

MINUTES OF RUGBY AND WEST NORTHAMPTONSHIRE JOINT CREMATORIUM COMMITTEE

25 JULY 2023

PRESENT:

Members of the Committee:

Rugby Borough Council - Councillors Poole and Ms Robbins
West Northamptonshire Council - Councillor Gilford (Chair)

Officers:

Rugby Borough Council - David Burrows (Chief Officer – Regulation and Safety), Lorraine Marley (Acting Bereavement Services Manager), Lisa Marshall (Finance Business Partner)
West Northamptonshire Council – Sadie Nightingale (Head of Coroners, West and North Northamptonshire Registration) and Sharon Green (Finance Business Partner)

1. MINUTES

The minutes of the meeting held on 25 April 2023 were approved and signed by the Chair.

2. APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillor James (West Northamptonshire Council).

3. DECLARATIONS OF INTEREST

There were none.

4. FINANCIAL MONITORING AND KEY PERFORMANCE INDICATORS QUARTER 1 APRIL – JUNE 2023

The Joint Committee considered a report consisting of a finance and performance dashboard for the Quarter 1 period April – June 2023.

The additional funds for two capital schemes including the automatic doors upgrade at £13,000 and the memorialisation project at £10,000, as previously approved by the Joint Committee, were due to be considered for approval by Cabinet at its meeting on 31 July 2023.

The forecast for gas costs remained on budget at this stage but would be reviewed again at the end of the next quarter in September.

The current death rate was low which may lead to forecasts being updated.

As at 30 June 2023 the forecast surplus for 2023/24 was £14,000 which represented an additional £7,000 for Rugby Borough Council and West Northamptonshire Council based on the 50/50 profit sharing agreement.

The forecast spend on capital schemes to the end of the current financial year was £66,000. An additional £10,000 was budgeted for the planned redecoration of the crematorium subject to quotations being sought.

The forecast for the share of the local market was currently 24%.

RESOLVED THAT – the Quarter 1 budget monitoring and key performance indicator information be noted.

5. RAINSBROOK CREMATORIUM OPERATIONAL UPDATE

The Joint Committee considered a report concerning an operational update for the Rainsbrook Crematorium.

Following the commencement of the trial to open up the car park to St Andrews Rugby Club, there were no issues reported from the club. However, the council's Community Safety Wardens visited the site and found vehicles parked in front of the main doors which was an issue for access for emergency vehicles and a fire safety risk. The matter was being resolved.

It was reported that the crematorium had recently achieved gold standard from the Charter for the Bereaved. The Joint Committee placed on record its appreciation of the work of the Bereavement Services team.

RESOLVED THAT – the report be noted.

6. DATE OF NEXT MEETING

It was agreed the next meeting would be held at 2pm on Tuesday 17 October 2023.

CHAIR