



Wednesday, 13 October 2021

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 21 October 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

AGENDA

1. APOLOGIES

To receive apologies for absence and to be notified of the attendance 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 5 - 6)

To approve the minutes of the previous meeting held on 6 September 2021.

4. CHANGE IN COST OF DIRECT CREMATION AND INTRODUCTION OF A LOW COST CREMATION (Pages 7 - 10)

To seek approval for a change in pricing for direct cremations and the introduction of a low cost cremation.
5. CHANGE IN CREMATION SERVICE TIMES (Pages 11 - 12)

To seek approval for a change to the cremation service times to 60 minutes.
6. EXTERNAL ADVICE ON CREMATOR REPLACEMENT (Pages 13 - 14)

To update members on the proposal to use specialist external advice to assist with the cremator replacement process at Bramcote Crematorium.
7. INFRASTRUCTURE IMPROVEMENTS -ESSENTIAL CREMATOR REPAIRS (Pages 15 - 16)

To provide the Joint Committee with an update on the essential cremator repairs.
8. SOFTWARE UPGRADE (Pages 17 - 18)

To provide the Joint Committee with an update on the software systems upgrade.
9. CREMATION NUMBERS AND INFORMATION ON CREMATIONS (Pages 19 - 22)

To provide the Joint Committee with the latest update on cremation numbers and information on the different types of cremations.
10. CHANGE IN PRICING STRUCTURE FOR THE SERVICES PROVIDED BY WESLEY MEDIA LTD (Pages 23 - 24)

To update Members of a change in the pricing structure for the services provided by Wesley Media Ltd.

11. PERFORMANCE MANAGEMENT 2021/22 (Pages 25 - 28)

To advise the Joint Committee on the performance levels for Bramcote Crematorium for the year-to-date 2021/22.

12. WORK PROGRAMME (Pages 29 - 30)

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

13. 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.

14. UPDATE ON SALE OF LAND

A verbal update will be provided at the meeting.

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BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

MONDAY, 6 SEPTEMBER 2021

Broxtowe Borough Council:

Councillors: S J Carr
M Radulovic MBE

Erewash Borough Council:

Councillors: C Hart (Chair)
G Hickton
W Major

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

7 DECLARATIONS OF INTEREST

There were no declarations of interest.

8 MINUTES

The minutes of the meeting held on 17 June 2021 were confirmed and signed as a correct record.

9 STATEMENT OF ACCOUNTS

The Committee was presented with an abridged annual report and management statement of accounts for 2020/21 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.

Discussions ensued around the income and expenditure statement provided for the Bramcote Crematorium and the impact of the pandemic. The Revenue Account surplus reserve was £590,629. £491,341 higher than 2019/20 and included a transfer from the Memorial reserve that was no longer required and a contribution of £50,000 to the Repairs and Renewals reserve.

There had been a transfer to reserves from net income of £416,589 after £618,432 financing costs including a £600,000 distribution to the Joint Authorities in accordance with the annual budget.

Surplus on operations for the year was £1,035,000, £244,000 higher than budget. This was due mainly to £240,000 additional income and lower employee costs. £40,000 was offset by the additional direct costs associated with the volume of sales of £36,000.

RESOLVED that:

- 1. The attached Annual Report and Management Statement of Accounts for the financial year 2020/21 be noted.**
- 2. The proposal in the Annual report to submit quarterly monitoring reports and an annual outturn report in line with Council procedures be approved.**
- 3. The accumulated revenue surplus and other investments be retained by the Joint Committee with the position being reviewed when the revised 2021/22 estimates are considered.**

10 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 paragraphs 1, 2, and 3 of Schedule 12A of the Act.

