

3 January 2018

RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE – 10 JANUARY 2018

A meeting of the Rugby and Daventry Crematorium Joint Committee will be held at 10.00am on Wednesday 10 January 2018 in Committee Room 1 at the Town Hall, Rugby.

Adam Norburn
Executive Director

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes – to approve the minutes of the meeting held on 8 November 2017.
2. Apologies – to receive apologies for absence from the meeting.
3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their non-pecuniary interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a pecuniary interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of a County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. Crematorium Financial Monitoring and Key Performance Indicators (KPIs) 2017/18.
5. Funeral poverty.
6. Date of next meeting – please bring diaries to the meeting.
7. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraph 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

1. Rainsbrook Crematorium Budget 2018/19.
2. Proposed Fees and Charges 2018/19 (report to follow).

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers (Ref. JCC 2017/18 – 3) are attached.

Membership of the Committee:

Councillors Mrs Parker and Ms Robbins (Rugby Borough Council)
Councillors Mrs Lomax and Robertson (Chairman of Joint Committee) (Daventry District Council)

Officers:

Rob Back, Lisa Handy, Chris Blundell, Christine Fraser (Rugby Borough Council)
Simon Bowers, Julie Lewis (Daventry District Council)

If you have any general queries with regard to this agenda please contact Claire Waleczek, Senior Democratic Services Officer (01788 533524) or e-mail claire.waleczek@rugby.gov.uk. Any specific queries concerning reports should be directed to the listed contact officer.

If you wish to attend the meeting and have any special requirements for access please contact the Democratic Services Officer named above.

Crematorium Financial Monitoring and Key Performance Indicators (KPIs) 2017/18 – September 2017 (Period 8) Agenda No 4

2017/18 Budget Monitoring

	Period 8	Year-End
	£	£
Expenditure		
Salaries – Saving due to unused overtime budget and one vacant post	-14,150	-17,750
Utilities – current usage is lower than budgeted to period but expected to be close to budget at year end	-10,130	-1,070
Repairs and Maintenance – cremator maintenance underspent to date, but expected to be fully spent by year end following retendering process	-9,130	0
Consultancy Costs – Review of procedures at Rainsbrook Crematorium	3,000	3,000
Payments to DDC – A small increase in the payment to Daventry DC is expected following savings	0	6,800
Other small variances (items under £1,000)	-8,720	910
Subtotal	-39,130	-14,110
Income		
Cremations – 566 cremations carried out to date and a prudent estimate for the end of the year has been made based on the level of demand to Period 8	25,610	37,100
Memorial Packages – Sales continue to do well and the year end projection is based on the level of sales at the same level	-13,690	-20,500
Use of Chapel – Greater than expected demand for use of the Chapel and this trend is expected to continue to the end of the year	-6,190	-9,290
Other small variances (items under £1,000)	-100	0
Subtotal	5,630	7,310
TOTAL	-33,500	-6,800

Total Income Analysis – Year to Date

		Period 8		Year to Date		£	£
	Annual Budget Sales	Sales	Income	Budget Sales	Actual Sales	Budget Income	Actual Income
Cremations	900	76	-60,970	450	537	-477,000	-436,900
Cremations – No Service		1			26		
Granite Memorial Package – Memorial	40	5	-2,090	20	36	-20,000	-26,840
Granite Memorial Package – Plot	40	5	-2,090	20	36	-20,000	-26,840
Armed Forces Memorial Plaque	5	1	-210	3	7	-830	-1,670
Barbican – Memorial Plaque	4	0	0	2	0	-1,170	0
Book of Remembrance*			-670			-2,000	-2,410
Boulder – Memorial Plaque	10	0	0	5	1	-3,830	-830
Memorial DVD	10	0	-40	5	2	-330	-120
Memorial Bench Plaque	8	0	0	4	2	-1,600	-710
Memorial Jewellery	12		-280			-2,800	-3,470
Memorial Tree Plaques	8	3	-2190	4	23	-2,000	-8,580
Pond Marker	6	0	0	3	0	-1,400	0
Tree of Life Plaque	15	0	-380	7	5	-4,500	-2,250
Use of Chapels*	4	2	-400	2	35	-530	-6,990
Memorial Webcast Viewing	18	1	-230	9	17	-600	-830
Caskets/Urns/Tubes Sales*			0			-200	-300
Total Income			-69,550			-538,790	-518,740

