



Wednesday, 5 October 2022

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 13 October 2022 via Bramcote Crematorium, Coventry Lane, Bramcote, commencing at 6.00pm.

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 3 - 6)

To approve the minutes of the previous meeting held on 23 June 2022.

4. UPDATE ON CREMATION NUMBERS

(Pages 7 - 10)

To provide the Joint Committee with an update on cremation numbers.

5. PERFORMANCE MANAGEMENT UPDATE (Pages 11 - 16)

To advise the Joint Committee on the performance levels for Bramcote Crematorium for the year-to-date 2022/23.

6. UPDATE ON SALE OF LAND TO THE REAR OF BRAMCOTE CREMATORIUM

A verbal update will be provided to the Joint Committee.

7. MARKETING UPDATE

A verbal update will be provided to the Joint Committee.

8. WORK PROGRAMME (Pages 17 - 18)

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

9. 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.

10. REPLACEMENT CREMATORS (Pages 19 - 136)

BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

THURSDAY, 23 JUNE 2022

Broxtowe Borough Council:
Councillors M Radulovic MBE

Erewash Borough Council:
Councillors V Clare
G Hickton (substitute)
W Major

Apologies for absence were received from Councillors S J Carr, C Hart and R I Jackson.

1 APPOINTMENT OF CHAIR

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

2 APPOINTMENT OF VICE-CHAIR

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

3 APPOINTMENT OF CHAIR

RESOLVED that Councillor M Radulovic MBE be appointed Chair of the meeting.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 MINUTES

The minutes of the meeting held on 17 March 2022 were confirmed and signed as a correct record.

6 ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2021/22

The Annual Report and Management Statement of Accounts for 2021/22 was considered 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.

The accounts for the Bramcote Bereavement Services showed a revenue account deficit of £79,564 for the financial year ended 31 March 2022. The surplus on

operations for the year was £586,329, which is around £145,000 lower than the original budget approved in January 2021. The accumulated revenue surplus as at 31 March 2022 was £456,252.

7 CREMATION NUMBER UPDATE

The Joint Committee received an update on cremation numbers. The number of cremations in 2021/22 reduced from the previous year but it should be noted that the 2020/21 figure was likely to have increased due to the effects of the pandemic. A more accurate trend on whether the number of cremations is increasing or decreasing will be able to be ascertained over the next year.

8 IMPROVEMENT TO VIEWING AND AUDIO SYSTEM

RESOLVED that the item be deferred.

9 WALL GRAPHIC FOR THE SERENITY CHAPEL WAITING AREA

Members considered the concept to have a crematorium wall graphic on the waiting area of the Serenity Chapel and the additional budget needed to fund the initiative.

It was noted that the current design was dated and consideration had been given to how this can be visually improved to have a more modern and contemporary feel at a relatively low cost. This was part of the measures aimed at improving the user experience and attracting custom. The graphics would show the memorialisation options which were available so potentially attracting customers to commemorate their loved one on the site.

RESOLVED that:

- 1) The additional £1000 from reserves needed to implement the initiative.**
- 2) The decision on the design of the graphics to be affixed to the wall be delegated to the Executive Director.**

10 WORK PROGRAMME

Members considered the Work Programme. It was requested that a report on the energy cost to run the Crematorium be added to the Work Programme.

RESOLVED that the Work Programme be approved, subject to the addition of the report on energy costs.

11 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.

12 MARKETING STRATEGY

RESOLVED that:

- 1) The new Bramcote Crematorium marketing strategy.**
- 2) That a marketing budget of £10,000 is funded from general reserves.**
- 3) That a budget of £15,000 from general reserves is allocated to fund the transition to the new website provider.**

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Report of the Executive Director

CREMATION NUMBERS

1. Purpose of Report

To provide the Joint Committee with an update on cremation numbers.

2. Recommendation

The Joint Committee is asked to NOTE this report.

3. Detail

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 number of cremations in 2021/22 reduced from the previous year but it should be noted that the 2020/21 figure was likely to have increased due to the effects of the pandemic. A more accurate trend on whether the number of cremations is increasing or decreasing will be able to be ascertained over the next year. The cremations in the first five months of 2022/23 are comparable to the previous year.