11 LAND SALE/REDEVELOPMENT ADJACENT TO THE CREMATORIUM SITE

The Joint Committee RESOLVED to:

- 1. RECOMMEND to the relevant authorising committees of Broxtowe and Erewash Councils, the sale of the surplus land to the developer as a private treaty disposal in line with the Council's land disposal policy.**
- 2. RECOMMEND to delegate to Broxtowe's Deputy Chief Executive and s1.51 officer, in consultation with the Chair and Vice Chair of this Committee and Erewash's s1.51 officer for all approvals relating to the sale of the land.**

Report of the Executive Director

CHANGE IN COST OF A DIRECT CREMATION AND THE INTRODUCTION OF A LOW COST CREMATION1. Purpose of the report

To seek approval for a change in cost for a direct cremation and the introduction of a low cost cremation.

2. Background

The current price for a direct funeral is £500. The take up of direct cremations has been relatively low. In January 2021 a neighbouring crematoria reduced their price for a direct cremation. As part of the emerging marketing strategy aimed at increasing the number of customers using Bramcote Crematorium it is proposed to reduce the fee for a direct funeral to £395 in line with the Crematorium's closest competitor.

A further proposal to increase custom as part of the emerging marketing strategy is to introduce a low cost cremation service for the first slot of the day. This time slot is often not booked and so it is anticipated that introducing a £600 low cost cremation service for this slot would attract additional revenue into the Crematorium.

Further information relating to changing the cost of a direct cremation and introducing a low cost cremation is shown in the appendix.

3. Financial Implications

There are no financial implications at this stage with any future financial implications being reported back to Committee in due course.

Recommendation

The Joint Committee is asked to RESOLVE that a change in cost for a direct cremation and the introduction of a low cost cremation be approved.

Background papers Nil

APPENDIX

Direct Cremation

A direct cremation is where the coffin is delivered to the Crematorium but there is no accompanying service. The Crematorium first began to provide direct cremations in November 2019. There are 4 slots a day (Monday to Friday) for direct cremations.

The number of direct cremations received at the Crematorium are shown in the table below.

Month	Number of Direct Cremations	Month	Number of Direct Cremations	Month	Number of Direct Cremations
Apr-19		Apr-20	24	Apr-21	5
May-19		May-20	12	May-21	4
Jun-19		Jun-20	10	Jun-21	2
Jul-19		Jul-20	9	Jul-21	2
Aug-19		Aug-20	7	Aug-21	
Sep-19		Sep-20	5	Sep-21	
Oct-19		Oct-20	9	Oct-21	
Nov-19	1	Nov-20	7	Nov-21	
Dec-19	1	Dec-20	9	Dec-21	
Jan-20	2	Jan-21	11	Jan-22	
Feb-20	3	Feb-21	10	Feb-22	
Mar-20	9	Mar-21	3	Mar-22	
Total			116		

In January 2021 Wilfred Hill Crematorium reduced their fee for a direct cremation to £395. Feedback from the funeral directors that use Bramcote Crematorium is that the Crematorium is not the preferred choice for direct cremations due to the cost difference. In order to try and encourage a growth in direct cremation numbers it is proposed that the cost of a direct funeral is reduced to £395.

The results of a bench marking exercise with regards to comparing the costs of direct cremations is shown below:

Crematorium	Attended or Unattended	Times Available	Service Included	Fee
Markeaton Crematorium				
Direct Cremation	Unattended	9.00am or 9.30am	No Service	£502.00
Direct Cremation	Attended Simple Service	9.00am or 9.20am	Simple Service	£530.00

Crematorium	Attended or Unattended	Times Available	Service Included	Fee
Trent Valley Crematorium				
Direct Cremation	Unattended	None Specified	No Service	£470.00

Wilford Hill Crematorium				
Direct Cremation	Unattended	8:30 am, 9:00a m, 9.30 am, 15:00 pm, 15:30 pm and 16:00pm	No Service	£395.00

Gedling Crematorium				
Direct Cremation	Not Specified	None Specified	Not Specified	£500.00

Loughborough Crematorium				
Direct Cremation	Attended	9.30am	No Service	£675.00
Direct Cremation	Unattended	9.30am	No Service	£499.00

Low Cost funeral

Members are asked to consider a second proposal; the introduction of a low cost cremation for the first slot of the day. The first slot has only been used three times since April 2021 and so is evidently not an attractive time slot. It is anticipated that the introduction of a £600 low cost cremation would be attractive to families so would have a positive effect on income generation for the Crematorium.

