



Wednesday, 9 June 2021

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 17 June 2021 via Bramcote Crematorium, Coventry Lane, Bramcote, commencing at 6.30 pm.

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

Yours faithfully

Chief Executive

To: Members of the Bramcote Bereavement Services Joint Committee

## A G E N D A

1. APPOINTMENT OF CHAIR

2. APPOINTMENT OF VICE CHAIR

3. APOLOGIES

To receive any apologies and notification of substitutes.

4. 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.

5. MINUTES

(Pages 3 - 4)

To approve the minutes of the previous meeting held on 18 March 2021.

6. CREMATION NUMBERS AND OTHER UPDATES (Pages 5 - 8)

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

7. WORK PROGRAMME (Pages 9 - 10)

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

## BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

THURSDAY, 18 MARCH 2021

Broxtowe Borough Council:

Councillors S J Carr  
R I Jackson  
M Radulovic MBE

Erewash Borough Council:

Councillors C Hart  
G Hickton  
W Major

24 DECLARATIONS OF INTEREST

There were no declarations of interest.

25 MINUTES

The minutes of the meeting on 14 January 2021 were confirmed as a correct record.

26 CREMATION NUMBERS AND OTHER UPDATES

The Joint Committee were informed of the latest update on cremation numbers and other aspects of Bramcote Crematorium.

27 PERFORMANCE MANAGEMENT 2020/21

The Joint Committee received an update on the performance levels for the crematorium so far in 2020/21.

28 SCHEDULE OF MEETINGS

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

These were:

17 June 2021 - Bramcote Crematorium (Annual Meeting)

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

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**Report of the Executive Director**

**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

In accordance with the Joint Committee’s request shown below is a table detailing the number of cremations on a year by year basis.

Month	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22
April	249	310	262	190	228	190	302	229
May	233	229	231	230	251	230	283	187
June	206	299	246	253	198	212	188	
July	236	233	213	200	178	196	178	
August	234	210	201	181	201	194	179	
September	233	219	233	198	153	175	182	
October	261	236	212	207	191	207	202	
November	268	237	255	221	221	210	222	
December	298	295	257	235	196	202	262	
January	309	261	315	298	273	272	224	
February	321	305	315	269	241	204	303	
March	323	300	263	263	217	240	272	
<b>TOTAL</b>	<b>3171</b>	<b>3134</b>	<b>3003</b>	<b>2745</b>	<b>2548</b>	<b>2532</b>	<b>2797</b>	<b>416</b>

The table above shows the trend with regards the number of cremations compared with previous years. Undoubtedly COVID 19 has had an impact on the number of cremations taking place in 2020/21 but as shown the expected number of 2450 cremations has been exceeded. The challenge for the future will be to maintain those numbers based on Bramcote Crematorium being the crematoria of choice for our customers as opposed to the impact from COVID 19.

Further updates are shown in the appendix on:

- Bereavement software
- Cremator repair
- Memorials

**Recommendation**

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

Background papers  
Nil

## APPENDIX 1

Bereavement software

An initial project meeting has taken place with Manuscripti who have been selected as the preferred supplier of the system upgrade. It should be noted that Manuscripti as a company have purchased Gower who were the provider of the Epilog Classic system currently being used.

The following project plan has been submitted by Manuscripti

Month	Project Action
May	Install, analysis and scope
June	Build the system
July	Provide training on the system
August	User Acceptance Testing (UAT)
September	Remedy any issues found from UAT
October	Go Live

Once fully integrated there will be a transition away from paper based documentation for cemetery records and maps to a digital storage platform.

Cremator Repair

The cremators are at the end of their working life and it is intended that these will be replaced in the near future. Investigations are taking place as to what is the most appropriate type of new cremator to be installed. Unfortunately, in April 2021 one of the cremators had a major breakdown and required replacement of the gas valves at a cost of £14,650. It was essential that this repair took place in order to maintain the provision of two chapels being utilised for services and maintaining income generation. The monies for this repair will be funded through the cremator repairs budget of £75,000.

Memorial

At the previous meeting Members raised interest in the new memorial tribute that has been sourced and which will be located in a new area of the grounds entitled the 'Forget You Not Gardens'. The granite tribute will be in the shape of a beehive post box and will allow families to post messages to their loved ones. These messages will then be planted within the grounds of the Crematorium. An illustration of the Beehive memorial and the envelope is shown in **appendix 2**.

The artistic designed paper, purchased from Bramcote Crematorium at a cost of £1.50 and which is to be used for writing the messages on, has cornfield seed embedded within it. Families will be able to see flowers growing in the areas where their messages have been planted. The envelopes and paper are 100% decomposable.

Previous discussion on the last two committee meetings, to spend a portion of the extra generation cremation income on a 'Forget You Not Garden' The cost of the memorial is £7150 which has been funded through the trading of the mercury abated cremations (tmasc) which generated a refund back of £7897. The decision to procure a new memorial was based on a business decision with most competitors now offering a similar type memorial option as part of their package.

APPENDIX 2



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**Report of the Executive Director**

<b>WORK PROGRAMME/SCHEDULE OF MEETINGS</b>
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1. Purpose of report

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

2. Background

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.

6 September 2021	<ul style="list-style-type: none"> <li>• Land Sale</li> <li>• Annual Statement of Accounts</li> </ul>
21 October 2021	<ul style="list-style-type: none"> <li>• Software Upgrade</li> <li>• Update on Cremation Numbers</li> <li>• Update on Sale of Land to the rear of Bramcote Crematorium</li> <li>• Cremator Replacements</li> <li>• Infrastructure Improvements</li> <li>• Marketing Update</li> <li>• Finance Report</li> </ul>
13 January 2022	<ul style="list-style-type: none"> <li>• Christmas Service of Remembrance</li> <li>• Software Update</li> <li>• Update on Cremation Numbers</li> <li>• Update on sale of land to the rear of Bramcote Crematorium</li> <li>• Cremator Replacements</li> <li>• Infrastructure Improvements</li> <li>• Finance report</li> </ul>
17 March 2022	TBC
16 June 2022	TBC

<b><u>Recommendation</u></b>
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<b>The Committee is asked to CONSIDER the Work Programme and the Schedule of Meetings and RESOLVE accordingly.</b>
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Background papers

Nil

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