



Wednesday, 9 March 2022

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 17 March 2022 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. 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 3 - 6)

To approve the minutes of the previous meeting held on 13 January 2022.

4. EXTERNAL ADVICE ON CREMATOR REPLACEMENT (Pages 7 - 8)

To update Members on the progress made with regards seeking specialist external advice on the replacement of the cremators.

5. CREMATION NUMBERS AND INFORMATION ON CREMATIONS (Pages 9 - 10)

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

6. PERFORMANCE MANAGEMENT 2021/22 PROGRESS REPORT (Pages 11 - 14)

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

7. WORK PROGRAMME/SCHEDULE OF MEETINGS (Pages 15 - 16)

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

BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

THURSDAY, 13 JANUARY 2022

Broxtowe Borough Council:

Councillors: S J Carr
M Radulovic MBE

Erewash Borough Council:

Councillors: V Clare
C Hart (Chair)
G Hickton

Apologies for absence were received from Councillors Major and M Radulovic MBE

25 DECLARATIONS OF INTEREST

There were no declarations of interest.

26 MINUTES

The minutes of the meeting held on 21 October 2021 were confirmed and signed as a correct record.

27 REVENUE ESTIMATES 2021/22 AND 2022/23

The Joint Committee considered the proposed revenue budget for the financial year 2022/23, together with the revised estimate for the current year, in accordance with the service objective of providing efficient arrangements for funeral directors and clergy which meet the need of their service users at a reasonable cost.

RESOLVED that:

- 1. The revised estimate for 2021/22 and the base estimate for 2022/23 as submitted at appendix 2 be approved.**
- 2. An amount of £10,000 be provided to cover price inflation during 2022/23.**
- 3. An amount of £140,000 be provided to cover capital developments during 2022/23 as outlined in appendix 3 of the report.**
- 4. The fees and charges as detailed in appendix 4 be implemented.**
- 5. An amount of £400,000 be distributed to each of the constituent authorities in 2022/23.**

28 MEDIUM TERM FINANCIAL STRATEGY 2021/22 TO 2025/26

The Joint Committee considered the Medium Term Financial Strategy for Bramcote Crematorium through to 2025/26 in accordance with the service objective of providing efficient arrangements for funeral directors and clergy which meet the need of their service users, at a reasonable cost.

RESOLVED that the Medium Term Financial Strategy for Bramcote Crematorium be approved.

29 CREMATION NUMBERS AND INFORMATION ON CREMATIONS

The Joint Committee were provided with the latest update on cremation numbers and information on the different types of cremations.

30 SOFTWARE UPDATE

The Joint Committee were provided with an update on the software systems upgrade.

It was noted that the upgrade had been successfully completed with the new system going live on 13 December 2021.

The new system had the capability to deal with all aspects of work relating to the functions of both the crematorium and the cemeteries team. The comprehensive core system enables all data to be stored in one central system.

31 EXTERNAL ADVICE ON CREMATOR REPLACEMENT

Members were updated on the progress made with regards to seeking specialist external advice on the replacement of the cremators.

The contract, to the value of £9,625, was awarded to Rose Project Management who are experienced in undertaking these types of projects.

32 CHRISTMAS SERVICE OF REMEMBRANCE 2021

The Joint Committee were provided with an update on the Christmas Service of Remembrance 2021. The annual Christmas Service of Remembrance was held on Saturday 4 December 2021. The service was attended by 90 members of the public.

33 .WORK PROGRAMME

The Joint Committee considered the Work Programme. It was requested a report on the technological options for viewing large funeral services be added to the Work Programme.

RESOLVED that the work programme be approved subject to the inclusion of a report on the technological options for viewing large funeral services and new dates for future meetings being established and circulated.

34 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.

35 UPDATE ON SALE OF LAND

The Committee noted the verbal update.

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Report of the Executive Director

EXTERNAL ADVICE ON CREMATOR REPLACEMENT1. Purpose of the report

To update Members on the progress made with regards seeking specialist external advice on the replacement of the cremators.

2. Background

Members will recall that Rose Project Management have been appointed as the successful contractor for the delivery of the replacement cremator feasibility study. A contract mobilisation meeting has taken place and the required preliminary information has been provided to Rose Project Management. The date for completion of the project is 31 March 2022.

A verbal update on the progression of the project will be given to Members at the Committee.

3. Financial implications

As previously reported the financial implications of delivering the feasibility study will be met through either an increase in income received above the projected levels or through contingency funds within the overall crematorium budgets.

Recommendation

The Joint Committee is NOTE the report.

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. The figures for 2021/22 are based on the data available at the time of writing the report. A verbal update will be provided at the Committee to I form Members of the latest position with regards cremation numbers.

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	263
May	233	229	231	230	251	230	283	227
June	206	299	246	253	198	212	188	281
July	236	233	213	200	178	196	178	218
August	234	210	201	181	201	194	179	208
September	233	219	233	198	153	175	182	238
October	261	236	212	207	191	207	202	239
November	268	237	255	221	221	210	222	268
December	298	295	257	235	196	202	262	228
January	309	261	315	298	273	272	224	242
February	321	305	315	269	241	204	303	171
March	323	300	263	263	217	240	272	8
Total	3171	3134	3003	2745	2548	2532	2797	2591

Further information relating to the breakdowns of the different service types are shown in the appendix.

3. Financial implications

There are no financial 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 January 2022.

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

Full Service: A normal 60 minute service and cremation.

Committal Service: The service was held at a church/chapel first then, a quick service and cremation.

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

Low Cost Services: A normal cremation involving a 60 minute service only at 9:00am in the Serenity Chapel.