* budgets set against values rather than number of sales due to various combinations of goods or service available

Average Memorial Income per cremation

£518,740 (total income) less £436,900 (cremation income)/566 (number of cremations) = **£145 per cremation**

Reserve Balances

Cremator Replacement Reserve	£20,000
CAMEO	£11,768

Customer Satisfaction/Feedback

Aspect/Category	No. of responses	Average Score	Comments
Overall Experience			
Length of Service			
Quality of Music			
Cleanliness			
Memorial Garden			
Road signs			
Website			

Health and Safety Issues		RIDDOR Incidents	
To Date	Cremator Operative tripped in the Crematory. Corporate Property have now resolved the issue	To Date	NIL
Pollution Incidents			
To Date	NIL		

Emissions - Carbon Monoxide Equivalent and Particulates

Month	Exceeded/Not Exceeded
April	Not Exceeded
May	Not Exceeded
June	Not Exceeded
July	Not Exceeded
August	Not Exceeded
September	Not Exceeded
October	Not Exceeded
November	Not Exceeded
December	
January	
February	
March	

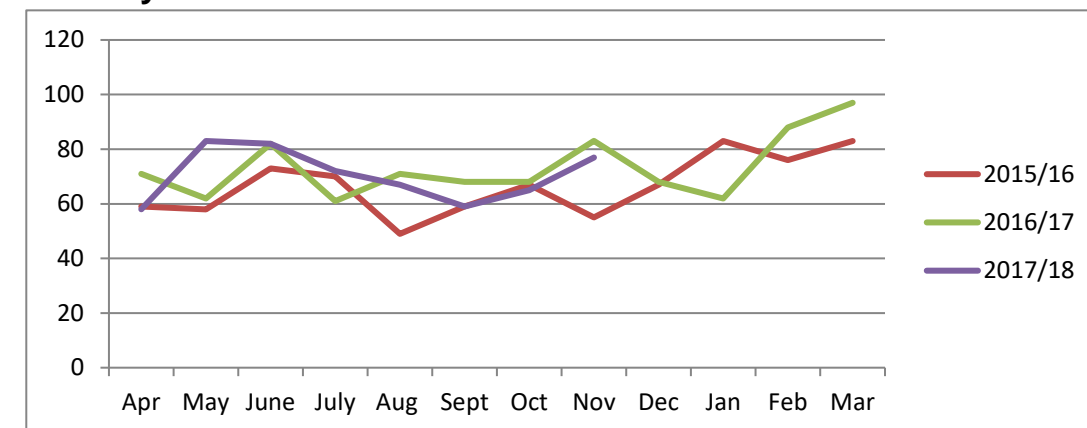
Number of Cremations held at Rainsbrook vs number of local deaths

Number of Cremations held at Rainsbrook vs number of Local Deaths			
	Local Deaths	Held at Rainsbrook	% held at Rainsbrook
April	133	58	43.6%
May	140	83	59.3%
June	132	82	62.1%
July	115	72	62.6%
August	126	67	53.2%
September	125	59	47.2%
October	139	68	48.9%
November		77	
December			
January			
February			
March			

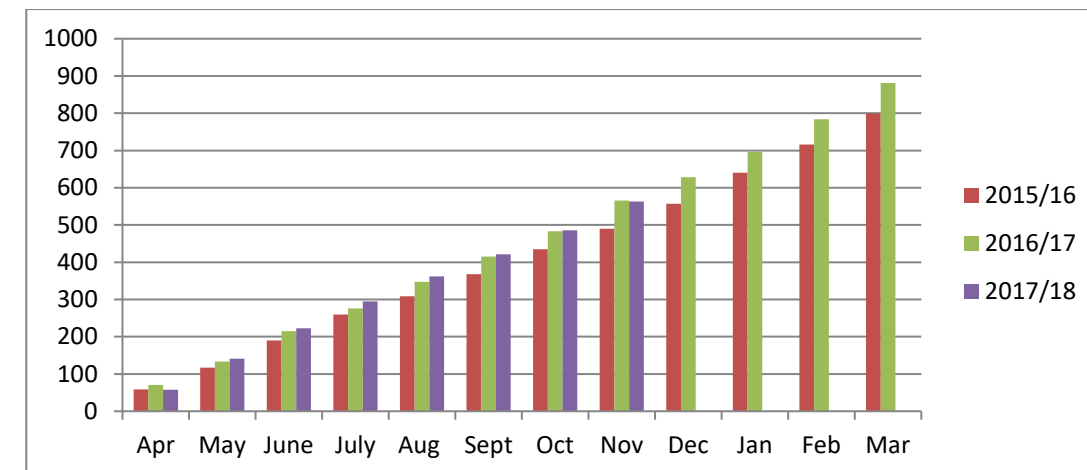
*data for local deaths only available upto October 17

