accurate record of the interest being declared and the actions taken. You will also be able to consider whether it is necessary to send a substitute Members in your place and to provide Democratic Services with notice of your substitute Members name.

**Note: If at the meeting you recognise one of the speakers and only then become aware of an interest you should declare your interest and take any necessary action**

6. Update your Member Interest Register of any registerable interests within 28days of becoming aware of the Interest.

---

### **Ask yourself do you have any of the following interest to declare?**

#### **1. DISCLOSABLE PECUNIARY INTERESTS (DPIs)**

A "Disclosable Pecuniary Interest" is any interest described as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and includes an interest of yourself, or of your Spouse/Partner (if you are aware of your Partner's interest) that falls within the following categories: Employment, Trade, Profession, Sponsorship, Contracts, Land, Licences, Tenancies and Securities.

#### **2. OTHER REGISTERABLE INTERESTS (ORIs)**

An "Other Registerable Interest" is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body
  - (i) exercising functions of a public nature
  - (ii) anybody directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of general control or management.

#### **3. NON-REGISTRABLE INTERESTS (NRIs)**

"Non-Registrable Interests" are those that you are not required to register but need to be disclosed when a matter arises at a meeting which directly relates to your financial interest or wellbeing or a financial interest or wellbeing of a relative or close associate that is not a DPI.

A matter "directly relates" to one of your interests where the matter is directly about that interest. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you has a financial interest.

A matter “affects” your interest where the matter is not directly about that interest but would still have clear implications for the interest. For example, the matter concerns a neighbouring property.

---

## **Declarations and Participation in Meetings**

### **1. DISCLOSABLE PECUNIARY INTERESTS (DPIs)**

1.1 Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests which include both the interests of yourself and your partner then:

#### **Action to be taken**

- **you must disclose the nature of the interest** at the commencement of that consideration, or when the interest becomes apparent, whether or not such interest is registered in the Council’s register of interests of Member and Co-opted Members or for which you have made a pending notification. If it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
- **you must not participate in any discussion** of that particular business at the meeting, or if you become aware of a disclosable pecuniary interest during the meeting you must not participate further in any discussion of the business, including by speaking as a member of the public
- **you must not participate in any vote** or further vote taken on the matter at the meeting and
- **you must withdraw from the room** at this point to make clear to the public that you are not influencing the meeting in anyway and to protect you from the criminal sanctions that apply should you take part, unless you have been granted a Dispensation.

### **2. OTHER REGISTERABLE INTERESTS (ORIs)**

2.1 Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests i.e. relating to a body you may be involved in:

- **you must disclose** the interest at the commencement of that consideration, or when the interest becomes apparent, whether or not such interest is registered in the Council’s register of interests of Member and Co-opted Members or for which you have made a pending notification. If it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
- **you must not take part in any discussion or vote** on the matter, but may speak on the matter only if members of the public are also allowed to speak at the meeting
- **you must withdraw from the room** unless you have been granted a Dispensation.

### 3. NON-REGISTRABLE INTERESTS (NRIs)

3.1 Where a matter arises at a meeting, which is not registrable but may become relevant when a particular item arises i.e. interests which relate to you and /or other people you are connected with (e.g. friends, relative or close associates) then:

- **you must** disclose the interest; if it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
  - **you must not take part in any discussion or vote**, but may speak on the matter only if members of the public are also allowed to speak at the meeting; and
  - **you must withdraw** from the room unless you have been granted a Dispensation.
- 

#### **Dispensation and Sensitive Interests**

A “Dispensation” is agreement that you may continue to participate in the decision-making process notwithstanding your interest as detailed at section 12 of the Code of the Conduct and the Appendix.

A “Sensitive Interest” is as an interest which, if disclosed, could lead to the Member, or a person connected with the Member, being subject to violence or intimidation. In any case where this Code of Conduct requires to you to disclose an interest (subject to the agreement of the Monitoring Officer in accordance with paragraph 2.4 of this Appendix regarding registration of interests), you do not have to disclose the nature of the interest, if it is a Sensitive Interest in such circumstances you just have to disclose that you have a Sensitive Interest under S32(2) of the Localism Act 2011. You must update the Monitoring Officer when the interest is no longer sensitive, so that the interest can be recorded, made available for inspection and published.

#### **BIAS and PREDETERMINATION**

The following are not explicitly covered in the code of conduct but are important legal concepts to ensure that decisions are taken solely in the public interest and not to further any private interests.

The risk in both cases is that the decision maker does not approach the decision with an objective, open mind.

This makes the local authority’s decision challengeable (and may also be a breach of the Code of Conduct by the Councillor).

Please seek advice from the Monitoring Officer or Deputy Monitoring Officers, if you need assistance ahead of the meeting.

## **BIAS**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest:

- a) you should not take part in the decision-making process
- b) you should state that your position in this matter prohibits you from taking part
- c) you should leave the room.

## **PREDETERMINATION**

Where a decision maker has completely made up his/her mind before the decision is taken or that the public are likely to perceive you to be predetermined due to comments or statements you have made:

- a) you should not take part in the decision-making process
- b) you should state that your position in this matter prohibits you from taking part
- c) you should leave the room.

This page is intentionally left blank



## Registerable Interests

These are interests that you are required to register in accordance with the Code of Conduct. They are interests that you would know about in advance of an item coming up (e.g. land you own) and you should have included them when filling in your register of interests.

What type of Registerable Interest do you have in this matter?

### Disclosable Pecuniary Interests

These are any interests that are described as DPIs under the Code of Conduct and include both the interests of yourself and of your partner.

### Other Registerable Interests

These are personal interests that relate to certain types of bodies that you may be involved in as set out in the Code of Conduct.

Does the matter directly relate to one of your Disclosable Pecuniary Interests?

No

Does the matter directly relate to the financial interest or wellbeing of one of your Other Registerable Interests?

No

Does the matter affect a financial interest or the wellbeing of yourself or of a friend, relative or close associate?

No

Is the financial interest or wellbeing affected to a greater extent than the financial interests or wellbeing of the majority of inhabitants?

No

Would a reasonable member of the public knowing all the facts believe that it would affect your view of the wider public interest?

No

You must:

- Disclose the interest;
- Not speak on the matter;
- Not participate in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

You must:

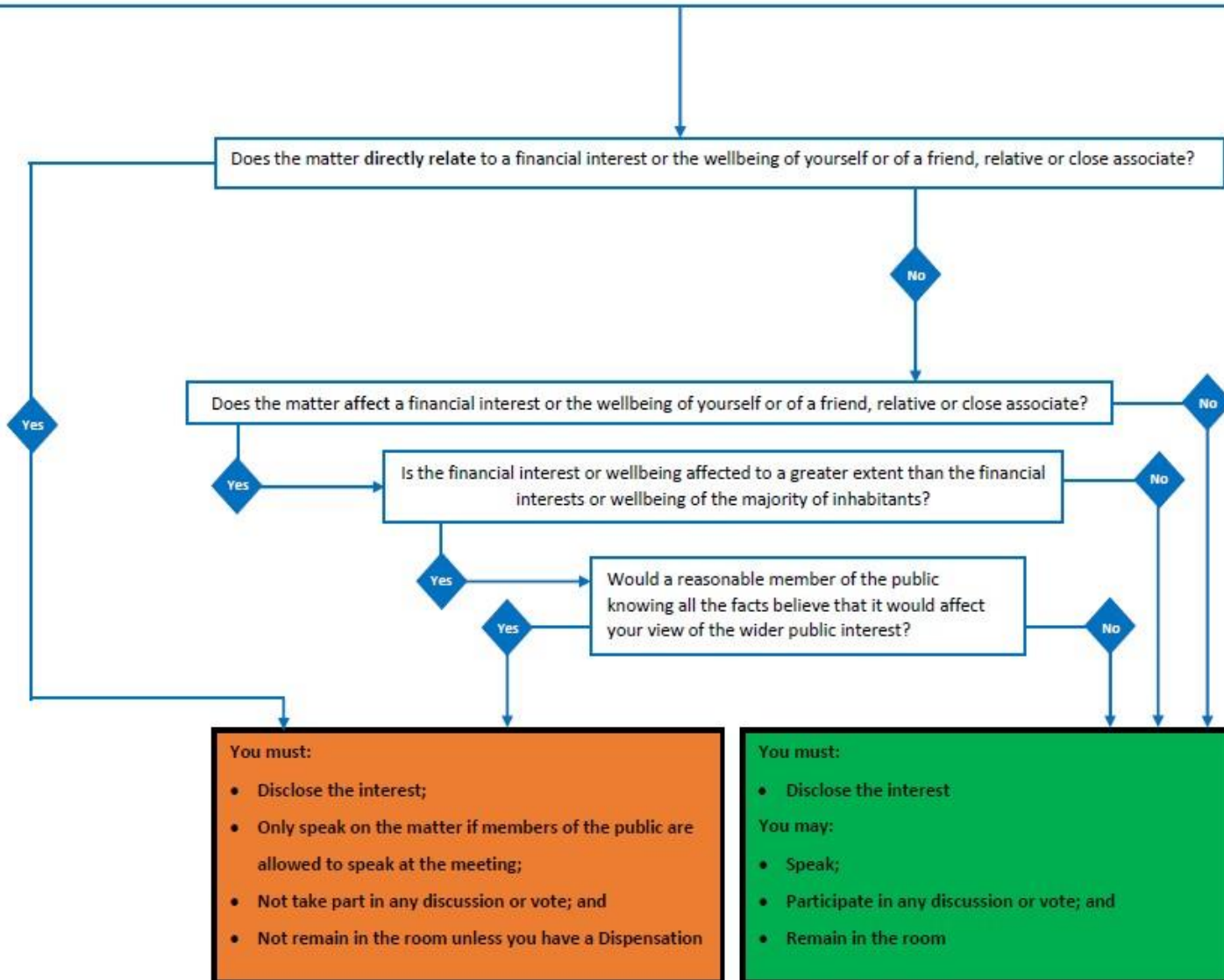
- Disclose the interest;
- Only speak on the matter if members of the public are allowed to speak at the meeting;
- Not take part in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

You must:

- Disclose the interest
- You may:
- Speak;
  - Participate in any discussion or vote; and
  - Remain in the room

## Non-Registerable Interests

These are interests that you are not required to register but may become relevant when a particular item arises. These are usually interests that relate to other people you are connected with (e.g. friends, relatives or close associates) but can include your own interests where you would not have been expected to register them.



## **BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE**

**THURSDAY, 21 MARCH 2024**

Present: Councillor J Dawson, Chair

Councillors: M Radulovic MBE  
B Everett  
C M Poole  
D D Pringle (Substitute)

Apologies for absence were received from Councillors S J Carr and H G Khaled MBE.

Also in attendance was Councillor R Bullock.

The officers in attendance were K Powell, M Paine, R Mott, L Singer, G Smith and K Newton.

68 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

69 **MINUTES**

The minutes of the meeting on 18 January 2024 were confirmed and signed as a correct record.

70 **MARKETING AND PERFORMANCE STRATEGY REPORT**

The Marketing and Performance Strategy report was noted.

Discussions were had regarding the Legacy Independent Funeral Directors inquiry and the Fuller report, both of which were considered to have implications for public trust the sector.

71 **FINANCIAL PERFORMANCE MANAGEMENT UPDATE**

The Joint Committee noted the report.

72 **CHARITABLE DONATIONS 2024/25**

Consideration was given to requests from charities who wanted to benefit from the metal recycling scheme. The charities were Cruse Bereavement Support, Age UK Nottinghamshire and Maggies.