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Report of the Executive Director

CHANGE IN CREMATION SERVICE TIMES1. Purpose of the report

To seek approval for a change to the cremation service times to 60 minutes.

2. Background

Currently service slots are scheduled for 45 minutes. The standard time for the length of services within the local crematoria is 60 minutes.

Currently there are 21 service slots each day across the two chapels. It is extremely unusual for all service slots to be filled within the day with on average there being around 8 services a day in the Serenity Chapel and 5 in the Reflection Chapel.

As part of the emerging marketing strategy aimed at increasing the number of customers using Bramcote Crematorium it is proposed to increase the cremation service time to 60 minutes. The benefits of moving to a 60 minute cremation service are:

- Allows additional time for a family to spend celebrating their loved ones' life.
- Aligns Bramcote Crematorium service times to the other local competitor crematoriums.
- Has the potential to attract more custom with feedback to the crematorium employee's being that families want an hour slot.

Further information relating to changing the cremation service time to 60 minutes is shown in the appendix.

3. Financial Implications

There are no financial implications at this stage.

Recommendation

The Joint Committee is asked to RESOLVE that a change to a 60 minute cremation service time is approved.

Background papers Nil

APPENDIX

Changing cremation service slots to 60 minute

All of the local Crematorium's operate a 60 minute service time. It is therefore proposed to mirror the service times provided by the Crematorium's competitors and change the service times from 45 minutes to 60 minute slots.

Funeral directors and ministers will be able to use the allotted time for a 40 minute service (within the hour) leaving 20 minutes for cleaning in between services and for families to enter and leave the chapel.

The current and proposed service times are shown below:

Current service times

Serenity Chapel	Reflection Chapel	Reflection Direct
08:45	09:45	08:05
09:30	10:30	08:15
10:15	11:15	08:50
11:00	12:00	09:10
11:45	12:45	
12:30	13:30	
13:15	14:15	
14:00	15:00	
14:45	15:45	
15:30	16:30	
16:15		

Proposed service times

Serenity Chapel	Reflection Chapel	Reflection Direct
09:00	09:30	08:05
10:00	10:30	08:15
11:00	11:30	08:30
12:00	12:30	08:45
13:00	13:30	
14:00	14:30	
15:00	15:30	
16:00	16:30	

There will be a reduction in service slots from 21 to 16 services a day. However, on average there are only around 13 services per day. It is therefore anticipated that this change will not have any detrimental impact on the income for the Crematorium and, for the reasons outlined in the report, is more likely to result in a growth in the number of cremations.

Report of the Deputy Chief Executive

EXTERNAL ADVICE ON CREMATOR REPLACEMENT1. Purpose of report

To update members on the proposal to use specialist external advice to assist with the cremator replacement process at Bramcote Crematorium.

2. Background

Members will recall that the cremators at Bramcote are ageing and in need of replacement. This is evidenced by the increasing expenditure required to keep them safely in productive operation. As they come up for replacement there is also a need to consider whether it is opportune / viable to switch from gas to electric cremators. This would allow the Crematorium to adopt what would become a carbon-neutral position once the nation's electricity supply is fully decarbonised.

3. Complexities and recommendation

To assist with the pre-tendering process, it is recommended that specialist external advice is procured to assist with consideration of:

- Gas versus electric capital and whole life costs
- Cost versus benefits of having 2 or 3 cremators
- Availability of external funding for electric cremators
- Associated building fabric, operational, customer service and staffing implications of the various options
- Future-proofing.

The specialists would also assist with drawing up the required cremator replacement specifications and evaluation of tenders.

