

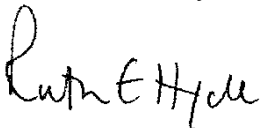
Wednesday, 14 October 2020

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 22 October 2020, via Microsoft Teams, commencing at 6.30pm.

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

Yours faithfully



Chief Executive

To: Members of the Bramcote Bereavement Services Joint Committee

## A G E N D A

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. DECLARATIONS OF INTEREST

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

3. MINUTES

(Pages 1 - 2)

To approve the minutes of the previous meeting held on 25 June 2020.

4. CREMATION NUMBERS AND OTHER UPDATES

(Pages 3 - 6)

To provide the Joint Committee with the latest update on cremation numbers and other aspects of Bramcote Crematorium.

5. POTENTIAL FOR OTHER SERVICES - SANDWELL  
CREMATORIUM (Pages 7 - 12)

To provide the Joint Committee with information on some of the other services provided by Sandwell Crematorium in the West Midlands.

6. SCHEDULE OF MEETINGS

14 January 2021 - Bramcote Crematorium  
18 March 2021 - Bramcote Crematorium  
17 June 2021 - Bramcote Crematorium (Annual Meeting)

**The Joint Committee is asked RESOLVE that the proposed schedule of meetings is approved.**

7. EXCLUSION OF PUBLIC AND PRESS

**The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following 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.**

8. POTENTIAL LAND SALE / REDEVELOPMENT ADJACENT  
TO THE CREMATORIUM SITE (Pages 13 - 14)

## **BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE**

**THURSDAY, 25 JUNE 2020**

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

1 **APPOINTMENT OF CHAIR**

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

2 **APPOINTMENT OF VICE CHAIR**

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

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **MINUTES**

The minutes of the meeting held on 19 March 2020 were confirmed as a correct record.

5 **CREMATION NUMBERS AND GENERAL UPDATE**

The Joint Committee were provided with the latest update on cremation numbers and a general update including the Covid-19 response.

It was noted that there had been an increase for the service during the COVID-19 pandemic.

6 **ANNUAL REPORT STATEMENT OF ACCOUNTS 2019/20**

The Joint Committee considered the Annual Report and Statement of Accounts for 2019/20.

It was noted that there was a decrease in revenue due to the private crematorium.

**RESOLVED that:**

- 1. The attached Annual Report and Statement of Accounts for the financial year 2019/20 be approved as the basis for generating accounting entries to the two constituent authorities**
- 2. A requested to carry forward £55,505 from 2019/20 to 2020/21 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 2020/21 estimates are considered.**

**7 SCHEDULE OF MEETINGS**

The Joint Committee noted the proposed dates of the Bramcote Bereavement Joint Services Committee. These were:

22 October 2020 - Bramcote Crematorium  
14 January 2021 - Bramcote Crematorium  
18 March 2021 - Bramcote Crematorium  
17 June 2021 - Bramcote Crematorium (Annual Meeting)

**RESOLVED that the proposed schedule of meetings is approved.**

**8 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED 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.**

**9 OTHER POSSIBLE SERVICES**

**RESOLVED:**

- 1. To investigate the possibility of running a pet crematorium service, off site of Bramcote Crematorium, and establishing a catering and flower service, on site of Bramcote Crematorium.**
- 2. Delegate authority to the Head of Property Services, in conjunction with the Chair and Vice-Chair to establish a memorial service.**

## Report of the Deputy Chief Executive

### CREMATION NUMBERS AND OTHER UPDATES

#### 1. Purpose of report

To provide the Joint Committee with the latest update on cremation numbers and other aspects of Bramcote Crematorium.

#### 2. Background and Detail

At its meeting of 20 June 2019 Joint Committee noted and requested the following:

*“Concern was raised that the number of cremations was lower than anticipated which created a budget shortfall. RESOLVED that a detailed report on cremation numbers ... be brought to the Joint Committee.”*

<u>Month</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
April	249	310	262	190	228	190	302
May	233	229	231	230	251	230	283
June	206	299	246	253	198	212	189
July	236	233	213	200	178	196	183
August	234	210	201	181	201	194	177
September	233	219	233	198	153	175	185
October	261	236	212	207	191	207	
November	268	237	255	221	221	210	
December	298	295	257	235	196	202	
January	309	261	315	298	273	272	
February	321	305	315	269	241	204	
<u>March</u>	<u>323</u>	<u>300</u>	<u>263</u>	<u>263</u>	<u>217</u>	<u>240</u>	
<b>TOTAL</b>	<b>3171</b>	<b>3134</b>	<b>3003</b>	<b>2745</b>	<b>2548</b>	<b>2532</b>	

It can be seen that Covid-19 had some impact on increased funeral numbers in March this year and a significant impact in April and May this year. However, funeral numbers at Bramcote have returned to more recent-years' normal levels from June onwards.

