

Appendix 1**Budget Setting 2025/26****1. Introduction**

Details of the proposed revenue budget for the 2025/26 financial year and the revised estimate for 2024/25 are attached at appendix 2 for consideration. The base estimates for 2025/26 contain inflationary increases for salaries and changes in fees and charges detailed for approval within this report.

2. Outturn 2023/24

The Annual Report and Management Statement of Accounts for 2023/24 was considered by the Joint Committee on 20 June 2024. The Crematorium Revenue balance at 31 March 2024 was £334,598, which was lower than 2022/23 (£376,100). No contribution was made into the Repairs and Renewals Reserve.

The Bramcote Bereavement Services accounts showed a revenue account deficit of £29,949 for the year ended 31 March 2024. The surplus on operations for the year was £570,222, which was £23,622 higher than the original budget approved in January 2023.

A distribution of £350,000 was made to each of the two constituent authorities in 2023/24, as agreed by the Joint Committee on 19 January 2023. This compared to a distribution of £400,000 to each of the constituent authorities in 2022/23.

3. Revised Estimate 2024/25

The proposed revised estimates for 2024/25 includes adjustments relating to employee expenses, business rates, utilities costs and income budgets.

The salaries budget now includes the actual pay award for 2024/25 which is partially offset by the savings from a vacant post from October 2024. There is a small increase on the fuel and energy budget due to more cremations taking place compared to the same period last year. There is also a slight uplift on business rates to reflect the actual bill. The remainder of spends are anticipated to be broadly in line with the estimates.

The target of 2,450 adult cremations may not be fully achieved due to the prevailing death rate. Whilst the death rate increased by 5.4% between April and November 2024, it was down by 7.8% in 2023/24. Whilst the falling death rate will have a direct impact on the cremation numbers achieved, efforts continue to maintain and improve market share. An additional £80,000 in cremation fees income has been achieved compared to a similar period in the previous year.

The proposed distribution to each of the two constituent authorities in 2024/25 remains at £400,000, as agreed by the Joint Committee on 18 January 2024.

4. Base Estimate 2025/26 – Income

4.1. Cremation Fees

The income estimates for 2025/26 are based upon a total number of 2,400 cremations. This is slightly reduced from the target number of cremations for the current year and is considered a prudent estimate. Given the recent trend with falling death rates, no additional growth in cremation numbers is anticipated at this stage. The proposed charges from 1 April 2025 are as follows:

| | Proposed Fees |
|--|---------------|
| Cremation of the body of a person of 18 years and over (within or outside area) | £975 |
| Direct Cremation of the body of a person of 18 years and over (within or outside area) | £490 |

The proposed increase in the full-service fee for 2025/26 is around 5%, although the fee for a direct cremation has been held at current prices. A benchmarking exercise of crematoria in the local area has been undertaken and, although their respective fees have not all been agreed, it is anticipated that the proposed cremation fees at this level would still be well within the mid-range fees charged across the region.

If Members were minded to vary cremation fees by 1% this would result in an increase/decrease of around £24,000 in the cremation fees budget.

It is RECOMMENDED that the Joint Committee approve a cremation fee for persons of 18 years and over of £975 and a direct cremation fee of £490 with effect from 1 April 2025.

4.2. Other Fees and Charges

The proposed increase in other fees and charges for 2025/26 is around 5%. These include the fees for urns and caskets and the majority of miscellaneous services. The change of supplier on media visual tributes has resulted in a decrease in fees and charges which should improve competitiveness. The proposed fees and charges for 2025/26 are set out later and broadly reflect those of other crematoria.

It is RECOMMENDED that the Joint Committee approve the other fees and charges as detailed in appendix 4 with effect from 1 April 2025.

5. Base Estimate 2025/26 – Expenditure5.1. Employees

The estimate for employee costs has increased by around £6,000 in 2025/26 when compared to the 2024/25 revised estimate. The increase includes an allowance for an estimated pay award of 3% and an increase on Employer's National Insurance contributions, which may not be funded.

5.2. Inflation

Members will be aware of the price inflationary pressures with regards to fuel, utilities and supplies. Advice suggests that an allowance for inflation on energy prices is necessary and an additional £15,000 has been added to the base budget. The investment in the new cremators should result in greater efficiency and therefore reduce fuel costs going forward once fully operational.

Other inflationary uplifts have only been built into budgets for unavoidable and contractual increases in certain items.

5.3. Developments 2025/26 and Beyond

No new developments are proposed at this stage in 2025/26 or future years. Any of the current year developments where the scheme are not fully completed by 31 March 2025 will have their remaining budget rolled forward into 2025/26.