As agreed verbally in principle at the 6 September 2021 meeting of the Committee, tenders for such advice have been invited and a verbal update will be given at this Committee on progress with this.

4. Financial implications

The initial advice is estimated to cost up to £5,000. A day rate will be obtained for assistance with the tender specification and evaluation work.

Recommendations

The Committee is asked to:

- 1. NOTE the report and any further verbal updates provided.**
- 2. RESOLVE to delegate to the Broxtowe Deputy Chief Executive, in consultation with the Chair and Vice Chair of this Committee, the appointment of specialist advisors.**

Background Papers: Nil

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Report of the Executive Director

INFRASTRUCTURE IMPROVEMENTS -ESSENTIAL CREMATOR REPAIRS

1. Purpose of the report

To provide the Joint Committee with an update on the essential cremator repairs.

2. Background

Within the budgets for 2021/22 there is £75,000 for the repairs to cremators. The cremators are coming towards the end of their working life and essential repairs which are not within the scope of the original budget have had to be undertaken.

The repairs involved a complete reline of one of the cremators, which was essential to ensure business continuity over the short to medium term, and a repair to the extractor fan system due to excessive corrosion.

The costs of the repairs are in the region of £50,000 for the reline and £10,000 for the extractor repair. Assuming there is no other unplanned works needed the total spend for the year on the 'repairs to cremator' budget is likely to be in the region of £110,000 resulting in an overspend of £35,000 against the original budget projection.

The additional expenditure will be funded through either one, or a combination of, the following processes:

- Offset against any additional income received above the projected level
- Through contingency funds within the overall Crematorium budgets

Additional information on the repair work that is needed is shown in the appendix.

3. Financial Implications

The financial implications of the additional expenditure will be met through either an increase in income received above the projected level or through the contingency funds within the crematorium budgets.

Recommendation

The Joint Committee is asked to NOTE the overspend on the 'repair to cremator' budget and how the additional expenditure will be met.

Background papers

Nil

APPENDIX

Crematory Work

The Crematorium has two cremators, these being a FT11 and a 300/2.

Following a planned maintenance inspection, it has been established that the FT11 was in need of a full re-line of the cremator. This work was necessary to ensure business continuity with regards the Crematorium.

The reline entailed replacing all the bricks and hearth within the cremating chamber. The work took around fifteen days to complete with the cremator not being able to be used during that period. The reline was undertaken in September 2021 so the works could be completed before the winter period.

The planned inspection also found that there was excessive corrosion to a number of the different elements to the extraction system. These defects did not only have the potential to result in a system failure, which would stop the cremation process, but also resulted in the noise from the extraction system being audible from the outside.

The company that provides the maintenance for the 300/2 have recommended the software used to operate the cremator is in need of an upgrade. The estimated costs for the upgrade is £30,000. The service providers have also recommended a reline at a cost of £43,000. It has been suggested that these works can be delayed until next year and so will be included in the 2022/23 budgetary process.

Report of the Executive Director

SOFTWARE UPGRADE

1. Purpose of the report

To provide the Joint Committee with an update on the software systems upgrade.

2. Background

The software system which is currently used by Bereavement Services is in the process of being replaced. The new system was initially due to 'Go Live' in October 2021 but unfortunately this has been delayed due to unavoidable employee absence. The revised project plan is shown below.

Month	Project Action
May	Install, analysis and scope
June	Build the System
July	Building the system still & Training
August	User Acceptance Training (UAT)
September	User Acceptance Training (UAT)
October	Remedy any issues found UAT
November/Early December	Go Live

It is expected that the new system will be implemented by early December 2021 at the latest.

3. Financial Implications

There are no financial implications.

<u>Recommendation</u>

The Joint Committee is asked to NOTE this report.
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Background papers

Nil

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Report of the Executive Director

CREMATION NUMBERS AND INFORMATION ON CREMATIONS

1. Purpose of the report

To provide the Joint Committee with the latest update on cremation numbers and information on the different types of cremations.