Cumulative Cremations	
2015/16	799
2016/17	881
2017/18 (to date)	563

Monthly Cremations



Cumulative Cremations



**Rugby and Daventry Crematorium Joint Committee – 8th November
2017**

Funeral Poverty

Purpose of the report

The purpose of this report is to advise the joint crematorium committee of the proposals to increase the awareness of funeral poverty and to provide a fair and affordable funeral service.

The Bereavement Services team based at Rainsbrook Crematorium can develop a selection of direct low cost cremation options that have transparent pricing and clarity of service. It could offer a choice of two or three high quality value for money cremation options – with transparent costings and easy to understand service explanation and delivered to the highest standard by an experienced team using professional funeral directors.

It is considered that that the development of this service offer could enable a range of direct cremations which are up to £6,000 cheaper than traditional funeral costs. This is because we can cut out unneeded cost without reducing the unrivalled service and facility quality. We will avoid hidden charges or be motivated to 'up sell' unnecessary extras. Our prices would be transparent and therefore guaranteed. We could also have a clear menu of priced options for enhanced services if desired.

The Institute of Cemetery & Crematorium Management (ICCM) is actively encouraging local authorities to provide a municipal funeral service and the following local authorities are already providing successful funeral services:

Cardiff

Sandwell

Tameside

North East Lincs

Luton

East Ayrshire

London Borough of Hounslow

St Helens

Wigan & Leigh

Bury

Direct cremation

Direct cremation is a simple dignified option, perfect for those who wish to commemorate their loved one in their own way. Aside from the obvious savings, direct cremation offers the family more flexibility, allowing the family to pay a fair price for the services that are needed whilst avoiding costs for services that are not appropriate.

Many families want to hold their own private ceremonies or purchase a memorial and they can use the savings to do so. For others it is the wish of the deceased to hold a no-fuss cremation. Sometimes it is just difficult to gather all those who wish to attend at a specific location at a fixed time. A direct cremation is also perfect for individuals who have no close family or haven't made financial provision in their will.

Full service cremation

Cremation with a funeral service is the most popular form of cremation. An attended service is provided and takes place prior to the cremation. The service can be religious or non-religious and Bereavement Services can arrange this. This is an affordable cremation that offers unrivalled levels of quality held at Rainsbrook Crematorium.

This service offers fixed costs which include all fees and disbursements plus options to allow personal touches to meet the family's needs.

The council has a statutory duty under the provisions of Section 46 of the Public Health (Control of Disease) Act 1984 to undertake the funeral of a deceased person, who died in the District of Rugby and where no other arrangements have been made or are about to be made. Deaths that occur outside the District and where the criterion is met, will need to contact the appropriate Local Authority of the area where the death occurred.

Veterans Bereavement Support

The Veterans Bereavement Support Service was created by those who have served in the Armed Forces and Merchant Navy and also for those who serve or have served in the Cadet Forces and to ensure that they have full access to a specialist bereavement support network at the time of need for their family and friends. Since its inception, the service has grown and through the massive network of professionals are able to offer a comprehensive range of services that support people not just after they have lost someone special but also before, so that the support is available and that they can plan ahead.

It is strongly felt that every person who has served in the Armed Forces and Merchant Navy should be able to access funerals that are at affordable prices and be assured that they are still receiving the high standards of funeral care whether they are paying a reduced rate or not. By working with veterans across the Country over the past few years, we have established that many truly independent funeral directors are able to offer discounted rates to veterans and their families and deliver dignified funerals across the Country.

By accessing Fair Priced Funerals veterans are assured value for money and outstanding service and the more personal approach. Advisers can guide towards a local authority for a veteran's funeral. Local authorities are recommended as their prices are more transparent and affordable

Recommendation

A complete specification to allow funeral directors to tender for the delivery of the service be prepared.