6. Revenue Account Surplus

If all the matters referred to above are accepted, the forecast position at the end of 2025/26 would be as follows:

| | £ |
|--|------------------|
| Balance brought forward 31 March 2024 | (334,598) |
| Net increase in balance for 2024/25 (appendix 2) | (766,850) |
| Distribution estimate 2024/25 | 800,000 |
| Revenue Account Surplus 31 March 2025 | (301,448) |
| Net increase in balance for 2025/26 (appendix 2) | (870,900) |
| Distribution estimate 2025/26 | 900,000 |
| Revenue Account Surplus 31 March 2026 | (272,348) |

The minimum recommended balance is £100,000 to safeguard crematorium balances from the potential impact of new crematoria in the local area and the effect on cremation numbers.

Given the level of estimated revenue account surplus, it is proposed at this stage to distribute a total of £900,000 in 2025/26, split equally between Broxtowe and Erewash Borough Councils. With a planned contribution of £50,000 being made into the Repairs and Renewal Reserve in 2025/26, this would leave a Revenue balance of £272,348 at 31 March 2026 if all assumptions were realised.

Appendix 2

INCOME AND EXPENDITURE BUDGET

| <u>Description</u> | <u>Revised 2024/25</u> £ | <u>Base 2025/26</u> £ |
|---|---------------------------------|------------------------------|
| Income | | |
| Cremation Fees Income | (2,198,450) | (2,263,800) |
| Memorialisation Income (<i>including visual tributes, book of remembrance and others</i>) | (128,100) | (133,600) |
| Other Income (<i>rent income, miscellaneous income, donations and vending receipts</i>) | (32,350) | (20,550) |
| Total Income | (2,358,900) | (2,417,950) |
| Expenditure | | |
| Employee Related Expenses | 543,970 | 549,850 |
| Premises Related Expenses | | |
| Repairs and Maintenance – General | 50,000 | 55,000 |
| Repairs and Maintenance – Cremators | 95,000 | 97,000 |
| Utilities (Fuel, Light and Water) | 194,200 | 209,300 |
| Business Rates | 150,150 | 153,150 |
| Other Premises Expenses (incl. Trade Waste) | 19,650 | 18,350 |
| Supplies and Services | | |
| Other Supplies and Services | 187,330 | 159,450 |
| Medical Referee Fees | 47,000 | 20,000 |
| Materials and Equipment | 4,000 | 5,000 |
| Book of Remembrance/Memorialisation Account | 26,500 | 32,500 |
| Third Party Payments - Grounds Maintenance | 38,550 | 40,850 |
| Central Departmental & Technical Support Services | | |
| Central Support Recharges | 157,600 | 164,600 |
| Capital Financing Costs | | |
| Capital Charges | 99,050 | 186,050 |
| Developments (funded from Revenue/R&R) | 2,033,800 | - |
| Total Expenditure | 3,646,800 | 1,691,100 |
| Cost of Service – Continuing Operations | 1,287,900 | (726,850) |

| <u>Description</u> | <u>Revised</u> <u>2024/25</u> £ | <u>Base</u> <u>2025/26</u> £ |
|---|---------------------------------------|------------------------------------|
| Financing Costs and Investment Income | | |
| Interest and Investment Income | (8,000) | (8,000) |
| Distribution to Constituent Authorities | | |
| Broxtowe Borough Council | 400,000 | 450,000 |
| Erewash Borough Council | 400,000 | 450,000 |
| Other Comprehensive Income and Expenditure | | |
| Revaluation of Fixed Assets | - | - |
| Total Comprehensive Income and Expenditure | 2,079,900 | 165,150 |
| Adjustments between accounting and funding basis under regulation | | |
| IAS 19 Pension Costs | - | - |
| Depreciation and Impairment | (99,050) | (186,050) |
| <u>Transfer to/(from) Earmarked Reserves</u> | | |
| Repairs and Renewals Reserve | (1,947,700) | 50,000 |
| Donations Reserve | - | - |
| (Increase)/Decrease in Balances for Year | 33,150 | 29,100 |
| Crematorium Balance Brought Forward | (334,598) | (301,448) |
| Crematorium Balance Carried Forward | (301,448) | (272,348) |

Donations Reserve

| <u>Description</u> | <u>Revised 2024/25</u> £ | <u>Base 2025/26</u> £ |
|----------------------------------|---------------------------------|------------------------------|
| Expenditure | | |
| Payments in year | - | - |
| Income | | |
| Donations | - | - |
| | | |
| (Surplus)/Deficit in Year | - | - |
| Balance Brought Forward | (7,900) | (7,900) |
| Balance Carried Forward | (7,900) | (7,900) |

Repairs and Renewals Reserve

| <u>Description</u> | <u>Revised 2024/25</u> £ | <u>Base 2025/26</u> £ |
|----------------------------------|---------------------------------|------------------------------|
| Expenditure | | |
| Payments in Year | 1,947,700 | - |
| Income | | |
| Contributions in Year | (1,800,000) | (50,000) |
| | | |
| (Surplus)/Deficit in Year | 147,700 | (50,000) |
| Balance Brought Forward | (165,621) | (17,921) |
| Balance Carried Forward | (17,921) | (67,921) |