2. Background

In accordance with the Joint Committee’s request shown below is a table detailing the number of services 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	241
July	236	233	213	200	178	196	178	183
August	234	210	201	181	201	194	179	180
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	
Total	3171	3134	3003	2745	2548	2532	2797	1020

The first five months of 2021/22 show that there have been 1020 cremations. Whilst this is below the numbers achieved for the same time period in 2020/21 it is comparable with the numbers achieved in 2019/20. It is there anticipated that the target of 2450 cremations for the year 2021/22 will be achieved.

Further information relating to the cremations together with the different types of cremations are shown in the appendix.

3. Financial Implications

There are financial no implications at this stage.

Recommendation

The Joint Committee is asked to NOTE this report.

Background papers

Nil

APPENDIX

Types of Services breakdown

The table below shows the different types of cremations which have taken place between April and August 2021.

The key for the information in the table is show below:

Total Cremation: A normal cremation involving a 45 minute service.

Extended Service: A normal cremation involving a 90 minute service.

Hospital Body: The cremation of a body received direct from the hospital.

Hospital Body Part: The cremation of body parts received direct from the hospital.

Committal Service: A cremation where the main service was held at a church/chapel

Under 18s: A normal cremation involving a 45 minute service which is free of charge.

NVF/Stillborn: A normal cremation involving a 45 minute service which is free of charge.

Direct Services: A normal cremation but where there is no service.

Weekend Service Plus Same day Cremation: A normal cremation involving a 45 minute service with the cremation taking palce on the same day as the service

Weekend Service Plus Cremation: A normal cremation involving a 45 minute service with the service taking place on a Saturday.

Month	Total Cremations £730.00	Extended Services £806.00	Hospital Body £516.00	Hospital Body parts £49.00	Committal Service £730.00	Under 16 Yrs £0.00	16-18 Yrs £0.00	NVF/Still Borns £0.00	Directs £500.00	Weekend Service Plus Same day Cremation £1085.00	Weekend Service Plus Cremation £825.00	Weekend Service Chapel Only £195.00	Chapel Hire £100.00	Epilog Numbers
April-21	198	10	1	0	12	0	0	3	5	0	0	0	4	229
May-21	138	8	6	17	11	0	0	2	4	1	0	0	6	187
June-21	200	9	1	19	10	0	0	0	2	0	0	0	2	241
July-21	169	3	0	0	5	0	0	2	4	0	0	0	4	183
August-21	152	9	1	0	9	1	0	1	7	2	0	0	5	180
September-21														
October-21														
November-21														
December-21														
January-22														
February-22														
March-22														
Totals	857	39	9	36	0	0	0	8	0	3	0	0	0	1020

As is evident the majority of cremations are 'total cremations' with 'extended services' and 'hospital body parts' being the other main services provided.

Alternatives to Cremation

At the last committee Members requested information relating to alternatives to cremation. The information below provides basic information on what alternative methods are available.

Resomation (Bio-Cremation)

Within a stainless steel tank called a Resomator, the body is immersed in an approximate 1:20 solution of potash lye and water. Gas-powered steam generators build up pressure within the tank with the temperature rising up to around 170 degrees Celsius. Due to the high pressure involved no boiling actually takes place with rather a chemical reaction (alkaline hydrolysis) separating the body into two main forms.

The two forms are 1) a "bio-fluid" which is a collection of all our building blocks: salts, sugars, peptides, amino acids, and 2) "bone ash" from the bones which is pure white calcium phosphate. Any metal implants or prosthetics will remain intact and are therefore potentially reusable. All this is achieved using about 1/3 the energy consumption of cremation, without any of the harmful emissions. At the moment this process is still in its infancy and is not a commonly used process within the cremation industry.

Green Burial

The concept of a green burial (also known as a Natural or Woodland Burial) is to keep the burial as simple and natural as possible. The vision for green burials is for the body to return to nature in a way that will not harm the environment but will actually preserve the landscape and enhance opportunities for wildlife. This option is seen as the most environmentally friendly choice.