There was a discussion about whether Age UK in Derbyshire would benefit from the funds, rather than just schemes in Nottinghamshire. It was noted that the Committee agreed to the donation on the condition that funds were evenly split between Age UK projects in Derbyshire and Nottinghamshire.

It was proposed by Councillor J Dawson and seconded by Councillor B Everett that Cruse Bereavement Support, Age UK and Maggie's each receive a third of the monies from the funds raised in 2024/25 through the metals recycling scheme by Institute of Cemetery and Crematorium Management, with the donation to Age UK further split between the Nottinghamshire and Derbyshire branches. On being put to the meeting the motion was carried.

**RESOLVED that Cruse Bereavement Support, Age UK and Maggie's each receive a third of the monies from the funds raised in 2024/25 through the metals recycling scheme by Institute of Cemetery and Crematorium Management, with the donation to Age UK further split between the Nottinghamshire and Derbyshire branches.**

73 UPDATE ON REPLACEMENT CREMATORS PROJECT

The update on the replacement cremators project was noted by the Joint Committee.

74 WORK PROGRAMME/SCHEDULE OF MEETINGS

The Joint Committee discussed the Work Programme, in particular the update on the sale of land that was due to come to the next meeting.

**RESOLVED that the Work Programme be approved.**

**Report of the Monitoring Officer**

<b>Bramcote Bereavement Services Joint Committee Agreement</b>
--

1. Purpose of Report

To recommend to the respective Councils a number of updates to the Agreement in respect of the Bramcote Bereavement Services Joint Committee.

2. Recommendation

**The Committee is asked to RECOMMEND to the respective Councils that the revised Agreement be approved and that the consequential changes to the Constitution be made.**

3. Detail

An Agreement was made between the two constituent Councils in 1977 for the provision, operation, maintenance and management of the Crematorium. This was revised in July 2001 to recognise the change to executive responsibilities for the Joint Committee.

The Joint Committee meeting of 20 January 2005 considered a report on Corporate Governance and resolved that appropriate scrutiny arrangements be implemented by the constituent Councils and that the delegation arrangements and Agreement be reviewed. The Agreement was last amended in September 2006.

Due to the passage of time since the last review it is considered necessary to review and amend the Agreement further to accommodate the current legislative requirements and reflect operational practices. The proposals are contained within a change table at **Appendix 1** while the proposed amended Agreement is attached at **Appendix 2**. It is further proposed that the Agreement be reviewed again after a period of two years.

Changes to the Agreement require the consideration by each of the constituent Council's appropriate Committees and full Council meetings prior to implementation. Should the Agreement progress accordingly, it will be considered by at Broxtowe Borough Council's Governance, Audit and Standards Committee on 22 July, followed by a full Council meeting 9 October 2024. Erewash Borough Council would be due to consider the Agreement at a meeting of its Executive prior to a full Council meeting on 31 October 2024.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The Treasurer to the Bramcote Bereavement Services Joint Committee will continue to be the Deputy Chief Executive and Section 151 Officer at Broxtowe Borough Council. Whilst the changes being proposed to the Joint Committee Agreement do provide further clarity, it is not thought that these updates will significantly alter the current operational and strategic arrangements.

5. Legal Implications

The comments from the Monitoring Officer / Head of Legal Services were as follows:

Failure to have a legally sound governance structure could increase the likelihood of legal challenge and/or customer complaints relating to the operation of the Crematorium. This review has taken place to ensure the Joint Committee continues to operate with a sound governance structure that fairly apportions the risk and reward of operating the Crematorium site. The review has incorporated changes in legislation and reflects current operational practices.

6. Human Resources Implications

Not applicable

7. Union Comments

Not applicable

8. Climate Change Implications

The climate change implications are contained within the report.

9. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

11. Background Papers

There are no background papers.

## Appendix 1

Section	Suggested Change	Reason for Change
Cover Page p.1	<b>Agreement with Erewash Borough Council Establishing The Joint Committee for Bramcote crematorium Bereavement Services</b>	To reflect the change of name of the Service.
(1) p.2	THIS <del>DEED</del> OF AGREEMENT is made the day of Two Thousand and <b>Twenty Four</b>	Removal of the unnecessary word 'deed' and provide the correct date.
1. p.2	<b>Bereavement Services</b> at Bramcote <b>Crematorium</b>	'Crematorium' inserted to define what the Services relate to
1.1 p.2	<b>"Bereavement Services" the Services related to the provision, maintenance and management of Bramcote Crematorium</b>	Inserted for clarification
1.1 p.3	"Clerk" the person appointed by virtue of paragraph 16.1 to carry out certain duties allocated by this Agreement <b>or one of the Clerk's nominated deputies in the case of absence or illness</b>	For reasons of contingency
1.1 p.3	"Monitoring Officer" Broxtowe's <b>Monitoring Officer</b> being the person designated under Section 5 of the Local Government and Housing Act 1989 <b>or one of the Monitoring Officer's nominated deputies</b> in the case of absence or illness	For reasons of contingency
1.1 p.4	Addition of: <b>"Treasurer" the person appointed by virtue of paragraph 16.1 to carry out certain duties allocated by this Agreement or one of the Treasurer's nominated deputies in the case of absence or illness</b>	For reasons of contingency
3 p.6	Addition of <b>Bereavement Services</b>	
9 p.8	<u>Voting</u> Every <b>motion</b> or question at a meeting of the Joint Committee shall be decided by a majority vote	To include motions for debate.

Section	Suggested Change	Reason for Change
10.1 and 10.4 p.9	Minutes The Clerk <b>to the Joint Committee</b>	For reasons of clarification
13.1 p.9	If the Joint Committee shall at any time <b>determine</b> <del>require to that incur</del> capital expenditure <b>shall be incurred</b> for	To clarify financial roles
13.1.3 p.10	unless the Joint Committee shall in their discretion decide to <del>delay</del> <b>defray</b> such expenditure out of revenue	To clarify financial roles
14.1 p.10	All expenses incurred by the Joint Committee out of income <b>arising out of the provision of the Bereavement Services</b> in any financial year shall be borne equally by the Authorities	To clarify financial roles
14.2 p.10	the Joint Committee <del>might</del> <b>may</b> estimate as half of the expected deficit <b>incurred in connection with the provision of the Bereavement Services</b> for that financial year	To clarify financial roles
14.3 p.10	As soon as possible after the end of any financial year the Joint Committee shall calculate the exact <b>amount of</b> net revenue <b>and net</b> expenditure <b>in connection with the provision of the Bereavement Services</b> for the preceding <b>financial</b> year and shall make the appropriate adjustment of <b>in relation to</b> the payments already made <b>to the Joint Committee</b> by each Authority	To clarify financial roles
14.4 p.10	The Joint Committee may use or carry forward part or all of any profit or surplus <b>arising out of the provision of the Bereavement Services</b> made in any financial year for the purpose of	To clarify financial roles
16.3 p.11	The <del>functions</del> Joint Committee shall <b>delegate the provision of the Bereavement Services to be dealt with</b> by Broxtowe Officers in accordance with the attached Schedule.	Rewording
19. p.12	<u>Termination</u> If <b>either of</b> the Authorities <b>wish to terminate this Agreement they shall be required to give to the other authority not less than 24 months' notice to expire [at any time/on 31 March in any year]</b>	Clarification of the termination of the Agreement.



Section	Suggested Change	Reason for Change
20. p.12	<u>Variation</u> No variation of this Agreement shall be effective unless it is in writing and signed by the authorised representatives of the parties.	Clarification of the variation of the Agreement.
21 p.12	<u>Arbitration</u> Any dispute between the Authorities under or arising out of this Agreement shall be referred to a single arbitrator to be agreed upon by the Authorities or in default of Agreement to be nominated by the Secretary of State for Communities and Local Government or such other Government Minister as shall be appropriate in accordance with and subject to the provisions of the Arbitration Act 1996 or any statutory modification or re-enactment thereof of them for the time being in force	To reference the year of the Act.
22 p.12	<u>Complaints</u> Any complaint received by the Joint Committee or either or both of the Authorities relating to the Bereavement Services or any Officer of the Authority employed thereat or to the performance of functions under arising out of the provision of the Bereavement Services this Agreement shall be dealt with in the first instance in accordance with Broxtowe's formal complaints procedure and if the complaint is not resolved as a result of that process. or if a complaint is received from the Local Government Ombudsman by the Monitoring Officer	Updates to the term 'Bereavement Services'  To reflect the current complaints procedure.
24 p.12	General The Contracts (Rights of Third Parties Authorities) Act 1999 shall not apply to this Agreement	
Schedule p.14	Various updates to post titles	

This page is intentionally left blank

*Broxtowe Borough Council  
Constitution*

*Chapter 6*

**AGREEMENT WITH EREWASH BOROUGH COUNCIL  
ESTABLISHING THE JOINT COMMITTEE FOR  
BRAMCOTE **BEREAVEMENT SERVICES****

~~THIS DEED OF AGREEMENT~~ is made the                      day of  
Two Thousand and ~~Twenty Three~~ **Four** **BETWEEN:**

- (1) **BROXTOWE BOROUGH COUNCIL** of Council Offices Foster Avenue Beeston Nottingham NG9 1AB (“Broxtowe”) and
- (2) **EREWASH BOROUGH COUNCIL** of Town Hall Ilkeston Derby DE7 5RP (“Erewash”)

**WHEREAS:**

1. The Authorities to this Agreement ~~Deed~~ have by their respective Executive Cabinets and by virtue of Section 102 (1) of the Local Government Act 1972 the Local Government Act 2000 the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 and all and every power enabling them agreed and resolved to constitute a Joint Committee to exercise the powers which each of the Authorities hereto might respectively have exercised by virtue of the Cremation Acts 1902 and 1952 for the provision ~~running~~ maintenance and management of the existing **Bereavement Services** at Bramcote **Crematorium** within the Borough of Broxtowe which is more particularly described in paragraph 1 below
2. The said Authorities now wish to constitute the said Joint Committee on the terms set out below and to the intent that the Deeds of Agreement between the said Authorities and dated 15 July 1976, 30 July 2001 and 1 September 2006 shall forthwith cease to have any effect

**NOW** in pursuance of the said Agreement ~~and the respective resolutions~~ and in consideration of these presents **THIS AGREEMENT WITNESSES** as follows:

1. Definitions and interpretation

- 1.1 In this Agreement the following expressions have the meanings set out below, unless the context otherwise requires:

“Authority” either Broxtowe or Erewash and “Authorities” shall be construed accordingly

“Annual Meeting” the annual meeting of the Joint Committee held each year in accordance with paragraph 7.2 of this Agreement

**“Bereavement Services” the services related to the provision, maintenance and management of Bramcote Crematorium**

“Blue Land” land forming part of the Crematorium Site and shown shaded blue on the Plan