Scattering of Ashes: A scattering of ashes appointment, where the ashes have been cremated at Bramcote Crematorium in our grounds.

Scattering of Ashes from Away: A scattering of ashes appointment, where the ashes have been cremated at another Crematorium ashes to be scattered in our grounds.

Memorial Service: A service only no cremation after the service

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

Month	Full Service £730.00	Committal Service £730.00	Directs £500.00 01/12/2021 £395.00	Hospital Body £516.00	Hospital Body parts £49.00	Low Cost Funeral 01/12/21 £600.00	Cremations Total	Scattering of Ashes	Scattering of Ashes From Away £65.00	Memorial Service £100.00	Total
April-21	211	12	5	1		0	229	30		4	34
May-21	149	11	4	23		0	187	34		6	40
June-21	207	12	2	20		0	241	38		2	40
July-21	169	10	4	0		0	183	31		4	35
August-21	162	9	8	1		0	180	23		5	28
September-21	176	13	3	0		0	192	42		4	46
October-21	174	18	1	0		0	193	43		3	46
November-21	213	13	0	0		0	226	38		4	42
December-21	182	3	10	0		4	199	23	1	5	29
January-22	199	10	7	0		1	217	22	1	2	25
February-22	142	9	2	2			155	12	1	3	16
March-22	2			3			5	2		1	3
Totals	1986	120	46	50		5	2207	338	3	43	384

Joint report of the Deputy Chief Executive and the Executive Director

PERFORMANCE MANAGEMENT 2021/22 PROGRESS REPORT

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 2021 to January 2022 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 2021/22.

Background papers

Nil

APPENDIX

Budget / Indicator	Original Estimate 2021/22	Budget to 31/01/22	Actual/ Committed 31/01/22	Variance to Estimate	Latest Projection 2021/22	Comments
Key Budgets:						
Employee Related Expenses (including Salaries and Agency)	379,200	301,950	302,222	272	390,000	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	113,342	144,485	31,143	180,000	Predicted overspend of up to £50k for repairs and maintenance. An earlier report informed Members of this overspend due to unforeseen but necessary works to reline a cremator.
Fuel and Light	72,800	60,672	63,596	2,924	75,000	Spend is affected by the timing of bills, although fuel usage and cost increases are anticipated.
Rates and Water	111,200	106,977	107,204	227	111,200	Business rates bill now paid for 2021/22.
Other Premises Related Expenses (incl. Trade Refuse)	15,530	14,832	13,595	(1,237)	15,530	Outturn expected to be broadly in line with estimates
Materials and Equipment	7,000	5,834	7,388	1,554	9,000	Outturn expected to be above the budget.
Book of Remembrance	7,500	6,250	3,621	(2,629)	7,500	Spend is affected by the timing of bills, although outturn expected to be in line with budget.
Medical Referee Fees	47,000	39,170	36,306	(2,864)	47,000	Spend is affected by the timing of bills, although outturn expected to be in line with budget.

Budget / Indicator	Original Estimate 2021/22	Budget to 31/01/22	Actual/ Committed 31/01/22	Variance to Estimate	Latest Projection 2021/22	Comments
Supplies and Services	104,004	64,318	151,051	86,733	170,000	Spend is affected by the timing of bills on the other budgets within 'supplies and services'. Around £50,000 of the overspend relates to other memorialisation and miscellaneous music costs. This is due to an increase in demand for these tributes and memorials that has seen fee income increase to offset this cost.
Grounds Maintenance	30,400	0	0	0	30,400	Year-end internal recharge
Income:						
Cremation Fees Income	(1,824,100)	(1,520,204)	(1,472,125)	48,079	(1,824,100)	Whilst cremation numbers are down on 2020/21 numbers, current performance is comparable with earlier years. 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)	(59,338)	(118,761)	(59,423)	(130,000)	As referred to above, the additional income relates to demand for tributes and other memorialisation, offset by increase in costs.
Other Income	(13,400)	(11,168)	(12,890)	(1,722)	(14,000)	This includes miscellaneous/other income, vending and rental receipts. Outturn expected to be slightly above estimates.

Indicator	Actual to 31/01/22	Comments
Performance Indicators:		
Undisputed invoices paid within 30 days	80%	Target 99%
Cremation fees received by end of month following that in which income was raised	80%	Target 96%
Number of written complaints	0	
Number of written compliments	1	
Usage Information:		
Cremation Numbers (breakdown below):	2,047	Annual target 2,450
- Full Services	1,842	
- Committal Service	111	
- Direct Funerals	44	
- Hospital Body/Parts	45	
- Low Cost Funeral	5	
Memorial Sales (breakdown below):		
- Memorial Service No Cremation	44	
- Barbican Plaques	23	
- Miniature Book of Remembrance	2	
- Book of Remembrance – Entries	113	
- Columbarium Plaque	28	
- Cremated Remains From Away	46	
- Donations	39	
- DVD/CD/USB Tributes	1,378	
- Cremated Remains Grave Plots	2	
- Memorial Rose Plaque	47	
- Memorial Seat Plaque	39	
- Memorial Wall Plaque	13	
- Memory Pin	145	
- Mulberry Tree	43	
- Online Memorial Applicants	7	
- Wall of Hearts Plaque B.O.R Room	2	
- Weekend Scattering Of Ashes	59	

Report of the Executive Director

WORK PROGRAMME/SCHEDULE OF MEETINGS
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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.

23 June 2022	<ul style="list-style-type: none"> • Marketing Strategy • Update on Cremation Numbers • Finance Report
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<u>Recommendation</u>

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

Nil.

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