Month	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
April	249	310	257	179	221	190	302	229	180
May	233	229	229	225	241	230	283	187	212
June	206	299	241	228	194	212	188	241	227
July	236	232	209	190	174	196	178	183	180
August	234	210	196	175	196	194	179	180	215
September	233	219	231	187	150	175	182	192	0
October	261	235	212	197	189	207	202	193	0
November	268	231	252	201	212	210	222	226	0
December	298	289	250	196	195	202	262	199	0
January	309	250	310	276	273	272	224	217	0
February	321	301	307	259	238	204	303	229	0
March	323	294	258	257	211	240	272	230	0
Total	3171	3099	2952	2570	2494	2532	2797	2506	1014

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

4. Financial Implications

No comments.

5. Legal Implications

No comments.

6. Human Resources Implications

No comments.

7. Union Comments

No comments.

8. Data Protection Compliance Implications

No comments.

9. Equality Impact Assessment

No comments.

10. Background Papers

Nil.

APPENDIX

Types of Services breakdown

The table below shows the different types of cremations which have taken place in 2022/23.

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.

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

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

TOTALS	Full Service	Committal Service	Directs	Hospital Body	Low Cost Funeral	Cremations Total
2022/23	911	33	42	18	10	1014

Note: Low cost funerals started in December 2021.

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Joint report of the Deputy Chief Executive and the Executive Director

PERFORMANCE MANAGEMENT UPDATE1. Purpose of report

To advise the Joint Committee on the performance levels for Bramcote Crematorium for the year-to-date 2022/23.

2. Recommendation

The Joint Committee is asked to NOTE the performance levels for 2022/23.

3. Detail

The appendix sets out financial and other performance for period to April 2022 to August 2023 and outturn projections, compared with the annual budget and budget for the corresponding period.

4. Financial Implications

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

The financial implications are included in the report narrative and appendices.

5. Legal Implications

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

There are no direct legal implications that arise from this report.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no Union comments in relation to this report.

8. Data Protection Compliance Implications

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

9. Equality Impact Assessment

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

10. Background Papers

Nil

APPENDIX

Budget / Indicator	Original Estimate 2022/23	Profiled Budget 31/08/22	Actual/ Committed 31/08/22	Variance to Estimate	Latest Projection 2022/23	Comments
Key Budgets:						
Employee Related Expenses (including Salaries and Agency)	412,240	171,858	159,141	(12,717)	455,000	Pay award pending; maternity cover; the minor net impact of vacant posts and the cost of an agency worker to support the team.
Repairs and Maintenance - General and Cremators	125,000	52,083	90,866	38,783	140,000	The doors into the Serenity Chapel have broken, with quotes being obtained to repair and/or replace. Based on previous annual expenditure there is likely to be an overspend of £15k.
Development – Cremator Reline and Hearth	50,000	50,000	40,384	(9,616)	50,000	One-off development budget for the relining the second cremator. Commitment made, scheme ongoing. The cost will be met equally between revenue reserves and Repairs and Renewals Fund.
Development – Consultancy Fees for New Cremators	20,000	20,000	-	-	20,000	One-off development budget for consultancy advice on tender specification for new cremators with the full cost being met from revenue reserves.
Development – Car Park	60,000	25,000	1,000	(24,000)	60,000	One-off development budget to improve the car park and drainage including surface repairs, patching and relining. The cost will be met equally between revenue reserves and Repairs and Renewals Fund.
Development – New Sliding Doors	10,000	4,166	8,322	4,155	10,000	One-off development budget for the replacement of the faulty sliding doors with the full cost being met from the Repairs and Renewals Fund.