The appendix portrays this pictorially and also shows how all the new private crematoria are taking business away from all the established municipal crematoria in the local area. The appendix also has information on: -

- Christmas service of remembrance 2020
- Building fabric update
- Bereavement software

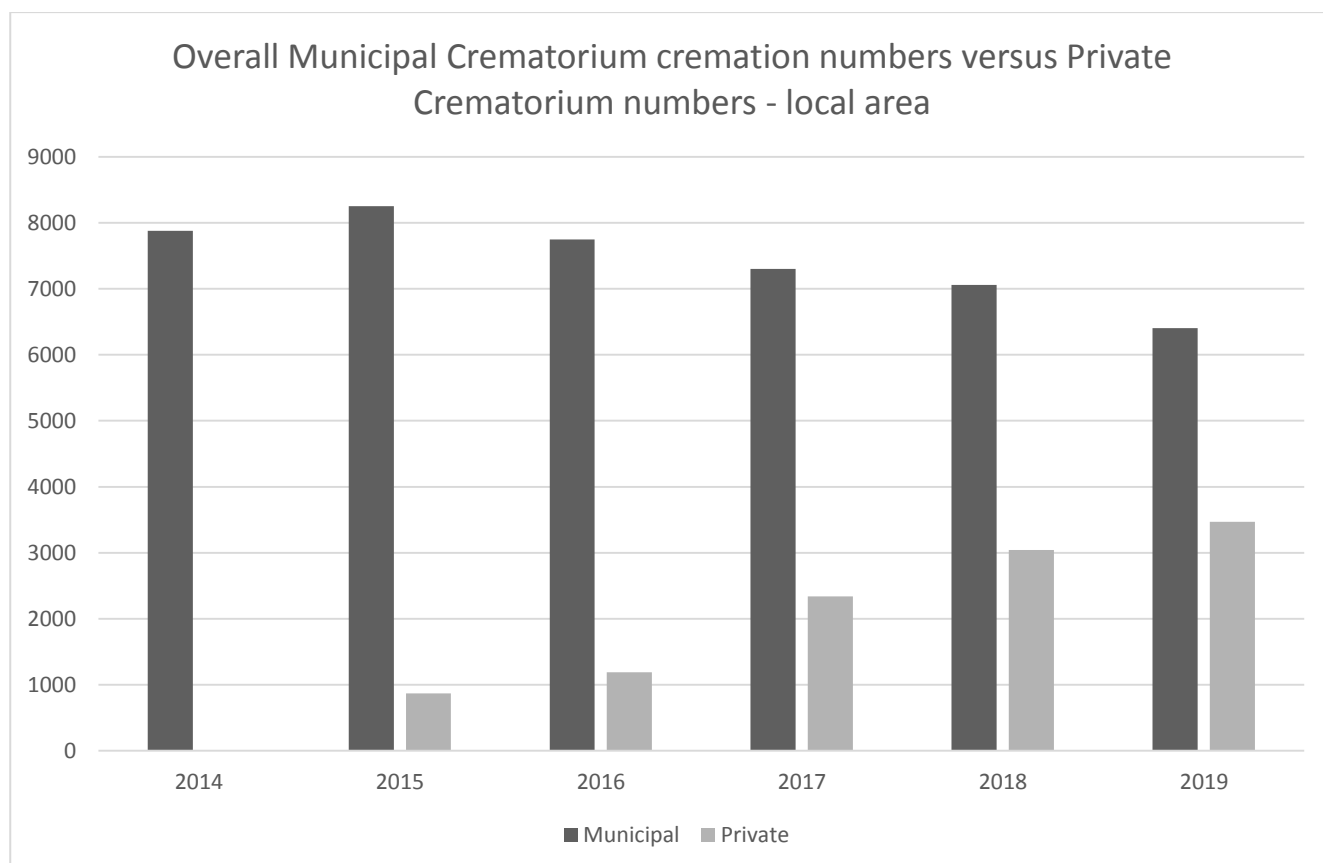
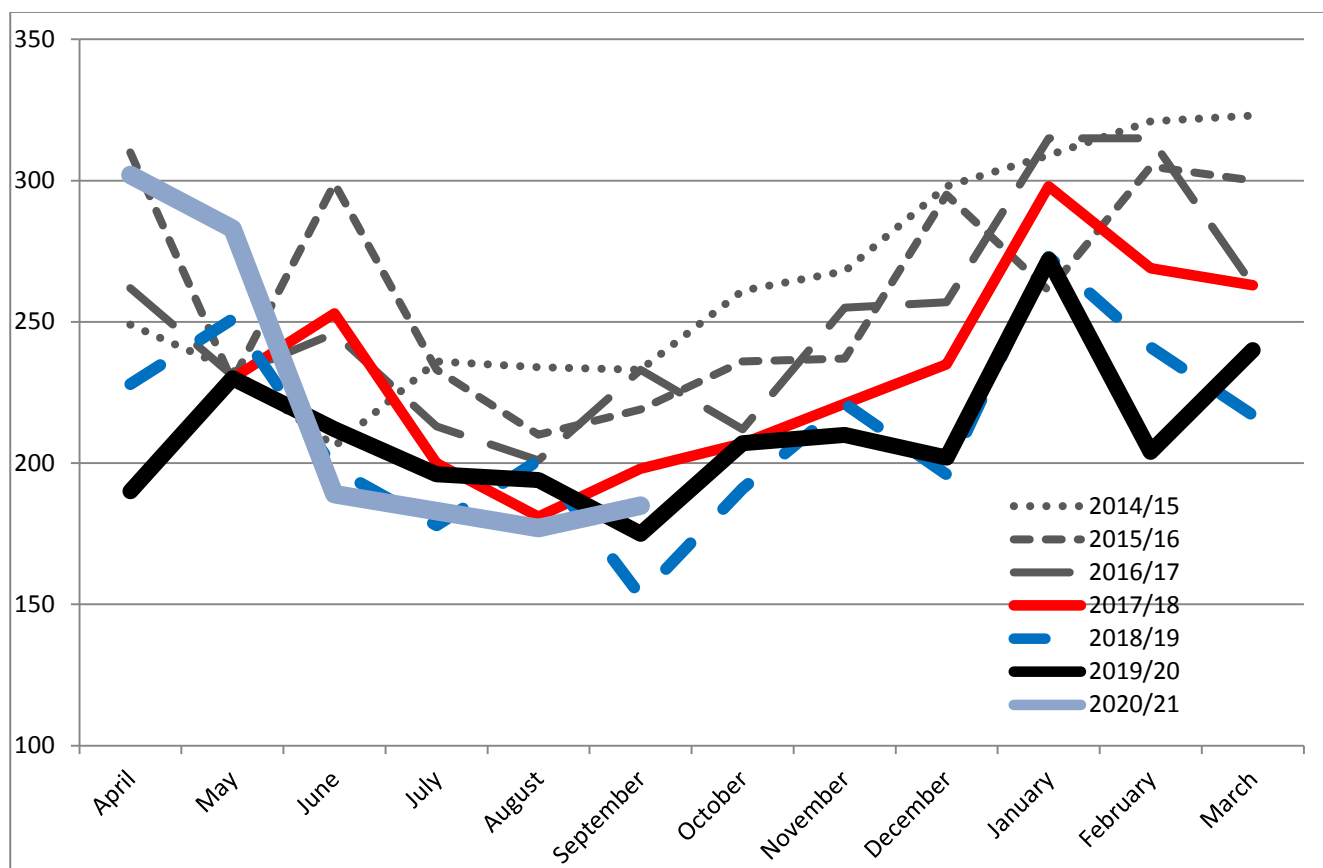
### Recommendation