The general principals of this kind of burial are that the body is not to be embalmed (as the main chemicals involved in this process can be environmentally hazardous), and a biodegradable coffin (cardboard, bamboo, seagrass, willow or sustainable wood) or shroud is used. The final part to the process is that often a native tree or shrub is then planted on, or close to, the grave instead of a large stone memorial.

Cryomation

Cryonics is the speculative practice of cooling people immediately upon the pronouncement of legal death with the intention that in the future point, and with the development of new technology, the person will be able to be resuscitated and restored to full health.

The facilities available for cryomation are at present only available in the USA but with the assistance of dedicated groups it is possible for a body originating in the United Kingdom to be preliminarily prepared and then transported to the USA for the full procedure to be carried out.

Approximately 150 people have gone through the cryomation process and are now stored in the specially designed liquid nitrogen tanks at -196° Celsius. Cryonic preservation is expensive (whole body preservation is in the region of £90,000 and for just a head is around £45,000).

Promession

The body and coffin are placed into a chamber where it will be slowly frozen to -18°Celsius. Once frozen the coffin is placed on to a moving platform that will transport the coffin through the different stages of the process; this part of the process takes place within a sealed unit called a Promator.

The coffin is weighed to determine how much liquid nitrogen is required to freeze the body to -196°C. This cooling process takes 2 hours and the liquid nitrogen will meanwhile harmlessly evaporate into the atmosphere.

Once the body has fully cooled it will be mechanically transported onto a belt which using ultrasonic vibration shatters the frozen body into powder. The powder will then move into a vacuum chamber where clean water (70% of the body's composition) will evaporate and be dispersed into the atmosphere as natural steam.

The dry powder passes through electrical currents which will extract any metals that exist, such as dental fillings. The metal can then be recycled. The dry powder residue, which will weigh approximately one third of the original body weight and is still within the sealed unit, will then be placed into a small bio-degradable coffin. The remains are then ready for a burial in the top soil or cremation.

Report of the Executive Director

CHANGE IN PRICING STRUCTURE FOR THE SERVICES PROVIDED BY WESLEY MEDIA LTD1. Purpose of the report

To update Members of a change in the pricing structure for the services provided by Wesley Media Ltd.

2. Background

As part of the funeral service experience families can live stream the service or have a recording of the service. These services are facilitated through Wesley Media Ltd.

Notification was received from Wesley Media Ltd that from 1 June 2021 they were changing their pricing structure and range for visual tributes, recording of service and a webcast. It is believed that the new pricing structure is more affordable for families.

The previous and revised prices are shown in the appendix.

3. Financial Implications

There are no financial implications at this stage with any future financial implications being reported back to Committee in due course.

Recommendation

The Joint Committee is asked to NOTE the report.

Background papers

Nil

APPENDIX

The new pricing structure and services provided by Wesley Media Ltd are shown below.

Media	Package	Cost from 1st June 2021	Previous charges
Webcast	Live	£30	No change

Recordings	Downloadable MP4 Video File	£30	New service
	including visual tribute	£45	New service
	DVD or USB	£60	£60
	including visual tribute	£65	New service

Visual Tributes	Single still image	£18	No change
	Slideshow-max 25 images no music	£38	£90
	for every additional 25 images	£21	£75
	Slideshow-max 25 images with music	£75	£90
	for every additional 25 images	£21	£75
	Family Video File	£18	£5 per minute
	Downloadable MP4 Video File	£18	£25
	DVD or USB	£25	No change

Orders for tributes received after the 48 hour cut-off period will be subject to an additional £75 charge.

The above prices do not include VAT.

Joint report of the Deputy Chief Executive and the Executive Director

PERFORMANCE MANAGEMENT 2021/22

1. Purpose of report

To advise the Joint Committee on the performance levels for Bramcote Crematorium for the year-to-date 2021/22.