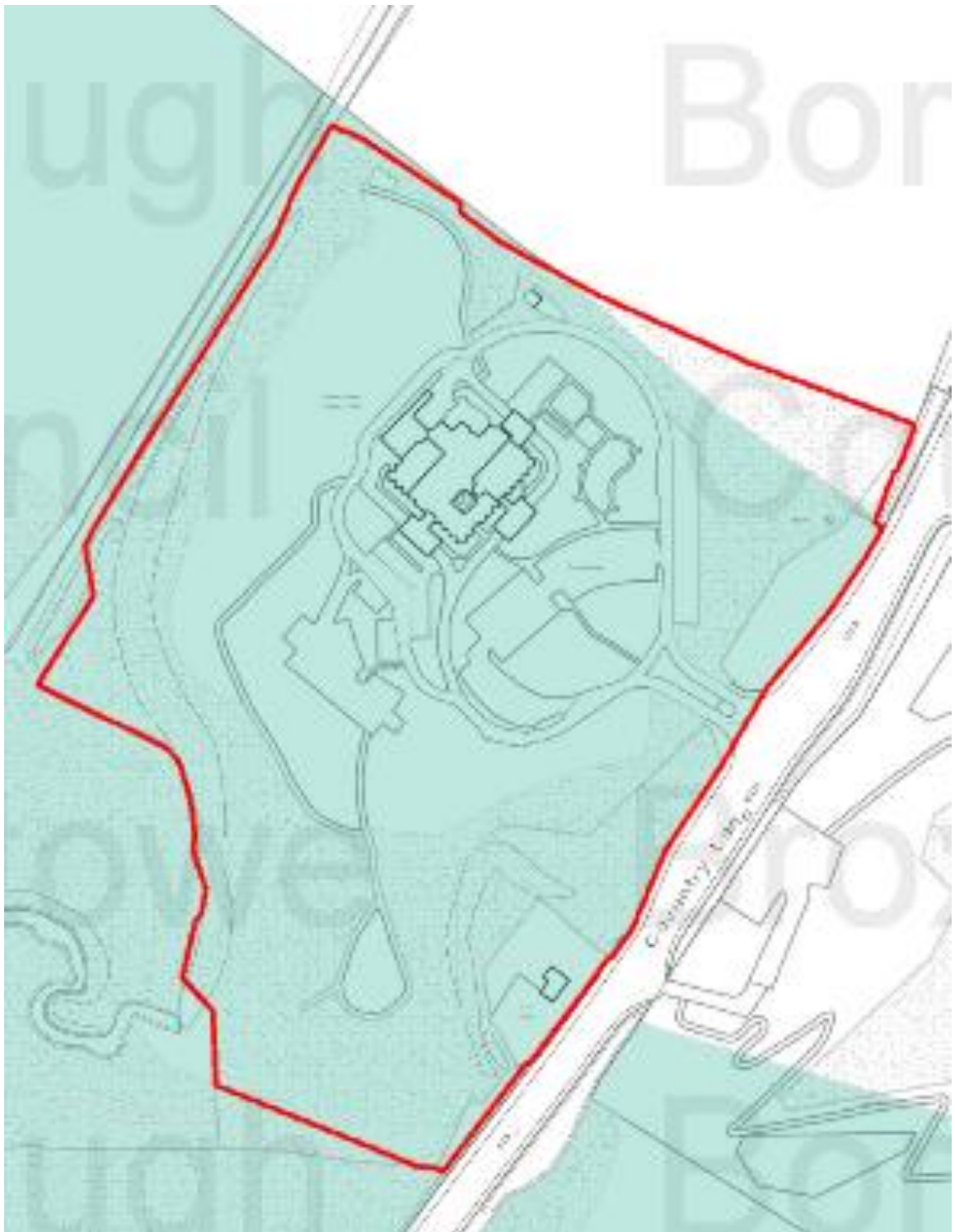
“Chief Executive” the head of an Authority’s paid service being the person designated as such under Section 4 of the Local Government and Housing Act 1989



“Treasurer” the person appointed by virtue of paragraph 16.1 to carry out certain duties allocated by this Agreement or one of the Treasurer’s nominated deputies in the case of absence or illness

- 1.2 Words importing one gender include all other genders; and
- 1.3 Words importing the singular include the plural and vice versa
- 1.4 The clause paragraph and schedule headings do not form part of this Agreement and shall not be taken into account in its construction or interpretation

Bramcote Crematorium



1.5 References to statutes sections of statutes or statutory instruments shall include any statutory modifications or re-enactment thereof from time to time and for the time being in force

2. Duration of Joint Committee

The Authorities shall constitute the Joint Committee from the Commencement Date and the Joint Committee shall continue thereafter unless and until determined by either Authority or both of them under the provisions contained in this Agreement

3. Name of Joint Committee

The Joint Committee shall be known as the Bramcote **Bereavement Services** Joint Committee

4. Provision and location of Crematorium

4.1 The Crematorium is located on the Crematorium Site which site was acquired by the Authorities prior to the date hereof and more particularly the Blue Land was acquired on 3 June 1976 and the Pink Land was acquired on 6 November 1996

4.2 The Crematorium Site is now vested in Broxtowe by virtue of Section 120(4) of the Local Government Act 1972 and all and every power so enabling and registered at HM Land Registry with Title Absolute under Title Number NT66152

5. Membership

5.1 The Joint Committee shall consist of Members appointed by the Authorities as follows:

5.1.1 The Executive Cabinet or Council (as appropriate) of each Authority shall appoint from its own membership three Members which appointments shall reflect the political balance of each membership

5.1.2 Subject to the provisions of this Agreement each Member shall continue in office for a period of one year or until such time as he shall cease to be a Member of the Council by whom he is appointed whichever is the sooner and any provisions in the Procedure Rules of either Authority to the contrary is hereby waived

5.1.3 If either Authority does not appoint the number of Members which it is entitled to appoint the other Members of the Joint Committee shall be competent to carry out the business thereof pursuant to this Agreement

5.1.4 Any person who is a Member of the Councils of both Authorities shall only represent the first Authority to appoint him as a Member and any subsequent appointment by the other Authority shall be void



- 5.2 The Chief Executive of each Authority shall notify the Chief Executive of the other Authority and the Clerk within fourteen days of any appointment of a Member of his Council to the Joint Committee
  - 5.3 Any Member may at any time resign his office as such Member by notice addressed to the Clerk who shall forthwith notify the respective Chief Executives of each of the Authorities
  - 5.4 Any Member may be removed at any time by resolution by the Executive Cabinet or Council (as appropriate) of the Authority by whom he was appointed but such removal should only become effective upon receipt by the Clerk of notification thereof
6. Chair and Vice Chair
- 6.1 At the first meeting of the Joint Committee and subsequently at its Annual Meeting in each successive year the Joint Committee shall select one of its Members as Chair and another as Vice-Chair for the forthcoming year provided that at no time shall the Chair and Vice Chair be Members of the same Authority
  - 6.2 The offices of Chair and Vice-Chair shall in successive years alternate between Members from each Authority so that no Authority has in office a Member or Members for more than the period from one Annual Meeting to the next
  - 6.3 The elected Chair and Vice-Chair shall remain in office until the next Annual Meeting unless by reason of death resignation disqualification or any other cause before that time and upon a vacancy occurring during the term of office another Member from the same Authority shall be appointed by the Joint Committee to fill the vacancy until the next Annual Meeting
  - 6.4 If there is equality of votes as to the appointment of Chair or Vice-Chair then the Chair for the time being of that meeting shall have a casting vote
7. Meetings of the Joint Committee
- 7.1 The first meeting of the Joint Committee shall be convened by the Clerk
  - 7.2 The Joint Committee shall hold an Annual Meeting before the end of June in each year
  - 7.3 Other than the Annual Meetings, meetings shall be held at such places and on such dates and at such times as the Joint Committee may decide from time to time save that meetings shall be held not less than quarterly
  - 7.4 Ordinary meetings and Annual Meetings of the Joint Committee shall be convened by the Clerk who shall deliver notice thereof to each Member at least five clear days before the date of the meeting (provided that failure to serve such a notice on any Member of the Joint Committee shall not affect the validity of the meeting)

- 7.5 With the notice referred to in paragraph 7.4 the Clerk shall send a copy of the agenda for the meeting which shall include:
- 7.5.1 provision for the declaration of disclosable pecuniary interest and/or other interest for the purposes of the Code of Conduct
  - 7.5.2 all items of business which have been, or are deemed to have been, referred to the Joint Committee by a Scrutiny Committee, the Cabinet or a Council resolution of either Authority;
  - 7.5.3 all reports submitted by any Officer of either Authority; and
  - 7.5.4 any item of business directed to be included by the person appointed to preside at the meeting
- 7.6 A quorum of three Members must be present to constitute a meeting provided that there is at least one Member present from each Authority
- 7.7 The Chair and two or more Members of the Joint Committee may at any time by notice specifying the business to be transacted and sent to the Clerk require a Special Meetings~~s~~ of the Joint Committee to be convened and the Clerk shall accordingly convene a Special Meetings~~s~~ which shall be held within thirty clear days of receipt by the Clerk of the said notice
- 7.8 The Clerk shall give Members of the Joint Committee at least five clear days' notice of the Special Meeting and such notice shall specify the business proposed to be transacted
- 7.9 No business shall be transacted at a Special Meeting other than that specified in the notice sent to the Clerk and referred to in paragraph 7.7 above

## 8. Persons~~s~~ presiding at Meetings

The Chair or in his absence the Vice-Chair shall preside at every meeting provided that if both the Chair and the Vice-Chair are absent the Members present shall elect another Member of the Joint Committee who shall preside at that meeting

## 9. Voting

- 9.1 Every **motion or** question at a meeting of the Joint Committee shall be decided by a majority vote of those Members present and in the case of an equality of votes the person presiding at the meeting shall have a second and casting vote
- 9.2 Except where a requisition is made under the next paragraph 9.3, the method of voting at meetings of the Joint Committee shall be by show of hands
- 9.3 If a requisition for a recorded vote is made by any Member present before a vote is taken on any question or motion, the voting shall be recorded so as to show whether each Member present voted for or against that question or motion or abstained from voting

## 10. Minutes

- 10.1 The Clerk **to the Joint Committee** shall be responsible for keeping a record of attendance and a record of the business transacted at every meeting of the Joint Committee and the minute book shall be submitted to, and signed at the next following meeting
- 10.2 The person presiding at the next following meeting referred to in paragraph 10.1 shall put the question that the minutes be approved as a correct record of the previous meeting
- 10.3 No discussion shall take place upon the minutes, except upon their accuracy. If no question is raised as to the accuracy or if it is raised then as soon as it is disposed of, the person presiding shall sign the minutes
- 10.4 Copies of the minutes of every meeting of the Joint Committee and any Sub-Committee thereof shall as soon as possible after each meeting be sent by the Clerk **to the Joint Committee** to the Chief Executive of each Authority and each Chief Executive shall submit a copy of the minutes to the appropriate Committee of his Council for consideration at the next meeting thereof, subject to proper notice in accordance with that Council's Procedure Rules
- 10.5 If any matter or decision arising from the minutes of the Joint Committee is referred **back** by a Committee of either Authority to the Joint Committee, it shall be reconsidered in the light of the Committee's reference and reasons by the Joint Committee at the next Joint Committee meeting of which proper notice of the matter can be given and the Joint Committee's decision after such reconsideration shall be final

## 11. Sub-Committees

- 11.1 The Joint Committee may from time to time appoint Sub-Committees for any general or special purposes in connection with their powers and functions. Any Sub-Committee so appointed shall consist only of Members but shall include at least one Member from each Authority
- 11.2 The Joint Committee shall at the time of appointing any Sub-Committee resolve what shall be the terms of reference of that Sub-Committee

## 12. Vacancies

No act or proceeding of the Joint Committee shall be questioned on account of any vacancy or on account of any defect in the appointment of any Member

## 13. Capital Expenditure

- 13.1 If the Joint Committee shall at any time **determine** ~~require to~~ **that** incur capital expenditure **shall be incurred** for

- 13.1.1 the acquisition of property;
- 13.1.2 the construction of works; or
- 13.1.3 any other capital purposes in connection with its powers

then (unless the Joint Committee shall in their discretion decide to ~~delay~~ defray such expenditure out of revenue) the Authorities shall, either pay such sums in equal shares to the Joint Committee at such times as the Joint Committee shall direct, or if the Joint Committee so decides and subject to any necessary statutory or other consents borrow the sum required in equal shares on the terms and conditions prescribed or approved by the Joint Committee

13.2 The Joint Committee shall from time to time pay the amounts of all interests and all instalments of principal or other payments that become due under any loan raised pursuant to paragraph 13.1 above.