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

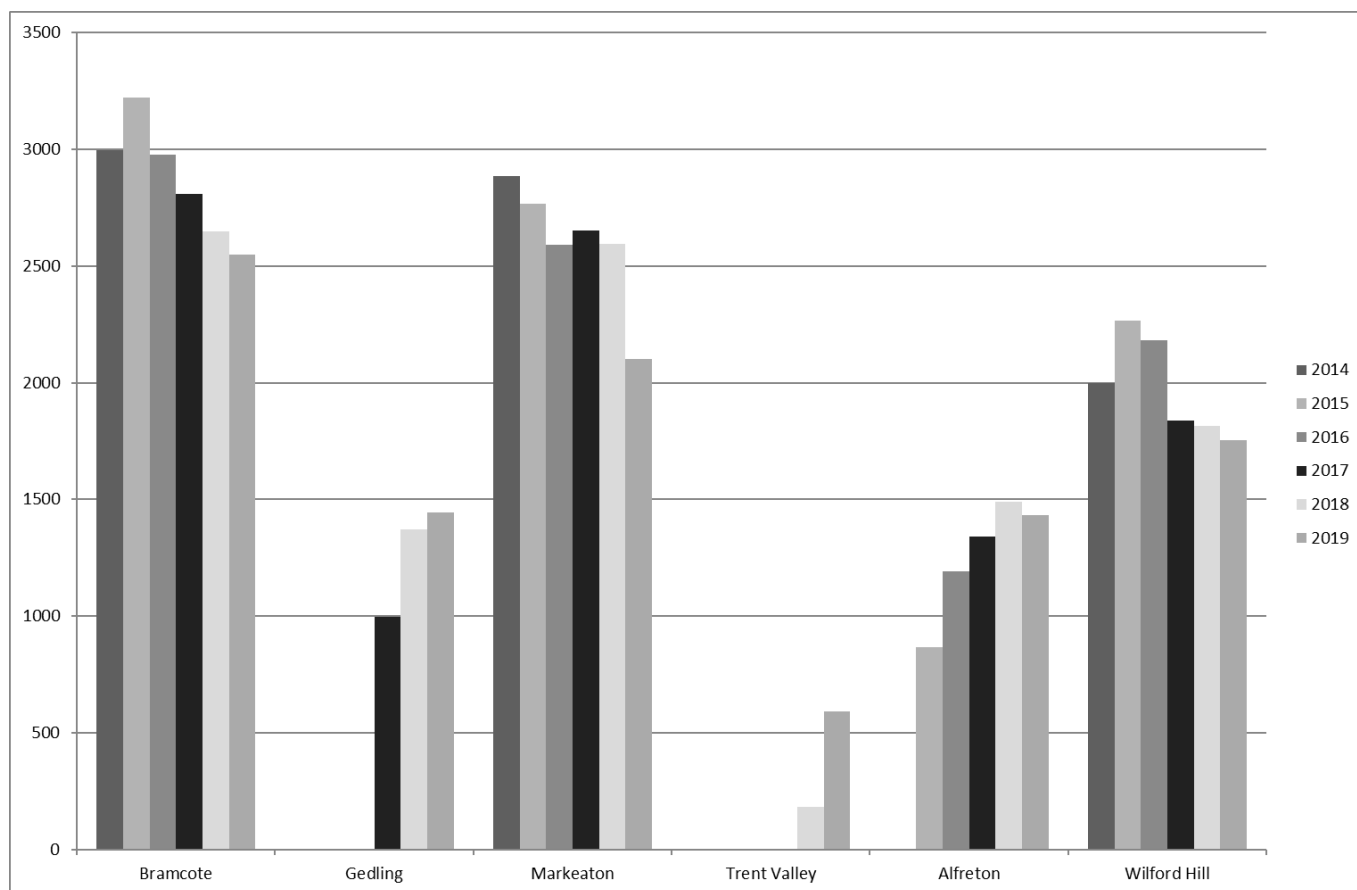
### Background papers

Nil

## APPENDIX

Graph of Bramcote cremation numbers by month and financial year

(municipal = Bramcote, Markeaton, Wilford Hill; private = Gedling, Trent Valley, Alfreton)



(municipal = Bramcote, Markeaton, Wilford Hill; private = Gedling, Trent Valley, Alfreton)

#### Estimating numbers for the remainder of the year

It is, of course, difficult to predict cremation numbers for the rest of the year. On the one hand the resurgence in Covid-19 could lead to a significant increase again; on the other hand, the first wave had a particular focus on those with underlying health conditions – in some cases, sadly, these people may well have passed away during 2020/21 regardless of Covid-19. Regular updates will be brought to committee.

#### Christmas service of remembrance 2020

This year's Christmas service of remembrance is being designed an online event due to the ongoing Covid-19 pandemic. This is because current government rules and social distancing requirements would restrict capacity to little more than 15% of the numbers who usually attend.

A verbal update on the latest plans will be given at Committee. These are, of course, subject to change.

### Building fabric update

- Covid-19 screening has been installed in the Serenity Chapel for the chapel attendant, and in the main reception area for the receptionist. There was already a separate room adjacent to the Reflection Chapel for the chapel attendant.
- Current capacity for mourners is 30 in the larger Serenity Chapel and 17 in the smaller Reflection Chapel. At the time of writing funeral numbers are restricted by law to a maximum of 30 people.
- The main building experienced flooding in June 2020 at a time of exceptional (but perhaps now more frequent?) rainfall. The immediate response has been to increase drainage inspections and rodding etc, but it may well be prudent to bring forward the £60,000 currently allocated for Drainage and Parking improvements at the Crematorium from 2022/23 to 2021/22.
- The £40,000 allocated for roof repairs in 2020/21 will be spent before the financial year end.