Appendix 3

Summary of Charges – Bramcote Bereavement Services

| | | Approved Charges 2024/25 £ | Proposed Charges 2025/26 £ |
|--------|---|----------------------------------|----------------------------------|
| Part 1 | <u>Cremation Fee</u> | | |
| | To include Cremation Fee; Medical Referee's Fee; Use of Music Facilities; and Scattering of Cremated Remains (Monday to Friday) | 925 | 975 |
| | | | |
| | <u>For the cremation of the body of:</u> | | |
| | A person aged 18 years and over | 925 | 975 |
| | A person below the age of 18 years *No charge to the family. A fee of £240 is claimed back from the Children's fund | Nil* | Nil* |
| | School of Anatomy cadaver | 575 | 575 |
| | Body part | 55 | 55 |
| | Direct Cremation (Unattended) | 490 | 490 |
| | Direct Cremation (Attended) | 600 | 600 |
| | Committal Service | 925 | 975 |
| | Saturday Service* | 1,235 | 1,300 |
| | | | |
| Part 2 | <u>Urns and Caskets</u> | | |
| | Urns | POA | POA |
| | Caskets | POA | POA |
| | Bio Box | 6 | 7 |
| | Polytainers | 6 | 7 |
| | Donation Box | 4 | 5 |
| | | | |
| Part 3 | <u>Miscellaneous Fees and Charges</u> | | |
| | Extended Service Fee | 295 | 310 |
| | Witness Charge | 85 | 90 |
| | Non cancellation fee (administration charge) | 104 | 110 |
| | Use of chapel for memorial service (in the week) | 295 | 310 |
| | Use of chapel for memorial service (weekend) | 410 | 430 |
| | Sunrise Service (09:00 Serenity Chapel only) | 730 | 770 |
| | Add'n charge for weekend scattering | 30 | 31 |
| | Scattering of remains from another Crematoria | 80 | 81 |
| | Temporary deposit per month (first month free) | 40 | 41 |

| | | Approved Charges 2024/25 £ | Proposed Charges 2025/26 £ |
|--------|--|----------------------------------|----------------------------------|
| Part 4 | <u>Obitus Tributes</u> | | |
| | Single Still Image | 23 | - |
| | Basic Slideshow – max 25 images, no music | 47 | 50 |
| | Music Tribute – max 25 images with music | 92 | 75 |
| | Themed Tribute | n/a | 95 |
| | <u>Obitus Streaming</u> | | |
| | Live and On Demand | 65 | 54 |
| | <u>Obitus Keepsakes</u> | | |
| | Digital Download (add on) | 43 | 10 |
| | Digital Download (standalone) | 43 | 50 |
| | DVD or USB of Service Recording, Visual Tribute or both | 80 | 55 |
| | Video Book | n/a | 95 |
| | Memory Box | n/a | 130 |
| | <u>Obitus Tribute Extras</u> | | |
| | Extra Single Photo | - | 10 |
| | Extra Tribute Photos | 28 | 22 |
| | Extra Work Charge | 92 | 22 |
| | Late Fees | 92 | 22 |
| | Family Supplied Tribute | 32 | 32 |
| | <u>Obitus Keepsake Extras – Second Copies</u> | | |
| | DVD or USB | 32 | 32 |
| | Video Books | n/a | 75 |
| | Memory Box | n/a | 100 |
| | <u>Memorials and Inscriptions</u> | | |
| Part 5 | <u>Entries in Book of Remembrance (including VAT)</u> | | |
| | For each 2 line entry | 93 | 98 |
| | For each 5 line entry | 151 | 159 |
| | For each 5 line entry and motif | 235 | 247 |
| | For each 8 line entry | 243 | 255 |