#### 14. Revenue and Expenditure

14.1 All expenses incurred by the Joint Committee out of income arising out of the provision of the Bereavement Services in any financial year shall be borne equally by the Authorities

14.2 The Joint Committee may require each Authority to pay to the Joint Committee on 1 April or such other date as the Authorities may determine in each financial year such sum as the Joint Committee might may estimate as half of the expected deficit incurred in connection with the provision of the Bereavement Services for that financial year

14.3 As soon as possible after the end of any financial year the Joint Committee shall calculate the exact amount of net revenue and net expenditure in connection with the provision of the Bereavement Services for the preceding financial year and shall make the appropriate adjustment of in relation to the payments already made to the Joint Committee by each Authority

14.4 The Joint Committee may use or carry forward part or all of any profit or surplus arising out of the provision of the Bereavement Services made in any financial year for the purpose of

- 14.4.1 paying debts
- 14.4.2 meeting contingencies or
- 14.4.3 meeting future expenses

But any amount of such profit or surplus not so applied shall be returned to the Authorities in equal shares

#### 15. Interest on sums due

Any sum properly payable by either of the Authorities to the Joint Committee whether of a capital or revenue nature, which is not paid by the due date shall be liable to interest at the base lending rate of the Barclays Bank plc until such time as the sum due is paid in full

## 16. Appointment of Officers

- 16.1 (a) The Clerk shall be the Chief Executive of Broxtowe  
(b) The Treasurer shall be the Deputy Chief Executive of Broxtowe  
(c) Erewash shall appoint a Liaison Officer to the Joint Committee and the Chief Executive of Erewash shall notify and keep notified the Clerk of the person appointed by Erewash to the post

16.2 The Joint Committee shall appoint and pay such employees as it is deemed necessary to provide equip maintain and manage the Crematorium and all services and duties ancillary thereto and required to be provided by virtue of this Agreement or by statute and such employees shall be enabled to join any pension scheme which employees of Broxtowe are entitled to join by virtue of their individual contracts of employment

16.3 The ~~functions~~ Joint Committee shall **delegate the provision of the Bereavement Services to be dealt with by** Broxtowe Officers in accordance with the attached Schedule. For the avoidance of doubt the identified Officers shall include Officers succeeding to the named Officers' responsibilities on any re-organisation

## 17. Accounts

17.1 The Treasurer shall keep accounts of all moneys received by and all expenditure of the Joint Committee as may be required for the purposes of Part 8 of the Local Government Act 1972

17.2 As soon as practicable after the end of the Financial Year the Joint Committee shall send to each Authority a full report of the operations of the Joint Committee during the last financial year and a copy of the accounts therefore

17.3 Broxtowe will carry out an annual audit of the accounts and the Joint Committee will provide a copy of the report thereof to each of the Authorities as soon as practicably possible after receipt of the same

## 18. Performance of Agreement

18.1 The Authorities shall at all times take all or any action as may be necessary for giving full effect to this Agreement and every provision and obligation contained herein and any decision made by the Joint Committee pursuant hereto

18.2 Each Authority shall bear its own costs for the negotiation preparation completion and stamping of this Agreement

18.3 If either Authority shall fail to carry out any necessary act required to be taken pursuant to paragraph 18.1 above, the other may implement any reasonable measures necessary to give effect to this Agreement or any proper decision of the Joint Committee and the reasonable costs thereof shall be recoverable as a debt from the Authority which so failed to act

## 19. Termination

~~19.1~~ If either of the Authorities wish to terminate this Agreement they shall be required to give to the other authority not less than 24 months' notice to expire [at any time/on 31 March in any year]

## 20. Variation

No variation of this Agreement shall be effective unless it is in writing and signed by the authorised representatives of the parties. ~~wish to make any alterations to the terms hereof then in default of agreement between the Authorities the matter shall be referred to arbitration in accordance with paragraph 20 below~~

## 21. Arbitration

Any dispute between the Authorities under or arising out of this Agreement shall be referred to a single arbitrator to be agreed upon by the Authorities or in default of Agreement to be nominated by the Secretary of State for Communities and Local Government or such other Government Minister as shall be appropriate in accordance with and subject to the provisions of the Arbitration Act 1996 or any statutory modification or re-enactment thereof of them for the time being in force

## 22. Complaints

Any complaint received by the Joint Committee or either or both of the Authorities relating to the Bereavement Services or any Officer of the Authority employed thereat or to the performance of functions under arising out of the provision of the Bereavement Services this agreement shall be dealt with in the first instance in accordance with Broxtowe's formal complaints procedure and if the complaint is not resolved as a result of that process. ~~or if a complaint is received from the Local Government Ombudsman by the Monitoring Officer~~

## 23. Notices

Notices under this Agreement shall be in writing and except where otherwise specifically provided herein delivered or dispatched by first class post to the Principal Office of the Authority or the Principal Office of the Authority by whom the Clerk is employed as the case may be. A notice given by first class post is deemed to be have been received three working days after it has been sent

## 24. General

The Contracts (Rights of Third Parties) Act 1999 shall not apply to this agreement

**EXECUTED** by the Authorities the day and year first before written

**EXECUTED** by )

**BROXTOWE BOROUGH COUNCIL** )

In the presence of: )

Mayor

Duly Authorised Officer

**EXECUTED** by )

**EREWASH BOROUGH COUNCIL** )

In the presence of: )

Mayor

Duly Authorised Officer

## **SCHEDULE**

(Functions of the Joint Committee dealt with by Broxtowe Officers)

Meetings: agendas

Clerk (Chief Executive)

Minutes: preparation and distribution

Clerk to the Joint Committee  
(Head of Democratic Services)

Governance: procedure rules, complaints Monitoring Officer

Finance: treasurer, financial regulations, budgets, accounts, insurance, audit, medium-term financial strategy, risk management

Treasurer (Deputy Chief Executive)

Head of Paid Service: Officer liaison on all Bereavement Services matters and overall management control, service delivery plan, performance management

Executive Director

Conditions of service, employee relations, establishment, payroll, employee appeals and consultation, recruitment and training, health and safety, IT development and maintenance

Executive Director

Public relations: press releases, Communications

Executive Director

Information Governance: freedom of information

Executive Director

Legal services: legal advice, bad debts

Monitoring Officer

Buildings & Land: estates, assets, contracts & leases, architect, surveyor, developer of grounds

Clerk (Chief Executive)

Environment: noise, pollution (monitoring and control)

Strategic and Business Development Manager

Cremations: specialist professional and statutory advice on cremation administration, procedures, rules and regulations, liaison with users

Strategic and Business Development Manager

Funeral services supervision, interments and ancillary activities

Strategic and Business Development Manager



Building grounds maintenance,  
supervision and security

Strategic and Business Development  
Manager

Income and expenditure control  
within financial regulations

Strategic and Business Development  
Manager

**DATED** \_\_\_\_\_ **2024**

**B E T W E E N**

**BROXTOWE BOROUGH COUNCIL**

and

**EREWASH BOROUGH COUNCIL**

**A G R E E M E N T**

**Relating to Joint Use Arrangements  
for Bramcote **Bereavement Services**,  
Bramcote in the County of Nottingham**

*Bramcote Bereavement Services/Draft Joint  
Committee Agreement 2024*

## Report of the Treasurer

**Annual Report and Statement of Accounts 2023/24**1. Purpose of Report

To present the Annual Report and Management Statement of Accounts for 2023/24 for consideration by the Joint Committee, in accordance with the vision of working to provide the most professional, compassionate and sensitive services to meet the needs and expectations of people using Bramcote Crematorium.

2. Recommendation

**The Joint Committee is asked to RESOLVE that:**

1. **The Annual Report and Management Statement of Accounts for the financial year 2023/24 be approved as the basis for generating accounting entries to the two constituent authorities.**
2. **The accumulated revenue surplus and other investments be retained by the Joint Committee for future use, with the position being reviewed when the 2024/25 revised estimates are considered.**
3. **Development budget carry forward requests totalling £213,400, as outlined in the report, be approved and included in the 2024/25 revised budget.**

3. Detail

Broxtowe Borough Council is the lead authority for all financial matters associated with the Crematorium and prepares statements to facilitate consolidation of the information into the annual Statement of Accounts of the constituent audited bodies, Broxtowe and Erewash Borough Councils. The expenditure and income overseen by this Joint Committee is subject to statutory audit as part of the main accounts of these Councils. The Annual Report and Management Statement of Accounts for 2023/24 is provided in the **appendix**.

All information in this report is derived from the final accounts working papers used in preparation of the draft Statement of Accounts for Broxtowe Borough Council which is due to be published on the Council's website on or before 31 May 2024. Erewash Borough Council information will be based on the same working papers and contained in their draft Statement of Accounts to be published by the same date.

The accounts for the Bramcote Bereavement Services show a revenue account deficit of £29,949 for the financial year ended 31 March 2024. The surplus on operations for the year was £570,222, which is £23,622 higher than the original budget approved in January 2023. The accumulated revenue surplus as at 31 March 2024 was £334,598. Further details are provided in the financial narrative in the accounts.

4. Financial Implications

The comments from the Head of Finance Services were:

The Annual Report and Management Statement of Accounts for 2023/24 have been prepared in accordance with the Responsibilities of the Treasurer to the Crematorium. The financial implications are included within the report. The accumulated revenue surplus and investments as at 31 March 2024 will be retained for future use in 2024/25 and beyond.

5. Legal Implications

The comments from the Monitoring Officer/Head of Legal Services were:

The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way its functions are exercised having regard to economy, efficiency and effectiveness and to ensure public money is safeguarded and accounted for.

The Council has approved a code of corporate governance which is consistent with the principles set out in the CIPFA/SOLACE publications Delivering Good Governance in Local Government: Framework. 2016 Edition and also meets the requirements set out in the Accounts and Audit (England) Regulations 2015 (regulation 6(1)). The statement has been prepared incorporating the code and legislation.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no comments from UNISON.

8. Climate Change Implications

There are no climate change implications in relation to this report.

9. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

11. Background Papers

Nil

# **BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE**



## **ANNUAL REPORT AND MANAGEMENT STATEMENT OF ACCOUNTS 2023/24**

**CONTENTS**

	Page No.
Foreword	3
Annual Report 2023/24	4 – 5
Statement of Responsibilities for Financial Matters	6
Financial Narrative for the Year Ended 31 March 2024	7 – 8
Comprehensive Income and Expenditure Statement	9
Movement in Reserves Statement	10
Balance Sheet	11
Cash Flow Statement	12
Defined Pension Scheme	13 – 15
Notes to the Core Financial Statements	16 – 21

## **FOREWORD**

Bramcote Crematorium was opened in 1979 as the result of a joint initiative by Broxtowe and Erewash Borough Councils who recognised a need for the provision of cremation facilities easily accessible to people of the area.

The Joint Committee was formed to oversee the planning and building of the Crematorium and subsequently to direct the management of its operation. The original capital cost of the crematorium was met by equal contributions from Broxtowe and Erewash Borough Councils and the balance of these contributions has since been used to effect most works of enhancement. On occasions where one of the constituent authorities has solely provided the necessary funding, then arrangements have been made to repay such amounts through a redistribution of any revenue surplus within the accounts.