2. Detail

The appendix sets out financial and other performance for period to April to August 2021 and outturn projections, compared with the annual budget and budget for the corresponding period.

Recommendation

The Joint Committee is asked to NOTE the performance levels for the period April to August 2021.

Background papers

Nil

APPENDIX

Budget / Indicator	Original Estimate 2021/22	Budget to 31/08/21	Committed to 31/08/21	Variance to Estimate	Latest Projection 2021/22	Comments
Key Budgets:						
Salaries	379,200	151,044	140,962	(10,082)	354,100	Pay award pending. Also the net impact of a Senior Administrator post being vacant and the cost of an agency worker to support the team.
Repairs and Maintenance - General and Cremators	136,000	56,694	87,150	30,456	171,000	There is a predicted overspend in region of £35k over the repairs and maintenance budgets. A further report to inform Members of a necessary cremator reline is being prepared for the Joint Committee.
Fuel and Light	72,800	30,349	40,112	9,763	72,800	Timing of bills, although fuel cost increases are anticipated and to be considered in any revised estimates.
Rates and Water	111,200	472	123	(349)	111,200	Business rates bill paid later in financial year
Materials and Equipment	7,000	2,919	6,936	4,017	7,000	Budgets to be considered at revised estimate
Supplies and Services	119,500	34,933	73,767	38,834	119,500	Outturn expected to be broadly in line with estimates
Book of Remembrance	7,500	3,124	1,993	(1,131)	7,500	Outturn expected to be broadly in line with estimates
Medical Referee Fees	47,000	21,312	19,592	(1,720)	47,000	Outturn expected to be broadly in line with estimates
Grounds Maintenance	30,400	0	0	0	30,400	Year-end internal recharge

Budget / Indicator	Original Estimate 2021/22	Budget to 31/08/21	Committed to 31/08/21	Variance to Estimate	Latest Projection 2021/22	Comments
Income:						
Cremation Fees Income	(1,824,100)	(756,295)	(739,224)	17,071	(1,824,100)	Cremation numbers are down on 2020/21 when compared to the same point in the year. Current performance is broadly comparable with earlier 2019/20 levels. It is still anticipated that the budgeted target of 2,450 cremations will be achieved.
Memorialisation Income (including visual tributes, book of remembrance and others)	(71,200)	(29,680)	(21,621)	8,059	(71,200)	Outturn still expected to be broadly in line with estimates
Other Income	(13,400)	(5,585)	(5,829)	(244)	(13,400)	This includes other income, vending and rental receipts. Outturn expected to be broadly in line with estimates

Indicator	Actual to 31/08/21	Comments
Performance Indicators:		
Undisputed invoices paid within 30 days	80%	Target 99%
Cremation fees received by the end of the month following that in which income was raised	80%	Target 96%
Number of written complaints	0	
Number of written compliments	0	
Usage Information		
Cremation Numbers	1,020	Annual target 2,450
NVF and Under 18 Cremations	9	
Hospital Body/Parts	45	
Chapel Hire	21	
Direct Funerals	22	
Book of Remembrance		
Book of Remembrance – Entries	71	
Miniature Book of Remembrance	2	
Memorial Sales		
- Rose Plaques	33	
- Bench Plaques	22	
- Wall Plaques	8	
- Grave Plots Renewal	1	
- Reflection Wall Hearts	2	
- Columbarium Plaques	5	
- Children's Columbarium	0	
- Barbican Plaques	7	
- Mushroom Plaques	0	
- Mulberry Trees	11	
- Wall of hearts indoors	4	
Donations	22	

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. 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.

13 January 2022	<ul style="list-style-type: none"> • Christmas Service of Remembrance • Software Update • Update on Cremation Numbers • Update on Sale of Land to the rear of Bramcote Crematorium • Cremator Replacements • Infrastructure Improvements • Finance report
17 March 2022	
16 June 2022	

Recommendation

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

Background papers

Nil

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