### Bereavement software

Unfortunately, the tendering exercise has proved challenging. The leading tender may be unacceptable on technical grounds, and the second best tender came in considerably in excess of the available budget of £15,720.

A further verbal update will be provided at Committee. Depending on the matters debated this may need to be debated in closed session.

### Financial Information

The income budget for 2020/21 is based upon 2,450 adult cremations and 50 direct cremations. Whilst a distribution of £300,000 each to Broxtowe and Erewash Borough Councils for 2020/21 was agreed by the Joint Committee on 16 January 2020 and will be paid accordingly, a failure to meet income targets could adversely affect the distribution in future years.

The medium term financial strategy (MTFS) to 2022/23 also considered by the Joint Committee on 16 January 2020 indicated a potential increase to £400,000 per annum in the distribution to the two authorities from 2021/22 onwards if the assumptions in the 2020/21 budget proved to be reasonably accurate.



## Report of the Deputy Chief Executive

### **POTENTIAL FOR OTHER SERVICES - SANDWELL CREMATORIUM**

#### 1. Purpose of report

To provide the Joint Committee with information on some of the other services provided by Sandwell Crematorium in the West Midlands.

#### 2. Background and Detail

Committee will recall discussing other possible services for Bramcote Crematorium at its meeting of 25 June 2020. Reference was made to the diverse range of services provided at Sandwell Crematorium and Committee requested further information.

Sandwell Crematorium is owned and operated by Sandwell Metropolitan Borough Council and is a very diverse crematorium. Facilities provided include: -

- low cost funerals
- wake facilities (on site and crematorium-operated)
- a café (on site but privately-operated)
- pet cremation (off site) and memorials (on site)

Further details are given in the appendix.

#### 3. Financial implications

### **Recommendation**

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

#### Background papers

Nil

## APPENDIX

The Sandwell Funeral Service - a low cost funeral

This is a low cost funeral service with a dignified cremation at one of Sandwell's two crematoria costing £1,643. The service was first introduced in October 2016.

This includes:

- a coffin
- a funeral service with a minister
- all crematorium and doctor's fees
- music of your choice.

The loved one is taken into the care of Sandwell's partner Trinity Funeral Services Limited (a private funeral director) and the funeral service can be held at either crematorium. It is aimed at families and individuals who prefer a simple ceremony without the use of a hearse.

Wake facilities

The Sandwell Crematorium wake facility opened on site in 2015 at a cost of £340,000 and employs two staff. It seats 80 persons and has a dedicated kitchen and toilets. It also required the provision of an additional 22 on site car parking spaces.



Photograph source: Sandwell Council website

**Arrange a wake  
at Sandwell Valley Crematorium**



Courtyard Café (opened 2010)

*"A family run Cafe in the heart of Sandwell Valley Crematorium. Serving hot and cold food and drinks to eat in or take away.*

*Reasonable prices and a lovely peaceful atmosphere.*

*Ideal for a quiet cup of tea whilst visiting a memorial, to pass the time whilst waiting for a service, or just to pop in for lunch and enjoy the serenity..*

*Orders can be phoned or emailed through and collected if you're in a rush, or we do our best to serve you as soon as possible."*

<https://thecourtyardcafe.weebly.com/>



Photograph source: Birmingham Mail website



Photograph source: Trip Advisor



### Pet memorial garden at Sandwell Valley Crematorium

Sandwell offers a pet memorial service, but the actual cremation of the pet is not part of the service. The dedicated pet memorial garden is illustrated below:



Photograph source: Sandwell Council website

## **Our services**

### **Burials**

Choose from either an individual burial or a burial of ashes.

### **Scattering**

We have a dedicated area for families to scatter the ashes of their pets.

### **Memorials**

If you have chosen a burial you can choose to get a headstone memorial from us. Headstones for our Pet Memorial Garden must be purchased through our office.

### **Keepsakes and jewellery**

You may wish to take a small amount of your pet's ashes home with you. We have a variety of different urns and keepsakes that you can choose from.

We also offer keepsake jewellery which is specially designed to hold a small amount of your beloved pet's ashes.

## **Prices**

### **Burials - in an individual plot**

- Small £141
- Medium £196
- Large £293

### **Burial memorials**

- Memorial headstone (including an inscription of your choice) £423
- Plot marker £24

### **Scattering ashes**

- Ashes scattering (including a small inscribed plaque) £95
- Scattering (including a large inscribed plaque) £105

### **Above ground ashes**

- Leaf memorial (medium including urn) £423
- Leaf memorial (large including urn) £529

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