Membership of the Bramcote Bereavement Services Joint Committee comprises elected members from each of the constituent authorities, the number nominated by each reflecting the populations of the respective areas, which at present are approximately equal.

The Joint Committee directly employs a Strategic and Business Development Manager, a Bereavement Services Manager and other operational staff to run the Crematorium on a day-to-day basis and appoints officers of the constituent authorities to provide central and specialist services.

Regular reports are presented to the Joint Committee to ensure latest information is available for strategic and forward decisions.

## BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

### ANNUAL REPORT 2023/24

The year ended 31 March 2024 was the forty-third full year of operation for Bramcote Crematorium, in which it has continued with its reputation of excellent service to the community. Directly serving the area of the constituent authorities of Broxtowe and Erewash, the Crematorium is also readily accessible to the northern and western parts of the City of Nottingham.

The Joint Committee aims to set cremation fees which are not only competitive with those of surrounding crematoria, but also cover the Crematorium's operating costs. The policy in 2023/24 was to charge a standard single adult fee of £820, rising to £895 from January 2024 to cover increasing operating costs, in particular in relation to rising fuel costs (£748 in 2022/23).

The following table shows the number of adult cremations conducted at Bramcote Crematorium during the prior four years by area of origin:

Area	2020/21	2021/22	2022/23	2023/24
Broxtowe	936	829	836	780
Nottingham	632	519	579	584
Erewash	808	721	689	660
Other	389	409	375	278
<b>Total</b>	<b>2,765</b>	<b>2,478</b>	<b>2,479</b>	<b>2,302</b>

The following tables shows the respective cremations fees charged across the local area, including Bramcote Crematorium:

#### Bramcote Crematorium

Service	2021/22	2022/23	2023/24 (Apr-Dec)	2023/24 (Jan-Mar)
Cremation (Adult)	£730	£748	£820	£895
Cremation & Witness Charge	£806	£826	£898	£980
Direct Cremation	£395	£395	£430	£470
Early Service	£500	£600	£642	£700
Saturday Service	£825	£846	£1,105	£1,205
Memorial Service	£100	£250	£268	£295
Under 18 years	Nil	Nil	Nil	Nil



Nottingham City Crematorium (Wilford Hill)

Service	2022/23	2023/24
Cremation (Adult)	£750	£773
Cremation and Witness Charge	£910	£937
Direct Cremation	£375	£450
Early Service	n/a	n/a
Saturday Service	£1,050	£1,082
Memorial Service	£307	£307
Under 18 Years	Nil	Nil

Gedling Crematorium

Service	2022/23	2023/24
Cremation (Adult)	£850	£925
Cremation and Witness Charge	n/a	n/a
Direct Cremation	£450	£475
Early Service	£700	£775
Saturday Service	£1,160	£1,155
Memorial Service	£310	£475
Under 18 Years	Nil	Nil

Derby Crematorium (Markeaton)

Service	2022/23	2023/24
Cremation (Adult)	£805	£829
Cremation and Witness Charge	n/a	n/a
Direct Cremation	£517	£533
Early Service	£605	£623
Saturday Service	n/a	n/a
Memorial Service	£203	£209
Under 18 Years	Nil	Nil

**BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE**

**STATEMENT OF RESPONSIBILITIES FOR FINANCIAL MATTERS**

Responsibilities of the Joint Committee

The Joint Committee is required:

- to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In the case of the Joint Committee, that officer is the Treasurer to the Crematorium.
- to manage its affairs and to secure economic, efficient and effective use of resources and safeguard its assets.

Responsibilities of the Treasurer to the Crematorium

The Treasurer to the Crematorium, as Deputy Chief Executive and Section 151 Officer for Broxtowe Borough Council being the responsible authority for all financial information, will ensure that:

- Good financial management is employed in respect of the Crematorium funds to ensure they are safeguarded at all times and are used appropriately, economically, efficiently and effectively.
- Influence on all material business decisions to ensure financial implications are fully considered including opportunities and risks in line with the financial strategy of the Joint Committee.

Financial Reporting

As the regulations have changed over recent years, financial reporting has become more abridged and technical in nature. The Medium Term Financial Strategy sets out targets and budgets and, as with all other Council activities, a regular quarterly monitoring report is presented to various committees. An outturn report is issued in June/July each year in a similar format and identifying any requests for carry forward of budgets. Variances to budget will be fully visible without technical adjustments.

A full set of statements and notes will continue to be produced to allow each of the Constituent Authorities to consolidate financial information into the Annual Statement of Accounts.

**ZULFIQAR DARR**  
**TREASURER**  
**31 MAY 2024**

**BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE****FINANCIAL NARRATIVE FOR YEAR THE ENDED 31 MARCH 2024****Summary of Financial Position as at 31 March 2024****Comprehensive Income and Expenditure Statement**

The accounts for the Bramcote Bereavement Services show a revenue account deficit of £29,949 for the financial year ended 31 March 2024. The surplus on operations for the year was £570,222, which is £23,622 higher than the original budget approved in January 2023. The net deficit for the year was taken from the accumulated Revenue Account surplus which at 31 March 2024 amounted to £334,598. This is improved on the revised estimate position of £158,650 due to underspends on development budgets requested for carry forward (see below).

The balance on the Repairs and Renewals Reserve as at 31 March 2024 was £165,621 with the Donations Reserves stated at £7,900.

The deficit on the provision of service, after net income, was £99,985 and included £670,207 of financing costs which mainly consisted of the £700,000 distribution to the Constituent Authorities in accordance with the revised annual budget.

All works associated with the capital developments were not fully completed. As such, it is necessary to request a budget carry forward of £213,400 into 2023/24. This relates to £60,000 for the Resurfacing of Pathways development (nil spend in 2023/24), £27,100 for the Car Parking development (spend of £2,400 in 2023/24 against a total budget of £29,500) and £117,700 for the Replacement Cremator development (spend of £42,300 in 2023/24 against a total budget of £160,000). There is also the balance of the Marketing project of £8,600 (revenue) requested to carry forward into 2024/25.

**Balance Sheet**

Usable reserves reduced to £508,119 (2022/23 - £580,368) in line with the increased costs after technical adjustments shown on the Movement in Reserves Statement.

All funds are subject to treasury management at Broxtowe Borough Council.

**Income**

The number of cremations in 2023/24 was 2,302. The target number of cremations was not achieved in the year and budgeted income from cremation fees was not fully realised by £63,600. This was largely attributed to the level of activity being reduced due to the death rate being down by 5.63% in 2023/24 compared to 2022/23.

Other receipts from memorialisation and associated services increased in line with the cost of sales.

### Expenditure

Employee costs included the agreed pay award effective from April 2023, with establishment savings of £59,000 from vacancies which is slight offset by the cost of the pay award and utilising agency staff. Pension strain costs of £21,800 on the Income and Expenditure Account is reversed out 'below the line' as a technical accounting adjustment.

The energy costs were £24,000 higher than the original budgets, although these and other running costs were generally lower than anticipated due to efficiencies and budget savings made from general repairs and maintenance, repairs to cremators and other suppliers and services.

## COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

Actual 2022/23 £		Actual 2023/24 £
	<u>Income</u>	
(1,913,724)	Fees and Charges	(1,978,815)
(5,400)	Rent – Pamela Cottage	(5,400)
(24,364)	Other Income	(18,597)
<b>(1,943,488)</b>		<b>(2,002,812)</b>
	<u>Expenditure</u>	
485,417	Employee Expenses	461,711
329,342	Premises Related Expenses	434,142
1,051	Transport Related Expenses	1,150
231,890	Supplies and Services	208,428
31,610	Third Party Payments	35,900
175,370	Central, Departmental & Technical Support Services	191,850
80,411	Capital Charges	99,409
<b>1,335,090</b>		<b>1,432,590</b>
<b>(608,398)</b>	<b>Cost of Services – Continuing Operations</b>	<b>(570,222)</b>
-	Disposal of Fixed Assets	-
827,331	Financing and Investment Income/Expenditure (Note 2)	670,207
<b>218,934</b>	<b>(Surplus) or Deficit on Provision of Service</b>	<b>99,985</b>
(1,747,000)	Measurement of Net Defined Benefit Liability/ (Asset)	272,000
-	(Surplus)/Deficit on Revaluation of Property, Plant and Equipment Assets	(1,307,192)
<b>(1,747,000)</b>	<b>Other Comprehensive Income and Expenditure</b>	<b>(1,035,192)</b>
<b>(1,528,066)</b>	<b>Total Comprehensive Income and Expenditure</b>	<b>(935,207)</b>

## MOVEMENT IN RESERVES STATEMENT

	Revenue Account Balances £	Donations Reserve £	Repairs & Renewals Reserve £	Total Usable Reserves £	Unusable Reserves £	Total Reserves £
<b>Balance Carried Forward at 31 March 2022</b>	<b>(456,252)</b>	<b>(6,933)</b>	<b>(236,122)</b>	<b>(699,307)</b>	<b>(1,046,767)</b>	<b>(1,746,075)</b>
<b>Movement in Reserves during 2022/23</b>						
(Surplus) or Deficit on provision of services (accounting basis)	218,934	-	-	218,934	-	218,934
Other Comprehensive Income and Expenditure	-	-	-	-	(1,747,000)	(1,747,000)
<b>Total Comprehensive Income and Expenditure</b>	<b>218,934</b>	<b>-</b>	<b>-</b>	<b>218,934</b>	<b>(1,747,000)</b>	<b>(1,528,066)</b>
Adjustments between accounting basis & funding basis under regulations (Note 2)	(144,747)	-	44,753	(99,994)	99,994	-
<b>Net Increase/Decrease before Transfers to Earmarked Reserves</b>	<b>74,186</b>	<b>-</b>	<b>44,753</b>	<b>118,939</b>	<b>(1,647,006)</b>	<b>(1,528,066)</b>
Transfers to/from Earmarked Reserves	5,966	(396)	(5,570)	-	-	-
<b>Increase / Decrease in 2022/23</b>	<b>80,152</b>	<b>(396)</b>	<b>39,183</b>	<b>118,939</b>	<b>(1,647,006)</b>	<b>(1,528,067)</b>
<b>Balance Carried Forward at 31 March 2023</b>	<b>(376,100)</b>	<b>(7,329)</b>	<b>(196,939)</b>	<b>(580,368)</b>	<b>(2,693,773)</b>	<b>(3,274,141)</b>
<b>Movement in Reserves during 2023/24</b>						
(Surplus) or Deficit on provision of services (accounting basis)	99,985	-	-	99,985	-	99,985
Other Comprehensive Income and Expenditure	-	-	-	-	(1,035,192)	(1,035,192)
<b>Total Comprehensive Income and Expenditure</b>	<b>99,985</b>	<b>-</b>	<b>-</b>	<b>99,985</b>	<b>(1,035,192)</b>	<b>(935,207)</b>
Adjustments between accounting basis & funding basis under regulations (Note 2)	(70,036)	-	42,300	(27,736)	27,736	-
<b>Net Increase/Decrease before Transfers to Earmarked Reserves</b>	<b>29,949</b>	<b>-</b>	<b>42,300</b>	<b>72,249</b>	<b>(1,007,456)</b>	<b>(935,207)</b>
Transfers to/from Earmarked Reserves	11,553	(570)	(10,982)	-	-	-
<b>Increase/decrease in 2023/24</b>	<b>41,502</b>	<b>(570)</b>	<b>31,318</b>	<b>72,247</b>	<b>(1,007,456)</b>	<b>(935,207)</b>
<b>Balance Carried Forward at 31 March 2024</b>	<b>(334,598)</b>	<b>(7,900)</b>	<b>(165,621)</b>	<b>(508,119)</b>	<b>(3,701,229)</b>	<b>(4,209,348)</b>