Budget / Indicator	Original Estimate 2022/23	Profiled Budget 31/08/22	Actual/ Committed 31/08/22	Variance to Estimate	Latest Projection 2022/23	Comments
Fuel, Light and Water	103,600	42,966	9,944	(33,022)	130,000	Actual spend is affected by the timing of bills, although fuel usage and cost increases are anticipated. In terms of pricing, early indications are that gas prices under the extended ESPO agreement could rise by up to 120% from April 2023 (these prices could be higher if the agreement is ended). The budget impact of this uplift in gas prices could be £70k for the Crematorium. In terms of electricity costs, prices are expected to double from October 2022 in the extended contract. An uplift on electricity prices at this level would add an extra £44k per annual for the Crematorium.
Business Rates	106,040	106,040	106,035	61,829	106,035	Business rates bill now paid for 2022/23.
Other Premises Related Expenses (incl. Trade Refuse)	27,700	11,549	13,372	1,823	27,700	Outturn expected to be broadly in line with estimates.
Materials and Equipment	7,000	2,919	576	(2,343)	7,000	Outturn expected to be broadly in line with estimates.
Book of Remembrance and Other Memorialisation Costs	47,500	19,801	11,745	(8,056)	47,500	Outturn expected to be broadly in line with estimates.
Medical Referee Fees	47,000	19,592	17,730	(1,862)	47,000	Outturn expected to be broadly in line with estimates.
Other Supplies and Services	160,210	81,382	90,078	8,696	160,210	This budget includes new developments of £15k on webpage development and £10k for marketing. Spend is affected by the timing of bills on the other budgets within 'supplies and services'. The current spend includes almost £9k for the cost of transferring coffins to another crematorium when the cremator failed.
Grounds Maintenance	31,610	0	0	0	34,000	Year-end internal recharge. It is likely that outturn will be higher when factoring in pay inflation and rising fuel costs.

Budget / Indicator	Original Estimate 2022/23	Profiled Budget 31/08/22	Actual/ Committed 31/08/22	Variance to Estimate	Latest Projection 2022/23	Comments
Income:						
Cremation Fees Income	(1,862,950)	(776,664)	(675,623)	101,041	(1,810,000)	<p>It is anticipated that the target of 2,450 cremations will be achieved. The budget to date figure shown is based upon an equal profile across the year, when actual performance will be skewed towards winter months.</p> <p>The latest projection for cremation fees represents the anticipated levels of income based on actual services rather than the legacy calculation of increasing the base income budget by inflation only. This will be reviewed when budget setting and producing revised estimates.</p>
Memorialisation Income (including visual tributes, book of remembrance and others)	(112,000)	(46,687)	(42,148)	4,539	(112,000)	Outturn expected to be broadly in line with estimates. Any variation in income should correlate with spending.
Other Income	(14,650)	(6,107)	(12,114)	(6,007)	(14,650)	This includes rental income, miscellaneous income and vending and rental receipts. Outturn expected to be broadly in line with estimates.

Indicator	Actual to 31/08/22	Comments
Performance Indicators:		
Undisputed invoices paid within 30 days	99%	Target 99%
Cremation fees received by end of month following that in which income was raised	99%	Target 96%
Number of written complaints	0	
Usage Information:		
Cremation Numbers (breakdown below):	1,014	Annual target 2,450
- Full Services	911	
- Committal Service	33	
- Direct Funerals	42	
- Hospital Body/Parts	18	
- Low Cost Funeral	10	
Memorial Sales (breakdown below):		
- Memorial Service No Cremation	15	
- Barbican Plaques	10	
- Miniature Book of Remembrance	0	
- Book of Remembrance – Entries	44	
- Columbarium Plaque	10	
- Cremated Remains From Away	39	
- Donations	19	
- DVD/CD/USB Tributes	537	
- Cremated Remains Grave Plots	0	
- Memorial Rose Plaque	21	
- Memorial Seat Plaque	12	
- Memorial Wall Plaque	4	
- Memory Pin	46	
- Mulberry Tree	10	
- Online Memorial Applicants	0	
- Wall of Hearts Plaque B.O.R Room	3	
- Weekend Scattering Of Ashes	39	

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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.

19 January 2023	<ul style="list-style-type: none"> • Christmas Service of Remembrance • Update on Cremation Numbers • Update on sale of land to the rear of Bramcote Crematorium • Cremator Replacements • Infrastructure Improvements • Financial Estimates 2022/23 and 2023/24 • Medium Term Financial Strategy 2022/23 To 2026/27
16 March 2023	<ul style="list-style-type: none"> • Charitable donations
15 June 2023	<ul style="list-style-type: none"> • Review of the Change Cremation Costs • Month Review of the Change in Cremation Times

4. Financial Implications

Head of Finance Services were as follows:

There are no financial implications.

5. Legal Implications

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.

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