| | Approved Charges 2024/25 £ | Proposed Charges 2025/26 £ |
|---|----------------------------------|----------------------------------|
| For each 8 line entry and motif | 326 | 342 |
| <u>Digital Display (including VAT)</u> | | |
| Additional swipe card | 8 | 12 |
| Extra page (each) | 68 | 71 |
| | | |
| <u>Miniature Books (including VAT)</u> | | |
| For each 2 line entry | 127 | 133 |
| For each 5 line entry | 153 | 161 |
| For each 5 line entry and motif | 236 | 248 |
| For each 8 line entry | 215 | 226 |
| For each 8 line entry and motif | 299 | 314 |
| | | |
| <u>Memorial Plaques (including VAT)</u> | | |
| Wall Plaque - 10 Years Lease | 648 | 680 |
| Wall Plaque plus metal posy vase | 768 | 806 |
| Wall Plaque Renewal (10 Years) | 391 | 410 |
| | | |
| Bench Plaque - 10 Years Lease | 649 | 680 |
| Bench Renewal (10 Years) | 391 | 410 |
| | | |
| Rose Plaque - 5 Years Lease | 648 | 680 |
| Rose Plaque Renewal (5 Years) | 233 | 245 |
| Rose Plaque Renewal (10 Years) | 391 | 410 |
| | | |
| Replacement Wall or Rose or Bench Plaque | 152 | 160 |
| | | |
| Barbican Plaque - 10 Years Lease | 637 | 669 |
| Barbican Renewal (10 years) | 383 | 402 |
| Barbican Plaque - Replacement | POA | POA |
| Reflection Garden Wall Plaque - 5 Years Lease | 199 | 209 |
| Reflection Garden Wall Plaque - Motif | 34 | 36 |
| Reflection Garden Wall Plaque - Replacement | 82 | 86 |
| Reflection Garden Wall Plaque Renewal (5 years) | 111 | 117 |
| | | |
| Book Room Wall Heart Plaque - 5 Years Lease | 259 | 272 |
| Book Room Wall Heart Plaque - Motif | 34 | 36 |
| Book Room Wall Heart Plaque - Replacement | 82 | 86 |
| Book Room Wall Heart Plaque Renewal (5 years) | 111 | 117 |

| | Approved Charges 2024/25 £ | Proposed Charges 2025/26 £ |
|--|----------------------------------|----------------------------------|
| Mulberry Tree Plaque - 5 Years Lease | 199 | 209 |
| Mulberry Tree Plaque - Motif | 34 | 36 |
| Mulberry Tree Plaque - Replacement | 82 | 86 |
| Mulberry Tree Plaque Renewal (5 years) | 111 | 117 |
| New/Upgrade memorial (Granite plaques) | 132 | 139 |
| <u>Columbarium Charges (including VAT)</u> | | |
| <u>Level A (top)</u> | | |
| 5 year lease | 1,034 | 1,086 |
| 10 year lease | 1,551 | 1,629 |
| 25 year lease | 2,459 | 2,582 |
| <u>Level B</u> | | |
| 5 year lease | 1,032 | 1,084 |
| 10 year lease | 1,547 | 1,624 |
| 25 year lease | 2,459 | 2,580 |
| <u>Level C</u> | | |
| 5 year lease | 935 | 982 |
| 10 year lease | 1,389 | 1,458 |
| 25 year lease | 2,213 | 2,324 |
| <u>Level D</u> | | |
| 5 year lease | 825 | 866 |
| 10 year lease | 1,230 | 1,292 |
| 25 year lease | 1,967 | 2,065 |
| 5 year renewal | 80% of current lease fee | 80% of current lease fee |
| 10 year renewal | 80% of current lease fee | 80% of current lease fee |
| First 80 letters on plaque | Included | Included |
| Additional letters (beyond first 80) | 3 | 3.50 |
| Photo on plaque (7"x5") | 148 | 155 |

| | | Approved Charges 2024/25 £ | Proposed Charges 2025/26 £ |
|--------|---|----------------------------------|----------------------------------|
| | Metal flower container | 58 | 61 |
| | Other plaque designs/various ash containers | POA | POA |
| | | | |
| | <u>Children's Columbarium Charges (including VAT)</u> | | |
| | <u>Level 1 (top)</u> | | |
| | Plaque & Ashes (25 Years) | 818 | 859 |
| | Renewal | 415 | 436 |
| | | | |
| | <u>Level 2</u> | | |
| | Plaque & Ashes (25 Years) | 818 | 859 |
| | Renewal | 415 | 436 |
| | | | |
| | <u>Level 3</u> | | |
| | Plaque & Ashes (25 Years) | 818 | 859 |
| | Renewal | 415 | 436 |
| | | | |
| | <u>Level 4</u> | | |
| | Plaque & Ashes (25 Years) | 818 | 859 |
| | Renewal | 415 | 436 |
| | | | |
| | <u>Level 5</u> | | |
| | Plaque & Ashes (25 Years) | 818 | 859 |
| | Renewal | 415 | 436 |
| | | | |
| | <u>Granite Mushroom Plaques (including VAT)</u> | | |
| | 10 Year Lease | 240 | 252 |
| | 10 Year Renewal | 120 | 126 |
| | | | |
| Part 6 | <u>Private Graves</u> | | |
| | Transfer of grave rights (simple) | 47 | 49 |
| | Transfer of grave rights (complex) | 76 | 80 |
| | Exhumation of Ashes | 258 | 271 |
| | Renewal of lease for 99 years | 393 | 413 |
| | | | |
| Part 7 | <u>Digital Remembrance Online Page</u> | | |
| | Digital Online Remembrance Page - Child (u18) | 25 | 26 |
| | Digital Online Remembrance Page - Adults | 50 | 52 |