**BALANCE SHEET  
AS AT 31 MARCH 2024**

31 March 2023 £		31 March 2024 £
	<u>Long Term Assets</u>	
2,576,773	Property, Plant and Equipment	3,829,229
117,000	Net Pension Asset	-
<b>2,693,773</b>	<b>Total Long Term Assets</b>	<b>3,829,229</b>
	<u>Current Assets</u>	
429,560	Short Term Investments	357,352
134,157	Short Term Debtors	189,898
24,309	Cash and Cash Equivalents	20,448
<b>588,026</b>	<b>Total Current Assets</b>	<b>567,698</b>
	<u>Current Liabilities</u>	
(7,658)	Short Term Creditors	(59,579)
<b>(7,658)</b>	<b>Total Current Liabilities</b>	<b>(59,579)</b>
	<u>Long Term Liabilities</u>	
-	Long Term Borrowing	-
-	Net Pension Liability	(128,000)
-	<b>Total Long Term Liabilities</b>	<b>(128,000)</b>
<b>3,274,141</b>	<b>Net Assets</b>	<b>4,209,348</b>
580,368	Usable Reserves	508,119
2,693,773	Unusable Reserves	3,701,229
<b>3,274,141</b>	<b>Total Reserves</b>	<b>4,209,348</b>

**CASH FLOW STATEMENT**

2022/23 £		2023/24 £
<b>218,934</b>	<b>Net surplus/deficit on provision of services</b>	<b>99,985</b>
(178,718)	Adjustments to net surplus or deficit for non-cash movements	(68,590)
<b>40,216</b>	<b>Net cash flows from operating activities</b>	<b>31,395</b>
(39,102)	Investing activities	(27,534)
-	Financing activities	-
<b>1,114</b>	<b>Net increase or decrease in cash equivalents</b>	<b>3,861</b>
(25,423)	Cash and cash equivalents at the beginning of the reporting period	(24,309)
<b>(24,309)</b>	<b>Cash and cash equivalents at the end of the reporting period</b>	<b>(20,448)</b>



**DEFINED BENEFIT PENSION SCHEME**Comprehensive Income and Expenditure Statement

	2022/23 £	2023/24 £
<u>Service Cost comprising:</u>		
Service cost	106,000	53,000
Administration expenses	1,000	1,000
<u>Financing and Investment Income and Expenditure</u>		
Net interest expense	39,000	(7,000)
<b>Total post-employment benefits charged to the Surplus or Deficit on the Provision of Services</b>	<b>146,000</b>	<b>47,000</b>
<b>Other post-employment benefits charged to the Comprehensive Income and Expenditure Statement</b>		
<u>Re-measurement of the Net Defined Liability comprising:</u>		
Return on plan assets (excluding the amount included in the net interest expense)	(82,000)	74,000
Other actuarial gains/(losses) on assets	3,000	-
Changes in financial assumptions	1,133,000	46,000
Changes in demographic assumptions	873,000	25,000
Changes in effect of asset ceiling	-	(408,000)
Experience loss/(gain) in defined benefit obligation	(180,000)	(9,000)
<b>Total post-employment benefits charged to the Comprehensive Income and Expenditure Statement</b>	<b>1,893,000</b>	<b>(225,000)</b>
<b>Movement in Reserves Statement</b>		
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for Post-Employment Benefits in accordance with the Code	(146,000)	(47,000)
<b>Actual amount charged against the General Fund Balance for pensions in year</b>		
Employers' contributions payable to the scheme	51,000	74,000

Pension Assets and Liabilities Recognised in the Balance Sheet

	2022/23 £	2023/24 £
Present value of the defined benefit obligation	1,715,000	1,764,000
Fair value of plan assets	(1,832,000)	(2,044,000)
<b>Sub Total</b>	<b>(117,000)</b>	<b>(280,000)</b>
Other movements in the liability/(asset)	-	-
Payment of deficit	-	408,000
<b>Net liability arising from defined benefit obligation</b>	<b>(117,000)</b>	<b>128,000</b>

Reconciliation of the Movement in the Fair Value of Scheme Assets

	2022/23 £	2023/24 £
<b>Opening Fair Value of Scheme Assets</b>	<b>1,839,000</b>	<b>1,832,000</b>
Interest income	48,000	89,000
Re-measurement gain/(loss):		
Return on plan assets (excluding the amount included in the net interest expense)	(82,000)	74,000
Other actuarial gains/(losses) on assets	3,000	-
Contributions from employer	51,000	74,000
Contributions from employees into the scheme	14,000	19,000
Benefits paid	(40,000)	(43,000)
Administration expenses	(1,000)	(1,000)
<b>Closing Fair Value of Scheme Assets</b>	<b>1,832,000</b>	<b>2,044,000</b>

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)

	2022/23 £	2023/24 £
<b>Opening Balance as at 1 April</b>	<b>3,374,000</b>	<b>1,715,000</b>
Current service cost	106,000	53,000
Interest cost	87,000	82,000
Contribution from scheme participants	14,000	19,000
Re-measurement (gain)/loss:		
Change in financial assumptions	(1,133,000)	(46,000)
Change in demographic assumptions	(873,000)	(25,000)
Experience loss/(gain)	180,000	9,000
Past service cost	-	-
Benefits paid	(40,000)	(43,000)
Unfunded pension payments	-	-
<b>Closing Balance as at 31 March</b>	<b>1,715,000</b>	<b>1,764,000</b>

Local Government Pension Scheme Assets

	2022/23 £	2023/24 £
Cash and Cash Equivalents	90,000	123,000
Equity Instruments	1,225,000	1,406,000
Gilts	38,000	49,000
Other Bonds	114,000	101,000
Property	224,000	217,000
Infrastructure	141,000	148,000
<b>Total Assets</b>	<b>1,832,000</b>	<b>2,044,000</b>

Basis for Estimating Assets and Liabilities

	2022/23 %	2023/24 %
<u>Mortality Assumptions</u>		
Longevity at 65 for current pensioners:		
- Men	20.7	20.4
- Women	23.5	23.3
Longevity at 65 for future pensioners:		
- Men	22.0	21.7
- Women	25.0	24.7
<u>Financial Assumptions</u>		
RPI Inflation	3.20	3.15
Rate of Increase in Salaries	3.85	3.85
Rate of Increase in Pensions	2.85	2.85
Rate for Discounting Scheme Liabilities	4.80	4.95

	Increase in Assumption £	Increase in Assumption £
Longevity (increase or decrease in 1 year)	71	71
Rate of increase in salaries (increase or decrease by 0.1%)	4	4
Rate of increase in pensions (increase or decrease by 0.1%)	27	28
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	(30)	(31)

## NOTES TO THE CORE FINANCIAL STATEMENTS

### 1. Adjustments between Accounting Basis and Funding Basis under Regulation

	2022/23 £	2023/24 £
Depreciation	(80,411)	(99,408)
Impairment	-	-
Capital expenditure financed by revenue	30,663	2,373
Capital expenditure financed from reserves	44,753	42,300
Capital Financing – Repayment of Principal	-	-
Pension Costs	(95,000)	27,000
<b>Total</b>	<b>(99,994)</b>	<b>(27,735)</b>

### 2. Financing and Investment Income and Expenditure

	2022/23 £	2023/24 £
Interest receivable and similar income	(11,669)	(22,793)
Interest payable and similar payments	-	-
Net interest on net defined benefit liability/(asset)	39,000	(7,000)
Distribution to Constituent Authorities	800,000	700,000
<b>Total</b>	<b>827,331</b>	<b>670,207</b>

### 3. Property, Plant and Equipment

	Land and Buildings £	Vehicles, Plant and Equipment £	Total £
<u>Original Cost/Opening Valuation</u>	2,633,943	875,396	3,509,339
Enhancement and Additions	-	44,673	44,673
Revaluation	1,038,056	-	1,038,056
Disposals	-	-	-
Impairments	-	-	-
<b>As at 31 March 2023</b>	<b>3,671,999</b>	<b>920,069</b>	<b>4,592,069</b>
<u>Opening Depreciation/Impairments</u>	(265,737)	(666,830)	(932,567)
Depreciation for the year	(54,924)	(44,484)	(99,408)
Revaluation	269,135	-	269,135
Disposals	-	-	-
<b>As at 31 March 2023</b>	<b>(51,526)</b>	<b>(711,314)</b>	<b>(762,840)</b>
Net Book value as at:			
1 April 2022	2,368,206	208,567	2,576,773
31 March 2023	3,620,474	208,755	3,829,229

Analysis of Property, Plant and Equipment

Asset Description	31 March 2023 £	31 March 2024 £
<u>Land and Buildings</u>		
Crematorium Buildings *	1,604,997	3,038,500
Crematorium Land **	270,000	354,000
Crematorium Roof *	147,280	-
Crematorium Heating System *	114,576	-
Boundary land	38,000	38,000
Pamela Cottage ***	97,750	123,500
Land at Pamela Cottage ***	60,000	66,500
Serenity Chapel Refresh *	2,825	-
Flower Wall Works *	31,337	-
	<b>2,366,764</b>	<b>3,620,500</b>
<u>Vehicles, Plant and Equipment</u>		
Mercury Abatement Equipment	66,836	44,557
Columbaria	2,700	1,800
Charging Bier	10,991	9,892
Children's Memorial Area	22,589	18,071
Lecterns and Curtains	4,155	3,324
Epilog Upgrade	7,795	5,279
Catafalque	1,620	-
Heat Exchanger	7,555	6,868
Buggy Grounds Vehicle	5,593	4,794
Cremator Reline & Health	40,384	32,307
Car Park	30,460	32,072
Door Repair and Maintenance	9,331	7,465
Cremator	-	42,300
	<b>210,009</b>	<b>208,729</b>
<b>Total Property, Plant and Equipment</b>	<b>2,576,773</b>	<b>3,829,229</b>

\* Consolidated the Bramcote Crematorium building and components into a single Building line with an opening value at £3,090,000

- Crematorium Buildings
- Crematorium Roof
- Crematorium Heating System
- Serenity Chapel Refresh
- Flower Wall Works

\*\* Crematorium land was revalued at £354,000

\*\*\* Pamela Cottage has been revalued at a total value of £190,000 as at 31 March 2024 with the split being 65% buildings and 35% land.

#### 4. Short Term Debtors

	31 March 2023 £	31 March 2024 £
Funeral Directors	106,254	126,216
Other Debtors	27,903	63,682
<b>Total Short Term Debtors</b>	<b>134,157</b>	<b>189,898</b>

#### 5. Cash and Cash Equivalents

	31 March 2023 £	31 March 2024 £
Cash in hand	60	80
Bank Current Accounts	24,250	20,368
Cash-in-Transit	-	-
<b>Total Cash and Cash Equivalents Balance</b>	<b>24,310</b>	<b>20,448</b>

#### 6. Short Term Creditors

	31 March 2023 £	31 March 2024 £
Local Authorities	(4,058)	(4,058)
Other Organisations	(3,600)	(55,521)
<b>Total Short Term Creditors</b>	<b>(7,658)</b>	<b>(59,579)</b>

#### 7. Unusable Reserves

	2022/23 £	2023/24 £
Revaluation Reserve	(567,430)	(1,841,061)
Capital Adjustment Account	(2,009,343)	(1,988,167)
Pension Reserve	(117,000)	128,000
<b>Total Unusable Reserves</b>	<b>(2,693,773)</b>	<b>(3,701,228)</b>

7a. Revaluation Reserve

	2022/23 £	2023/24 £
Balance at 1 April	(580,513)	(567,430)
Upward Revaluation of Assets	-	(1,307,192)
Impairment	-	-
Surplus/deficit on revaluation of non-current assets not posted to the Surplus/Deficit on the Provision of Services	13,083	33,561
<b>Balance at 31 March</b>	<b>(567,430)</b>	<b>(1,841,061)</b>

7b. Capital Adjustment Account

	2022/23 £	2023/24 £
<b>Balance as at 1 April</b>	<b>(2,001,254)</b>	<b>(2,009,342)</b>
<u>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:</u>		
Charges for depreciation and impairment of non-current assets	80,411	99,408
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	-	-
	(1,920,843)	(1,909,934)
Adjusting amounts written out of the Revaluation Reserve	(13,083)	(33,561)
<b>Net written out amount of the cost of non-current assets consumed in the year</b>	<b>(1,933,926)</b>	<b>(1,943,495)</b>
<u>Capital financing applied in the year:</u>		
Capital expenditure charged against the General Revenue Balance	(75,416)	(44,673)
<b>Balance as at 31 March</b>	<b>(2,009,342)</b>	<b>(1,988,168)</b>

7c. Pensions Reserve

	2022/23 £	2023/24 £
<b>Balance as at 1 April</b>	<b>1,535,000</b>	<b>(117,000)</b>
Re-measurement of the net defined liability/(asset)	(1,747,000)	272,000
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	146,000	47,000
Employer's pensions contributions and direct payments to pensioners payable in the year	(51,000)	(74,000)
<b>Balance as at 31 March</b>	<b>(117,000)</b>	<b>128,000</b>

8. Cash Flow Statement – Operating Activities

The cash flows for operating activities include the following items:

	2022/23 £	2023/24 £
Interest received	(11,669)	(22,793)
Interest paid	-	-

9. Cash Flow Statement – Investing Activities

	2022/23 £	2023/24 £
Purchase of property, plant and equipment, investment property and intangible assets	75,416	44,673
Purchase of short term investments	(114,518)	(72,207)
<b>Total Investing Activities</b>	<b>(39,102)</b>	<b>(27,534)</b>

10. Cash Flow Statement – Financing Activities

	2022/23 £	2023/24 £
Other receipts from financing activities	-	-
Other payments for financing activities	-	-
<b>Total Financing Activities</b>	<b>-</b>	<b>-</b>



11. Capital Expenditure and Capital Financing

	2023/24 £
Expenditure:	
<u>Operational Assets</u>	
Car Park	2,373
Cremator	42,300
<u>Non Operational Assets</u>	
Capital Salaries	-
<b>Total Expenditure</b>	<b>44,673</b>
Financing:	
Revenue Financing	(2,373)
Repairs and Renewals Reserve	(42,300)
<b>Total Financing</b>	<b>(44,673)</b>

12. Investments

	2022/23 £	2023/24 £
Repairs and Renewals Reserve	196,939	165,621
Revenue	232,621	191,731
<b>Total Investments</b>	<b>429,560</b>	<b>357,352</b>

This page is intentionally left blank

**Report of the Executive Director**

<b>Marketing and Performance Strategy</b>
---

1. Purpose of Report

To provide the Joint Committee with an update on performance and marketing.

2. Recommendation

**The Joint Committee is asked to NOTE this report.**

3. Detail

The detail of this report is included in the **Appendix**.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The variation in the number and type of cremations completed will have a direct impact on the Crematorium's income budget and overall financial performance. A potential reduction of 170 cremations at the full service fee would amount to a budget pressure of £157,250.

5. Legal Implications

The comments from the Monitoring Officer / Head of Legal Services were as follows:

There are no direct legal implications arising from this report.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Not Applicable.

7. Union Comments

The Union comments were as follows:

Not Applicable.

8. Climate Change Implications

The climate change implications are contained within the report.

9. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

Not Applicable.

11. Background Papers

Nil.

**APPENDIX****Marketing**

The success of the marketing strategy will be determined by the positive impact that is achieved on measureable goals. These measureable goals form the Key Performance Indicators (KPIs).

Analysis will be carried out on a monthly basis to establish the market share for the services held at the Crematorium. For every cremation held at the crematorium this will involve recording the district where each of the deceased lived set against the overall death rate for the corresponding district. The market share can then be calculated.

The target markets for the Crematorium are grouped into:

- Core area (Broxtowe area)
- Targeted area (Erewash and Nottingham City, due to close proximity of competitors)
- Out of area (surrounding areas).

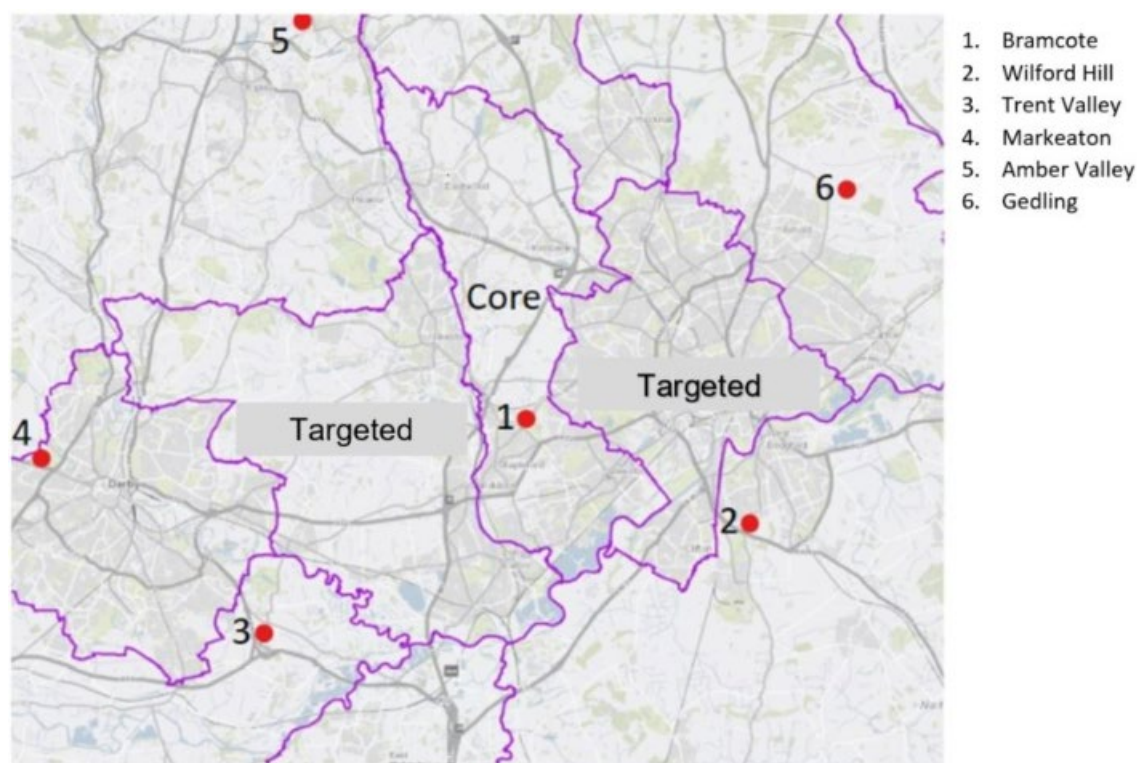
The term 'core area' refers to the region where the crematorium is expected to attract the vast majority of custom based on being the primary service provider within that area.

The term 'targeted area' is the marketing term for an area that companies compete with each other to develop, sell or control.

The term 'out of area' refers to the area where attracting custom from that region will be a challenge based on factors such as the proximity and competitors.

The map below shows designation of the areas together with the competitor locations.

The restricted format in which the data is gathered prevents a more accurate detailing of the areas. The facility to provide the areas as a drive time from the crematorium would be preferential.



The death rate is collated from the website below:

<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/datasets/monthlyfiguresondeathsregisteredbyareaofusualresidence>

This report will be crucial in determining where to concentrate the marketing strategy and efforts. The crematorium should have a greater percentage of the market share in its core area, with the percentage decreasing in the targeted area and out of area where other crematoriums operate.

The following activities have been undertaken as part of raising the profile of the crematorium in both the core and targeted area:

- Continuation of increased exposure and messages through social media channels.
- Regular website updates actioned to enhance the customers experience including mobile device enabled. Regular updates of news and events. Google reviews now included on the website home page.
- Continuation of the connect and reflect café on the first Saturday of every month in the reflection chapel working with local bereavement charities. Attended by people experiencing loss and grief. The number attending has seen an increase each month, and is growing in momentum and popularity.
- Continuation of regular meetings with local community groups and charities to work closely promoting services and organising joint events further promoting services and facilities on offer.
- Weekly discussions with funeral directors to look at potential improvements with the services offered.
- Discussions ongoing to create exclusive service contracts with Funeral Directors.

- Report submitted to the Joint Committee meeting 20 June 2024 on an innovative project which will see Bramcote Bereavement Services becoming the crematorium of choice in both core and targeted areas.
- Discussions with a local company investigating their development of a sustainable alternative to cremation and burial, woodland burial and natural transition.

### **Performance**

The table below details the number of fee charging cremations on a year by year basis. The number of fee charging cremations achieved between 1 April 2023 and 31 March 2024 in the core, targeted and out of area decreased by 177 compared to the same period 2022/23, resulting in 2,302 fee charging cremations.

The table also details 2024/25 data 1 April – 31 May. 420 fee charging cremations achieved, an increase of 16% on the same period 2023/24.

Detailed further in this report is the reduction in funerals available in our core and targeted areas which directly relates to the reduction in performance and cremations achieved 2023/24.

Month	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
April	187	300	226	180	166	221
May	226	280	184	212	195	199
June	211	183	239	227	181	
July	187	176	179	180	197	
August	192	178	177	215	162	
September	171	181	192	176	165	
October	203	199	193	194	196	
November	208	217	224	217	178	
December	201	259	195	193	190	
January	270	222	217	252	246	
February	203	303	224	214	196	
March	239	267	228	219	230	
Total	2,498	2,765	2,478	2,479	2,302	420

**Types of Services breakdown**

The table below shows the different types of cremations which have taken place in 2022/23 and 2023/24. The key for the data in the table is as follows:

<b>Full Service:</b>	A normal 60-minute service and cremation.
<b>Committal Service:</b>	The service was held at a church/chapel first, then a short service and cremation.
<b>Direct Service:</b>	A normal cremation but where there is no service.
<b>Attended Direct Service:</b>	A normal cremation involving a 15-minute service at our direct times with limited mourners and eulogy delivered by Bramcote Crematorium staff.
<b>AW Lymn Direct Contract:</b>	A normal cremation but where there is no service.
<b>Hospital Body:</b>	The Cremation of a body received direct from the hospital.
<b>Hospital Body Part:</b>	The Cremation of a body part received direct from the hospital.
<b>Morning Sunrise Service:</b>	A normal cremation involving a 60-minute service only at 9:00am in the Serenity Chapel.

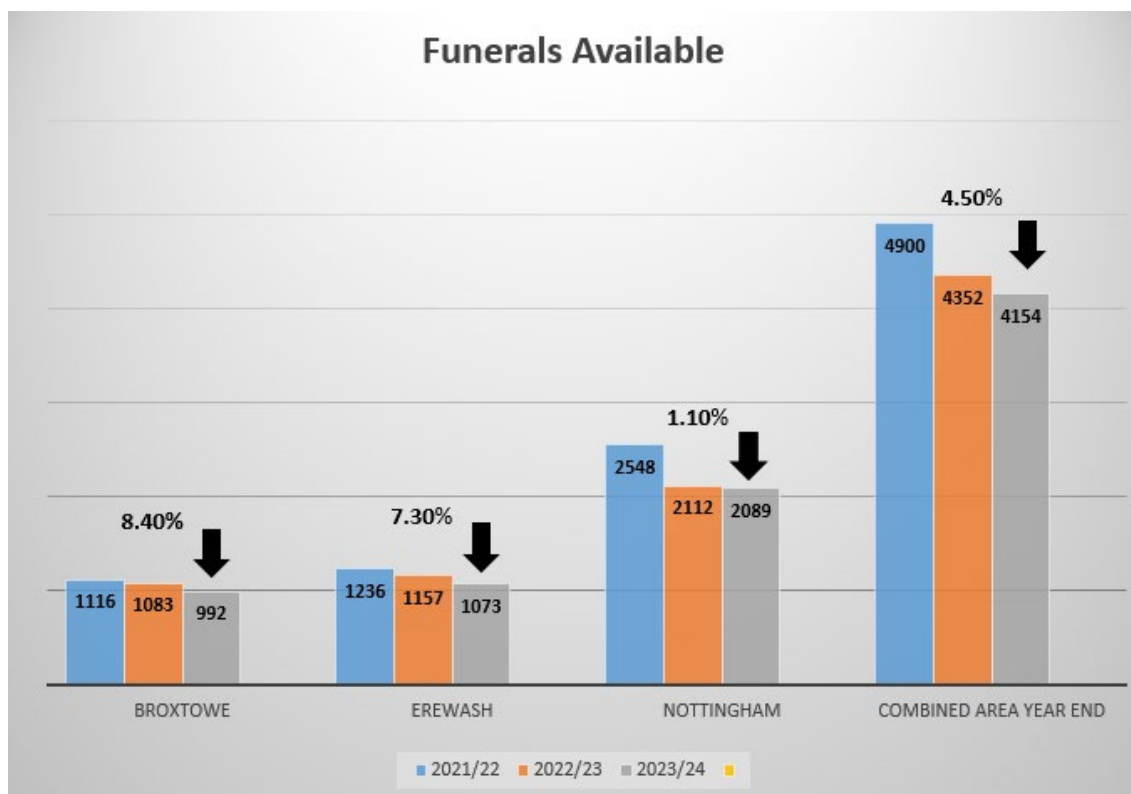
	2022/23	2023/24	2024/25
Full Service	2,255	2,009	333
Committal Service	84	91	18
Direct Service	89	84	14
Attended Direct Service		26	3
AW Lymn Direct Contract		49	45
Hospital Body	24	21	4
Hospital Body Part	11		1
Morning Sunrise Service	16	9	2
Children Funeral Fund		13	
<b>Cremations Total</b>	<b>2,479</b>	<b>2,302</b>	<b>420</b>

Note: Attended direct service started in May 2023.  
 AW Lymn direct contract started 1 January 2024.  
 2024/25 data represents 1 April 24 - 31 May 24.



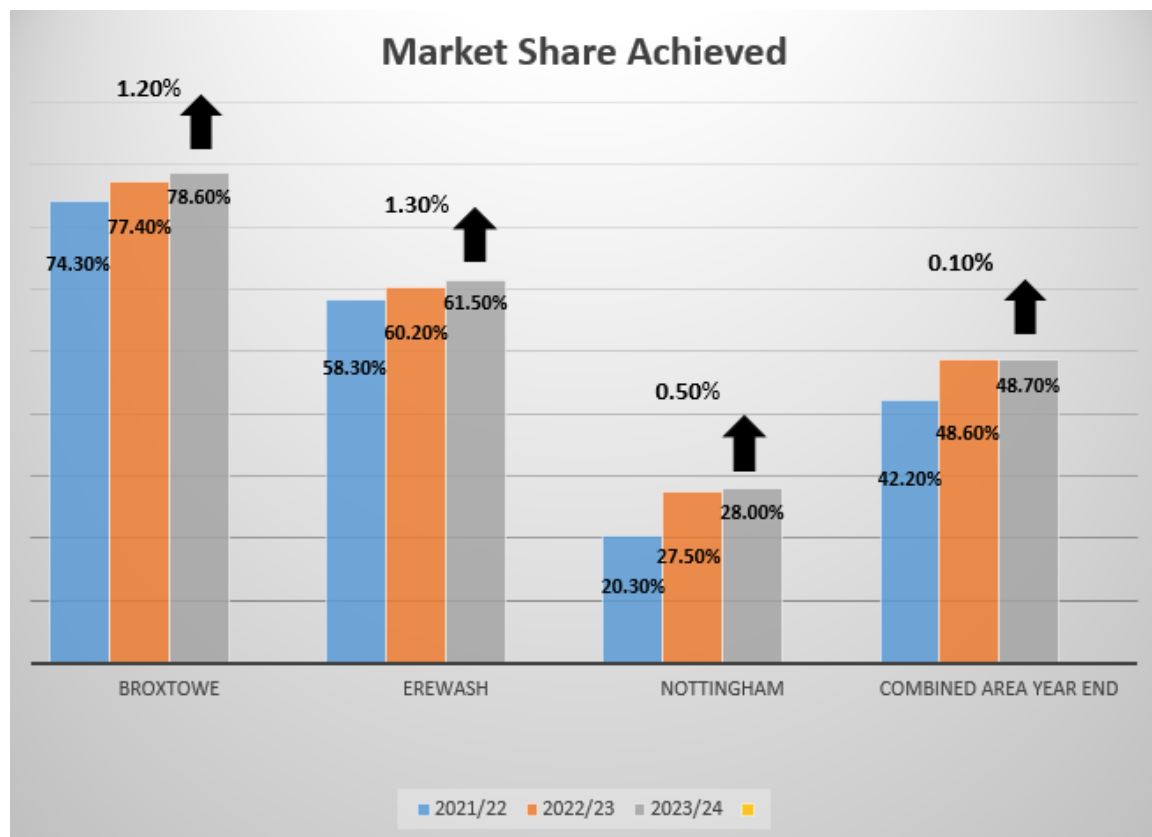
**Death rate and funerals available**

It should be noted that the funerals available in the core and targeted areas between 1 April 2023 and 31 March 2024 has decreased by 4.50% compared to the same period in 2022/23. This percentage equates to 198 cremations not being available. The graph provided below illustrates the data gathered from registered deaths in Bramcote Bereavement Services core and targeted areas.



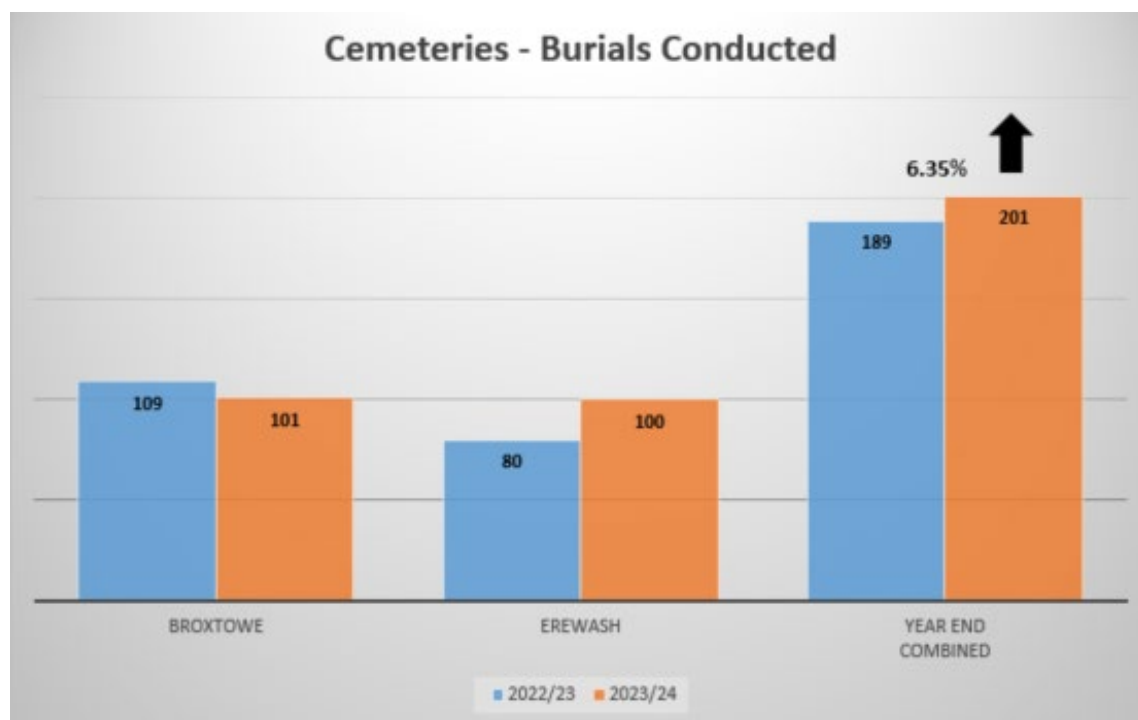
**Market Share**

Despite the decrease in cremations available, the overall market share in the core and targeted areas has increased by 0.10% in the period 1 April 2023 and 31 March 2024 compared to the same period 2022/23 from 48.60% to 48.70%. The implementation of the Marketing Strategy is helping to achieve the retention of majority market share of 48.70%.



## Burials

Cremation numbers are also impacted by the number of burials in both Broxtowe and Erewash Borough Council's cemeteries. The graph below details the increase in burials across all cemeteries of 6.35%. Burials within Broxtowe reduced by 7.3% with burials in Erewash increasing by 25%.



## Strategic Operational Improvement

Changes to the operations of the cremators continues in order to improve energy efficiency and reduce gas usage. 2023/24 achieved a reduction in the gas usage of 13% equating to a saving of £19,000.

This page is intentionally left blank

**Report of the Executive Director**

**Work Programme/Schedule of Meetings**

1. Purpose of Report

To consider items for inclusion in the Work Programme for future meetings.

2. Recommendation

**The Joint Committee is asked to CONSIDER the Work Programme and the Schedule of Meetings and RESOLVE accordingly.**

3. Detail

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

24 October 2024	<ul style="list-style-type: none"> <li>• Update on Replacement Cremators</li> <li>• Update on Cremation Numbers</li> <li>• Performance Management Update</li> <li>• Review of the Changed Cremation Costs</li> <li>• Review of the Change in Cremation Times</li> </ul>
23 January 2025	<ul style="list-style-type: none"> <li>• Financial Estimates 2023/24 and 2024/25</li> <li>• Medium Term Financial Strategy 2023/24 to 2027/28</li> <li>• Update on Replacement Cremators</li> <li>• Update on Cremation Numbers</li> <li>• Christmas Service of Remembrance</li> </ul>
27 March 2025	<ul style="list-style-type: none"> <li>• Update on Replacement Cremators</li> <li>• Update on Cremation Numbers</li> <li>• Charitable Donations</li> <li>• Performance Management Update</li> </ul>
19 June 2025	<ul style="list-style-type: none"> <li>• Annual Report and Statement of Accounts 2023/24</li> <li>• Replacement Cremator Update</li> <li>• Sale of Land Update</li> <li>• Pamela Cottage Update</li> <li>• Marketing and Performance Strategy Report</li> </ul>

4. Financial Implications

Comments from the Head of Finance Services were as follows:

There are no financial implications.

5. Legal Implications

Comments from the Head of Legal Services were as follows:

The terms of reference are set out in the Council's constitution. It is good practice to include a work programme to help the Council manage the portfolios.

6. Background Papers

Nil.

Document is Restricted

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank