



4 January 2017

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 12 January 2017 at the Bramcote Crematorium, Coventry Lane, Bramcote, commencing at 6:30pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer or a member of his team at your earliest convenience.

Yours faithfully

Chief Executive

To: Members of the Bramcote Bereavement Services Joint Committee

AGENDA

1. APOLOGIES FOR ABSENCE

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 1 – 2

The Joint Committee is asked to confirm as a correct record the minutes of the meeting held on 6 October 2016.

4. REVENUE ESTIMATES 2016/17 AND 2017/18 PAGES 3 – 18
To seek approval of the proposed revenue budget for the financial year 2017/18, together with the revised estimate for the current year.
5. MEDIUM TERM FINANCIAL STRATEGY TO 2019/20 PAGES 19 – 26
To seek approval of a medium term financial strategy for the Bramcote Crematorium through to 2019/20.
6. BEREAVEMENT SERVICES UPDATE PAGES 27 – 30
To provide the Joint Committee with various updates regarding Bramcote Bereavement Services.
7. CHRISTMAS SERVICE OF REMEMBRANCE 2016 PAGES 31 – 32
To provide members with a report on the Christmas Service of Remembrance held on Sunday 4 December 2016.
8. WELFARE FUNERALS FOR EX-SERVICE VETERANS PAGE 33
To recommend that the Joint Committee bear the cost of an officiant at welfare funerals for ex-service veterans from Broxtowe or Erewash.

BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

6 OCTOBER 2016

Broxtowe Borough Council:

Councillors R I Jackson
M Radulovic MBE

Erewash Borough Council:

Councillors C G Corbett
C Hart
M Powell

An apology for absence was received from Councillor S Easom.

7. **MINUTES**

The minutes of the meeting held on 30 June 2016 were confirmed and signed.

8. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

9. **BEREAVEMENT SERVICES UPDATE**

The Joint Committee received an update on the on-going progress of the bereavement services. It was noted that work was being undertaken to improve the drainage system within the crematorium. The two cremator relines were completed in August and September. During the relines only one cremator was in operation at a time, and staff had volunteered to cover an extended 6am to 10pm working rota. The Joint Committee was also asked to consider further charges applicable to existing private graves at the crematorium and the outcome of the review of the Crematorium undertaken by the Director and Registrar of Mansfield and District Crematorium in July and August 2016.

RESOLVED that the new charges given in sections 1 and 2 of appendix 1 be approved.

10. **PERFORMANCE MANAGEMENT 2016/17**

The Joint Committee received an update on the performance levels for the crematorium for 2016/17. It was noted that the new vending machine and the rise in memorial sales were generating further income for the crematorium. It

was noted that revised performance levels were to be presented to the Joint Committee at its next meeting.

11. SCHEDULE OF MEETINGS 2016/17

RESOLVED that the schedule of meetings for 2016/17 be approved as follows:

12 January 2017	-	Bramcote Crematorium
23 March 2017	-	Bramcote Crematorium
22 June 2017	-	Bramcote Crematorium

Joint Report of the Treasurer and the Crematorium Manager**REVENUE ESTIMATES 2016/17 AND 2017/18**1. Purpose of report

To seek approval of the proposed revenue budget for the financial year 2017/18, 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.

2. Background

The proposals for the 2016/17 revised estimate and the estimates for 2017/18 are given in the attached appendices together with the actual outturn for 2015/16. The Joint Committee is asked to approve the detailed estimates, development items, allowances for inflation, fees and charges increases and the distribution to the two constituent authorities.

Recommendation

The Joint Committee is asked to RESOLVE that:

- 1. The revised estimate for 2016/17 and the base estimate for 2017/18 as submitted at appendix 2 be approved.**
- 2. An amount of £6,600 be provided to cover inflation during 2017/18.**
- 3. An amount of £122,300 be provided to cover revenue developments during 2017/18 as outlined in appendix 3 of the report.**
- 4. The fees and charges as detailed in appendix 4 be implemented.**
- 5. An amount of £280,000 be distributed to each of the constituent authorities in 2017/18.**

Background papers

Nil

APPENDIX 1

1. Introduction

Details of the proposed revenue budget for the 2017/18 financial year, together with the actual outturn for 2015/16 and the revised estimate for the current year, are attached at appendix 2 for consideration by the Joint Committee. At present, the 2017/18 estimates make no allowance for pay and price increases that may occur in that year or for any increase in fees and charges which the Joint Committee may determine.

2. Revised Estimate 2016/17**2.1. Income**

The total estimated income for 2016/17 has been revised to £1,824,400 which is £45,950 above the original budget. This variance can mainly be attributed to additional cremation income, income received from East Devon for Mercury Abatement and a growth in Memorialisation income.

2.2. Expenditure

The total estimated revenue expenditure for 2016/17 is £1,130,600 which is £121,700 above the previously approved budget. This increase mainly relates to the carry forward of unspent budget of £206,950 from 2015/16 as follows:

- Cremator Reline and Hearth (£36,000)
- Pamela Cottage (£2,000)
- Charging Bier (£16,500)
- Epilogue Upgrade (£22,350)
- Water Supply and Drainage Improvements (£19,700)
- Replacement of Internal Lights (£15,500)
- Reflection Chapel (£94,900)

An update with regards to these items can be found in another report on this agenda.

The revised estimate also includes £40,000 for consultants and legal advisors to fully investigate the business case for developing a bereavement services trading company. Further details can be found in another report on this agenda.

2.3. Distribution to Constituent Authorities

No change is proposed to the distribution totalling £400,000 to the two constituent authorities in 2016/17.

3. Base Estimate 2017/18 - Income

3.1. Cremation Fees

The estimates for 2017/18 are based upon 2,600 cremations, a reduction of 200 cremations on the number used for the revised estimate in 2016/17.

As reported at the meeting of 19 January 2006, a single fee approach should continue to be adopted. The proposed charge is as follows:

Cremation of the body of a person of 16 years and over (within or outside area)	£646
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This represents an increase of 5% on the current fee levels and is in accordance with the medium term financial strategy as approved at the January 2016 committee.

This increase in cremation fees will generate estimated additional income of £83,200.

It is proposed to continue the current practice of not making a charge in respect of persons under sixteen years.

It is RECOMMENDED that the Joint Committee approve a cremation fee for persons of sixteen years and over of £646 with effect from 1 April 2017.

3.2. Other Fees and Charges

It is suggested that, based on the charges of neighbouring crematoria and given the expected increase in costs by businesses preparing these documents, it would be reasonable to increase the fees for all current memorials and inscriptions by an average of 5% and this is reflected in appendix 4.

Appendix 4 also includes proposed increases in charges for memorialisation items, urns and caskets, deposits of cremated remains and miscellaneous services. The proposed charges reflect those of other crematoria.

It is anticipated that the above increases would result in additional income of £1,365.

It is **RECOMMENDED** that the Joint Committee approve an increase in other fees and charges as detailed in appendix 4 with effect from 1 April 2017.

4. Base Estimate 2017/18 - Expenditure

4.1. Employees

The estimate for employee costs has decreased by £5,900 in 2017/18 (when compared to the 2016/17 revised estimate). The Crematorium Manager left in June 2016 and the Senior Administrative Assistant was appointed as Acting Crematorium Manager, leaving the former role vacant. This temporary situation has been reflected in the base estimate.

4.2. Inflation

The 2017/18 budgets need to be revised to provide for anticipated pay and price increases and the Joint Committee is asked to determine a suitable allowance.

The national pay award for 2017/18 has been determined at 1% (£3,150). No price inflation is deemed necessary, although allowances have already been built into the base budget for unavoidable increases in such as business rates, insurances and book of remembrance costs (£3,450).

4.3. Developments 2017/18 and beyond

The base budget shown at appendix 2 reflects the provision necessary to maintain the current level of operation.

The provisional development proposals for 2017/18 through to 2018/19 are included in appendix 3. These are incorporated into a medium term financial strategy that is included elsewhere on this agenda.

5. Revenue Account Surplus

If all the matters referred to in Sections 2 to 4 above are accepted, the position in 2017/18 would be as follows:

	£
Balance Brought Forward 31 March 2017 (appendix 2)	(52,350)
Net (Increase)/Decrease in balance for 2017/18 (appendix 2)	(522,050)
Allowance for inflation (section 4.2)	6,600
Increase in Cremation Fees (section 3.1)	(83,200)
Increase in Other Fees and Charges (section 3.2)	(1,350)
Revenue Account Surplus 31 March 2018	<u>(652,350)</u>

The minimum recommended balance is £90,000 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 at 31 March 2018, it is proposed at this stage to distribute a total of £560,000, split equally between Broxtowe and Erewash Borough Councils.

Revenue Estimates

<u>Actual</u> <u>2015/16</u> £	<u>Description</u>	<u>Estimate</u> <u>2016/17</u> £	<u>Revised</u> <u>Estimate</u> <u>2016/17</u> £	<u>Base</u> <u>Estimate</u> <u>2017/18</u> £
<u>Comprehensive Income & Expenditure Statement</u>				
Income				
(1,780,195)	Fees and Charges	(1,704,350)	(1,724,200)	(1,599,000)
(23,725)	Entries in Book of Remembrance	(25,400)	(21,000)	(21,000)
(0)	Weekend Scattering of Ashes	(0)	(1,300)	(1,300)
(2,337)	Pamela Cottage Rent	(4,800)	(3,500)	(4,800)
(4,597)	Other Income	(3,000)	(5,000)	(5,000)
(695)	Donations Income	(500)	(600)	(500)
(34,494)	Memorialisation Income	(23,500)	(50,300)	(35,000)
(1,171)	Vending Drinks Sales	(0)	(1,600)	(1,500)
(0)	Mercury Abatement	(16,900)	(16,900)	(0)
(1,847,214)	Total Income	(1,778,450)	(1,824,400)	(1,668,100)
Expenditure				
EMPLOYEE EXPENSES				
322,223	Salaries	326,700	322,550	316,650
650	Training	2,500	2,500	2,500
PREMISES RELATED EXPENSES				
37,235	Repairs & Maintenance – General	30,000	30,000	30,000
7,047	Hearth Replacement & Cremator Reline	34,000	70,000	0
0	Replace heating boilers	0	0	25,000
1,680	Repairs & Maintenance – Pamela Cottage	0	2,000	500
17,413	Repairs & Maintenance – Cremators	22,900	23,000	23,000
6,380	Mercury Abatement – Factivate	11,000	11,000	11,000
0	Legionella Testing	550	550	550
9,714	Trade Refuse Collection	8,500	9,000	9,000
73,494	Fuel and Light	73,500	74,500	74,500
123,286	Rates and Water	125,750	125,100	125,750
1,967	Cleaning Materials	2,000	3,000	3,000
720	Window Cleaning	950	1,000	1,000
TRANSPORT RELATED EXPENSES				
1,657	Travelling Expenses	1,500	1,500	1,500
SUPPLIES AND SERVICES				
8,293	Equipment, Tools and Materials	5,000	7,000	7,000
0	Legal Advice	4,000	3,250	0
611,759	Balance carried down	648,850	685,950	630,950

Revenue Estimates

<u>Actual</u> <u>2015/16</u> £	<u>Description</u>	<u>Estimate</u> <u>2016/17</u> £	<u>Revised</u> <u>Estimate</u> <u>2016/17</u> £	<u>Base</u> <u>Estimate</u> <u>2017/18</u> £
611,759	Balance brought down	648,850	685,950	630,950
0	Digital/Hard Book of Remembrance	0	0	2,000
0	Charging Bier	0	16,500	0
0	Catafalque	0	0	10000
0	Vending Machines	8,000	8,000	6,500
15,745	Service Contracts	13,550	15,000	15,000
2,005	Vending Machine – Purchases	2,000	2,000	2,000
1,728	Clothing	3,000	3,000	3,000
6,816	Printing and Stationery	4,600	7,500	5,000
7,905	Book of Remembrance	8,000	8,000	8,000
0	Open Day	1,000	0	1,000
2,820	Service of Remembrance	3,500	3,000	3,000
4,058	Telephones	5,350	4,000	4,000
3,100	Postages	3,000	3,000	3,000
2,400	Audit Fees	2,000	1,000	1,000
677	Bank Charges	900	900	900
12,829	Music System	9,850	12,000	12,000
56,676	Medical Referee Fees	50,400	53,600	47,000
0	Consultancy Fees	0	44,800	0
287	Security Patrol	300	300	300
3,374	Miscellaneous Music Costs	3,000	5,000	5,000
0	CCTV	500	500	500
510	Subscriptions	600	600	600
726	Other Expenses	500	800	500
10,798	Insurances	15,850	12,700	13,950
207	Conference Expenses	850	850	850
3,164	Environmental Protection Act	3,200	3,200	3,200
0	Donations Account	0	0	0
15,031	Memorialisation Account	0	18,000	18,000
	THIRD PARTY PAYMENTS			
39,050	Grounds Maintenance Contract	39,050	38,950	41,000
	CENTRAL DEPARTMENTAL AND TECHNICAL SUPPORT SERVICES			
950	Memorialisation - Admin	950	950	950
91,900	Administration	106,200	106,200	106,200
894,515	Balance carried down	935,000	1,056,300	945,400

<u>Revenue Estimates</u>				
<u>Actual</u> <u>2015/16</u> <u>£</u>	<u>Description</u>	<u>Estimate</u> <u>2016/17</u> <u>£</u>	<u>Revised</u> <u>Estimate</u> <u>2016/17</u> <u>£</u>	<u>Base</u> <u>Estimate</u> <u>2017/18</u> <u>£</u>
894,515	Balance brought down	935,000	1,056,300	945,400
	CAPITAL FINANCING COSTS			
73,899	Capital Charges	73,900	74,300	74,300
80,363	Direct Revenue Financing	0	0	0
0	Impairment	0	0	0
1,048,777	Total Expenditure	1,008,900	1,130,600	1,019,700
(798,437)	COST OF SERVICE – Continuing Operations	(769,550)	(693,800)	(648,400)
	Financing and Investment Income and Expenditure			
4,209	Interest Payment To Erewash Borough Council	2,300	3,750	1,700
(6,242)	Interest and Investment Income	(3,750)	(10,000)	(5,000)
	<u>Distribution to Constituent Authorities</u>			
323,500	Broxtowe Borough Council	400,000	400,000	
323,500	Erewash Borough Council	400,000	400,000	
	Other Comprehensive Income and Expenditure			
0	Revaluation of Fixed Assets	0	0	0
(153,470)	Total Comprehensive Income and Expenditure	29,000	99,950	(651,700)

Revenue Estimates

<u>Actual</u> <u>2015/16</u> <u>£</u>	<u>Description</u>	<u>Estimate</u> <u>2016/17</u> <u>£</u>	<u>Revised</u> <u>Estimate</u> <u>2016/17</u> <u>£</u>	<u>Base</u> <u>Estimate</u> <u>2017/18</u> <u>£</u>
<u>Movement In Reserves Statement</u>				
Adjustments between accounting & funding basis under regulation				
129,460	Repayment of Erewash Loan	79,850	79,900	71,300
	Revaluation			
(0)	Impairment	0	0	0
(73,899)	Depreciation	(73,900)	(74,300)	(74,300)
0	Direct Revenue Financing	96,150	233,900	78,800
<u>Transfer to/from Earmarked Reserves</u>				
62,357	Repairs and Renewals Reserve	29,250	(24,800)	37,300
18,513	Memorialisation Reserve	4,550	31,350	16,050
695	Donations Reserve	500	600	500
(16,344)	(Increase)/Decrease in Balance for the year	165,400	346,600	(522,050)
(382,606)	Bramcote Crematorium Balance Brought Forward	(338,550)	(398,950)	(52,350)
(398,950)	Bramcote Crematorium Balance Carried Forward	(173,150)	(52,350)	(574,400)

Revenue Estimates

<u>Actual</u> <u>2015/16</u> £	<u>Description</u>	<u>Estimate</u> <u>2016/17</u> £	<u>Revised</u> <u>Estimate</u> <u>2016/17</u> £	<u>Base</u> <u>Estimate</u> <u>2017/18</u> £
<u>DONATIONS RESERVE</u>				
EXPENDITURE				
0	Expenditure in Year	0	0	0
INCOME				
(695)	Donations	(500)	(600)	(500)
(695)	(Surplus)/Deficit in Year	(500)	(600)	(500)
(2,626)	Balance Brought Forward	(3,300)	(3,300)	(3,900)
(3,321)	Balance Carried Forward	(3,800)	(3,900)	(4,400)
<u>MEMORIALISATION ACCOUNT</u>				
EXPENDITURE				
15,981	Expenditure in Year (including admin)	18,950	18,950	18,950
INCOME				
(34,494)	Income – Fees & Charges	(23,500)	(50,300)	(35,000)
(18,513)	(Surplus)/Deficit in Year	(4,550)	(31,350)	(16,050)
(7,529)	Balance Brought Forward	(15,900)	(26,000)	(57,350)
(26,042)	Balance Carried Forward	(20,450)	(57,350)	(73,400)
<u>REPAIRS & RENEWALS RESERVE</u>				
EXPENDITURE				
8,727	Payments in Year	42,000	96,500	43,500
INCOME				
(70,000)	Contributions in Year	(70,000)	(70,000)	(80,000)
(1,084)	Investment Interest	(1,250)	(1,700)	(800)
(71,084)	TOTAL INCOME	(71,250)	(71,700)	(80,800)
(62,357)	(Surplus)/Deficit in Year	(29,250)	24,800	(37,300)
(125,026)	Balance Brought Forward	(123,600)	(187,400)	(162,600)
(187,383)	Balance Carried Forward	(152,850)	(162,600)	(199,900)

APPENDIX 3

Developments 2016/17 and beyond

(All * are included in the estimates at appendix 2)

2016/17 proposals

<u>Scheme</u>	<u>Estimated costs</u>
Replacement hearth and reline for cremator	£70,000
Pamela Cottage repairs	£2,000
Crematory Floor and Tiling	£20,000
Charging bier	£16,500
Resurface Roadways	£15,000
Epilog upgrade	£22,350
Widening of Grounds Footways	£4,500
Lighting of Memorialisation Path	£1,000
Replace Buggy Shed	£13,500
Vending Machines	£8,000
Replant landscape areas	£20,000
Water Supply	£19,700
Replace internal lights (LED)	£15,500
Reflection Chapel	£94,900
Capital salaries	£7,450
TOTALS	£330,400
Funded by:	
Revenue *	£233,900
Repairs and Renewals Fund *	£96,500

2017/18 proposals

<u>Scheme</u>	<u>Estimated costs</u>
Catafalque	£10,000
Digital Book of Remembrance	£2,000
Remove remaining sloped flower viewing walls	£70,000
Replace bearer's vending machine	£6,500
Replace heating boilers and link to heat exchanger	£25,000
Capital salaries	£8,800
TOTALS	£122,300
Funded by:	
Revenue *	£78,800
Repairs and Renewals Fund *	£43,500

2018/19 proposals

<u>Scheme</u>	<u>Estimated costs</u>
Cremator reline	£35,000
Serenity Chapel exit toilets refurbishment	£40,000
Capital salaries	£8,800
TOTALS	£83,800
Funded by:	
Revenue	£8,800
Repairs and Renewals Fund	£75,000

APPENDIX 4

SCALE OF CHARGES

	<u>Effective</u> <u>01.04.16</u> £	<u>Proposed</u> <u>01.04.17</u> £
Part 1		
<u>Cremation fee to include:</u>		
a) Cremation fee		
b) Medical referee's fee		
c) Use of music facilities		
d) Scattering of cremated remains		
For the cremation of the body of		
1. A still-born child or child under sixteen years	n/a	n/a
2. A person aged from twelve up to sixteen years (exclusive)	n/a	n/a
3. A person sixteen years and over	615.00	646.00
4. School of Anatomy cadaver	435.00	457.00
5. Body part	41.00	43.00
Part 2		
<u>Urns and Caskets</u>		
1. Urns	38.00	40.00
2. Caskets	62.00	65.00
3. Bio box	5.00	5.00
4. Polytainers	5.00	5.00
5. White cremation box	5.00	5.00
6. Small white cremation box	5.00	5.00
Part 3		
<u>Miscellaneous Fees and Charges</u>		
1. Extended service fee	64.00	67.00
2. Non cancellation fee (administration charge)	78.00	82.00
3. Audio recording of service	47.00	49.00
4. Additional copies of audio recording	16.00	17.00
5. Webcast of service	54.00	57.00
6. DVD of webcast	47.00	49.00
7. Additional DVDs of webcast	21.00	22.00
8. Weekend/bank holiday surcharge for same day cremation	219.00	230.00
9. Use of chapel for memorial service/committal	50.00	53.00
10. Postage of cremated remains	47.00	49.00
11. Temporary deposit per month (1 st month free)	29.00	30.00
12. Scattering of cremated remains from another Crematorium	53.00	56.00
13. Additional charge for weekend/bank holiday scattering	20.00	21.00
14. Additional charge for weekend/bank holiday use of chapel	80.00	84.00
15. Private grave lease for 99 year period (introduced after Approval at 6 October 2016 Joint Committee)	269.00	269.00

SCALE OF CHARGES

	<u>Effective</u> <u>01.04.16</u> £	<u>Proposed</u> <u>01.04.17</u> £
Part 4 <u>Memorials and Inscriptions</u>		
<u>Entries in Book of Remembrance (including VAT)</u>		
a) For each 2 line entry	64.00	67.00
b) For each 5 line entry	104.00	109.00
c) For each 5 line entry & motif	162.00	170.00
d) For each 8 line entry	168.00	176.00
e) For each 8 line entry & motif	226.00	237.00
<u>Entries in Book of Remembrance (including VAT)</u>		
<u>Digital Display (including VAT)</u>		
a) Additional Swipe Card	5.00	5.00
b) Extra Page (each)	46.00	48.00
<u>Miniature Books (including VAT)</u>		
a) For each 2 line entry	87.00	91.00
b) For each 5 line entry	105.00	110.00
c) For each 5 line entry & motif	163.00	171.00
d) For each 8 line entry	149.00	156.00
e) For each 8 line entry & motif	207.00	217.00
<u>Memorial Plaques (including VAT)</u>		
a) Wall plaque	447.00	469.00
b) Wall plaque plus posy vase	526.00	552.00
c) Bench plaque	447.00	469.00
d) Renewable 10 year licence	269.00	282.00
e) Administration charge for additional inscription to existing memorial (private grave/granite plaques)	55.00	58.00
f) New/Upgrade memorial (private grave/granite plaques)	88.00	92.00
g) Replacement wall plaque	104.00	109.00
h) Replacement rose plaque	104.00	109.00
i) Replacement bench plaque	104.00	109.00
j) Rose plaque	450.00	473.00
k) Rose plaque renewal	160.00	168.00

SCALE OF CHARGES

	<u>Effective</u> <u>01.04.16</u> £	<u>Proposed</u> <u>01.04.17</u> £
Part 4 <u>Memorials and Inscriptions (Cont'd)</u>		
<u>Columbarium Charges (including VAT)</u>		
a) 5 year lease	840.00	840.00
b) 10 year lease	1260.00	1260.00
c) 25 year lease	2000.00	2000.00
d) 5 year renewal	525.00	525.00
e) 10 year renewal	945.00	945.00
f) First 80 letters on plaque	included	included
g) Additional letters (beyond first 80)	2.00	2.00
h) Photo on plaque (7"x5")	97.00	97.00
i) Metal flower container	38.00	38.00
j) Other plaque designs/various ash containers	poa	poa

No increases for Columbarium prices are proposed until the outcome of increased marketing activity is clear.

APPENDIX 5

CREMATION FEES 2016/17

(Local Crematoria in Nottinghamshire, Derbyshire, Leicestershire)
 (Local authority owned unless indicated otherwise)

Crematorium	2016/17 Fee	
Loughborough (Dignity)	£969.00	
Sherwood Forest(Dignity)	£923.00	
Leicester	£765.00	
Swanwick (Memoria)	£720.00	
Bretby (Co-op)	£650.00	
Chesterfield	£650.00	
Derby	£632.00	
Mansfield	£623.50	
Bramcote	£615.00	
Nottingham) £545.00	City resident
) £620.00	Non city resident

Note: Some crematoria now charge a reduced fee for early morning services, and some now charge a supplement for “premium” times and days.

In 2015 there were 278 crematoria in the UK with the highest five charges all being £956, and the lowest five ranging from £364 to £530. Bramcote’s charge of £615 made it the 239th most expensive in the UK. Or, alternatively, Bramcote’s charge was in the lowest 15% in the UK.

Joint Report of the Treasurer and the Crematorium Manager

MEDIUM TERM FINANCIAL STRATEGY TO 2019/20

1. Purpose of report

To seek approval of a medium term financial strategy for the Bramcote Crematorium through to 2019/20 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.

2. Detail

The existence of a periodically reviewed medium term financial strategy is regarded as a key element of corporate governance in the public sector. In addition, the external auditors have previously commented upon the need for such a strategy.

The appendix sets out the proposed Strategy for the next three years, including the basis of any broad assumptions used to produce the forecast.

Figures and assumptions used in this strategy are based upon the estimates reported elsewhere on this agenda. No allowance has been made in any of the figures for the effects of the sale of memorials scheme.

3. Summary

Schedule 2 to the appendix summarises the financial forecast through to 2019/20. It demonstrates that all anticipated expenditure and the present level of distribution to constituent authorities (with the exception of 2017/18 due to the estimated reduction in cremation numbers as a result of new crematorium operating in the local area) can continue to be met. General balances will be maintained above the minimum recommended level of £90,000 throughout the period.

Recommendation

The Joint Committee is asked to RESOLVE that the medium term financial strategy for Bramcote Crematorium be approved.

Background papers

Nil

APPENDIX**BRAMCOTE CREMATORIUM FINANCIAL STRATEGY 2016/17 TO 2019/20****1. Purpose**

The purpose of this Strategy is to:

- provide indicative financial projections through to 2019/20 which can be used to inform the Joint Committee's decision making and budget setting process.
- provide a document for use by the Joint Committee which can assist in the development of policies and planning future initiatives.
- enable the Joint Committee to have a wider appreciation of the overall financial standing of the crematorium.

2. Background

Strategies of this nature are by definition indicative and subject to change, particularly in the later years. The Strategy starts with a base year of 2016/17, and schedule 1 provides a commentary on the robustness of the assumptions and calculations made in preparing the budgets for 2017/18, 2018/19 and 2019/20.

3. Detailed Projections

The figures for the period 2016/17 through to 2019/20 are summarised in schedule 2. In formulating the projections a number of assumptions have been made and these are described in more detail below. In essence, the strategy essentially takes forward budget plans proposed for 2016/17 and then incorporates only known service commitments and changes. As with the normal budget setting process, the basic underlying assumption is that current levels of service will be maintained with the exception that cremation numbers are expected to fall by 200 from 2017/18. The distribution to each of the constituent authorities should, given these assumptions, fall in 2017/18 but increase in 2018/19 and then be back at the 2016/17 level by 2019/20. The memorialisation scheme is regarded as a separate activity, which will operate at break-even. As such it is not reflected in the detailed projections.

4. Assumptions Made

4.1 Base Expenditure Levels

Base levels are built up from the budget for 2016/17 and assume a similar level of service as used when formulating the budget.

4.2 Developments

The proposed development programme for 2016/17 to 2018/19, as presented within the budget report elsewhere on this agenda, has been included. An allowance of £108,000 has been included for 2019/20.

4.3 Inflation

The nationally agreed pay award for 2017/18 will be 1%. The following years pay awards for employees have been incorporated at a rate of 1% per annum. In addition, an allowance of 2% per annum has been made for the effects of price inflation on unavoidable items of expenditure, such as business rates, cremator repairs, trade refuse collection, telephone bills. An allowance of 5% per annum has been included for electricity and gas prices. No other price inflation has been included.

4.4 Contingency

A contingency of £20,000 for unexpected expenditure has been incorporated into the figures for 2018/19 through to 2019/20.

4.5 Increases in Fees

The budgets for 2016/17 to 2019/20 include provision for further fee increases of 5% year on year.

4.6 Borrowing

The final payment from Erewash Borough Council to part fund the capital investment programme was received in 2011/12. Repayment instalments have been included in the strategy at an assumed interest rate of 1.5%.

5. Distribution Levels and Balances

The advice of the Treasurer is that balances of at least £90,000 should be retained on the crematorium's revenue reserve to provide available funds to deal with major contingencies and the potential impact on cremation numbers of new crematoria in the local area. The projected reserves in schedule 2 show that, after allowing for the distribution to constituent authorities, the balances will be maintained at or above this level for the period of this strategy.

The approved distribution to constituent authorities in 2016/17 is £400,000. Schedule 2 shows that, after taking into account all the factors described above, the total distribution (with the exception of 2017/18 as previously mentioned) can be maintained at or above the 2016/17 during the period of the strategy.

6. Sensitivity to Change

Local government and local government finance are subject to an almost ever-changing environment and pressure for improvements in services. As such the figures, particularly for later years in the strategy, can be vulnerable to significant change. Apart from new initiatives and service developments that are as yet unknown, the most vulnerable areas are felt to be:

- Inflation allowances. Pay awards beyond April 2017 are still to be negotiated. Each 1% increase from the 1% built into the strategy would add approximately £3,350 per annum to annual spending levels, which would become cumulative depending on when or if they occurred.
- Cremation numbers. This strategy has assumed that demand for the crematorium will reduce from 2,800 cremations in 2016/17 to 2,600 cremations from 2017/18 onwards to anticipate the potential impact of new crematoria in the local area. A variation of 50 cremations from this level would change gross income by £32,000.
- Increase in cremation fees. The net expenditure figures for 2018/19 and 2019/20 include an increase in cremation fees of 5% each year. Each 1% variance from this level equates to £14,500 per annum, which would become cumulative if it occurred in the earlier years of the strategy.

RISK ASSESSMENT - APPROVED REVENUE BUDGET 2016/171. Employee Expenses

Around a third of the crematorium's gross expenditure relates to employees, including pay, national insurance and pensions. The crematorium operates within an approved establishment and the respective budget heading is based on this establishment.

The pay award for 2017/18 will be 1% from 1 April 2017 and it has been assumed that this level of annual pay award will be consistent throughout the period given the tight financial constraints around public sector spending generally.

Risk assessment – MEDIUM RISK

2. Other Running Expenses

Nearly half of the Joint Committee's gross expenditure is in this area which includes repairs and maintenance, rates and utilities, purchase of supplies and services, printing, postages and telephones. These cost areas are tightly controlled and where possible central contracts are put in place (e.g. purchase of gas and electricity).

For the purposes of this Strategy, an allowance of 2% has been made in 2017/18 to 2019/20 for the effects of price inflation on unavoidable items of expenditure, such as business rates, cremator repairs, trade refuse collection and telephone bills. An allowance of 5% per annum has been included for electricity and gas prices. No other price inflation has been included.

No unforeseen excessive cost pressures are known of at this stage and it is anticipated that running costs can be contained within overall available budgets.

Risk assessment – LOW RISK

3. Income - Fees and Charges

The majority of the Joint Committee's income is derived from cremation fees. At present only a small proportion of revenue is received from entries in the book of remembrance and, as such, the setting of cremation fees remains the key risk area.

The assumption is for cremation numbers to reduce from 2,800 to 2,600 throughout the remaining period of this Strategy. This risk has the potential to impact on distribution levels, with a variation of 50 cremations from the budget resulting in a change in income of up to £32,000 and very little impact on associated costs.

Risk assessment – HIGH RISK

This Strategy has assumed an increase of 5% in the level of fee increases proposed for 2017/18 onwards. Each additional 1% increase above those allowed for would generate an additional £14,500 for distribution, but any significant increase could have an impact on demand for services.

Risk assessment – MEDIUM RISK

4. Memorialisation scheme

The scheme for the sale of memorials is fully operational and is planned to break-even. The levels of expenditure and income involved are significant and will require careful monitoring to ensure that they do not impinge upon the crematorium's main activities.

Risk assessment – MEDIUM RISK

5. Reserves

Based on the budget proposals, the level of revenue balances is estimated at around £155,000 by the end of 2019/20. The balance on the repairs and renewals reserve, which is earmarked for specific schemes, is expected to be in the region of £236,000 by the end of this strategy period.

Advice produced by the Chartered Institute of Public Finance and Accountancy indicates that reserves should be held for three main purposes:

- As a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing - part of the revenue reserve.
- As a contingency to cushion the impact of unexpected events or emergencies – revenue reserves.
- As a means of building up funds to meet known or predicted liabilities - referred to as earmarked reserves – repairs and renewals.

The Joint Committee currently has one material earmarked reserve, namely that relating to repairs and renewals. The Repairs and Renewals Reserve covers equipment such as cremators and cremulators, as well as major building repairs such as flat roof replacement. As far as possible this reserve is used to meet significant repair demands without recourse to the two constituent authorities. An examination of the likely demands on this reserve in future years has been made and indications are that the current level of the reserve is adequate for future foreseeable demands.

Given that the Repairs and Renewals Reserve is effectively earmarked for future provision, there is an increased emphasis on ensuring that an adequate level of general reserves is maintained to meet unforeseen circumstances.

Guidance from the Audit Commission indicated that, it would expect to see general reserves at least equal to 5% of an authority's net operating expenditure in a 'good' council. The Treasurer advises that for such as this Joint Committee, which has a very high levels of income compared to other classes of authority, the reference to net operating expenditure is not appropriate since any "target" should reflect the risk to income and expenditure levels separately. In the light of this risk assessment and the medium term financial strategy as proposed, the Treasurer advises that, in his opinion, revenue balances should remain at or above £90,000.

Risk assessment – MEDIUM RISK

SCHEDULE 2

**BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE
REVENUE RESERVE FINANCIAL PROJECTIONS TO 2019/20**

	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>
Base Expenditure (Net)	(771)	(676)	(752)	(846)
Development Programme	234	79	97	109
Inflation Allowance		7	7	8
Contingency		0	20	20
Increase in Fees and Charges		(83)	(85)	(89)
New Borrowing	4	2	0	0
- interest costs associated with borrowing				
(Surplus) / Deficit in Year	<u>(533)</u>	<u>(671)</u>	<u>(713)</u>	<u>(798)</u>
Balance brought forward	(399)	(52)	(92)	(155)
Distribution to Constituent Authorities	800	560	650	800
- Principal repayment to Erewash Borough Council	80	71	0	0
Revenue Account Balance	<u>(52)</u>	<u>(92)</u>	<u>(155)</u>	<u>(153)</u>

Report of the Director of Housing, Leisure and Property Services

BEREAVEMENT SERVICES UPDATE

1. Purpose of report

To provide Committee with various updates regarding Bramcote Bereavement Services.

2. Detail

The appendix contains updates on the following matters:

1. Reflection Chapel
2. Improvements to water supply and drainage
3. LED lighting conversions
4. Crematory floor and tiling
5. Resurfacing of roadways and car parking areas
6. Cremator reline and hearth replacement
7. Charging bier
8. Epilog upgrade
9. Bereavement Services Trading Company

3. Financial implications

The financial implications are set out in the appendix.

Recommendation

The Committee is asked to NOTE this report.

Background papers

Nil

APPENDIX**Updates and Financial Implications****1. Reflection Chapel**

The Joint Committee resolved on 14 January 2016 that a scheme to increase the capacity of the Reflection Chapel be approved at an estimated cost of £95,000. As reported to the Joint Committee on 30 June 2016, the winning tender came in at £87,000 and the extra £8,000 is being held as an additional contingency sum.

The work on creating/extending the Reflection Chapel standing and waiting areas was completed in November. Total expenditure incurred at 16 December 2016 amounted to £61,080 and the eventual cost of the scheme, including decoration and fittings is not expected to exceed the budget.

2. Improvements to Water Supply and Drainage

The Joint Committee resolved on 14 January 2016 to approve works up to £25,000 to repair and improve the water supply and drainage to the Crematorium. Expenditure totalling £5,300 was incurred in 2015/16 and the Joint Committee agreed on 30 June 2016 to carry forward the remaining £19,700 into 2016/17 to allow the proposed work to be completed.

The remaining work was undertaken at the same time as the scheme to increase the capacity of the Reflection Chapel and the expenditure incurred at 16 December 2016 was £19,700 as per the budget.

3. LED Internal Lighting Conversions

The Joint Committee agreed on 14 January 2016 to a programme to replace the internal lights at the Crematorium with LED units at an estimated cost of £15,500. As it was not possible to commence this work before 31 March 2016, the Joint Committee agreed to carry the budget of £15,500 forward into 2016/17.

The work to convert the interior lights to LED units was completed in November 2016. Expenditure incurred as at 16 December 2016 was £9,680. It is now proposed to utilise the remaining budget to undertake a corresponding programme for the exterior lighting. The final cost is not expected to exceed the budget.

4. Crematory Floor and Tiling

The developments for 2016/17 approved by the Joint Committee on 14 January 2016 include £20,000 for major repairs to the floor of the crematory following the recent cremator relines whilst £27,000 had been earmarked in 2017/18 for subsequent crematory tiling work.

After closer inspection it is now felt that all of the necessary repair works (flooring and tiling) can be contained within the £20,000 allocation for 2016/17 and that no further allocation is now required for 2017/18.

No expenditure in 2016/17 on this scheme had been incurred as at 16 December 2016.

5. Resurfacing of Roadways and Car Parking Areas

The developments for 2016/17 approved by the Joint Committee on 14 January 2016 include £29,700 for car park and access road resurfacing works at the Crematorium whilst a further £61,000 had been earmarked for similar work in 2017/18.

Following closer inspection it is now felt that only £15,000 is required in 2016/17 to resurface part of the access road into the Crematorium and that other works can now be deferred until 2019/20.

No expenditure in 2016/17 had been incurred on this scheme as at 16 December 2016.

6. Cremator Reline and Hearth Replacement

The Joint Committee approved on 14 January 2016 to allocate £43,050 in 2015/16 and £34,000 in 2016/17 for cremator reline and hearth replacement work.

Expenditure incurred in 2015/16 totalled only £7,047 due to the main works having to be postponed to summer 2016 to allow them to be undertaken at the time of least demand. The Joint Committee therefore agreed on 30 June 2016 to carry forward £36,000 of the 2015/16 underspend into 2016/17 to produce a total budget for 2016/17 of £70,000. Expenditure in 2016/17 as at 16 December 2016 amounted to £71,220.

7. Charging Bier

The Joint Committee approved on 14 January 2016 to allocate £16,500 in 2015/16 to replace the charging bier. Whilst the charging bier was replaced in 2015/16, there were difficulties that prevented it becoming operational and further work was required in 2016/17.

As no expenditure was incurred in 2015/16, the Joint Committee agreed on 30 June 2016 to carry the budget of £16,500 forward into 2016/17. However, no expenditure has been incurred in 2016/17 as at 16 December 2016. Discussions with the supplier to resolve the situation are on-going.

8. Epilogue Upgrade

The Joint Committee on 15 January 2015 allocated £20,000 to upgrade the Epilog system in 2015/16. This was subsequently revised to £24,000 by the Joint Committee on 14 January 2016. Expenditure incurred in 2015/16 totalled £1,626 and therefore the Joint Committee agreed on 30 June 2016 to carry forward the underspend of £22,350 into 2016/17. Expenditure incurred in 2016/17 as at 16 December 2016 amounted to £2,835 on some initial set up costs. It is anticipated that the software will be installed in January/February 2017.

9. Bereavement Services Trading Company

Members of the Joint Committee are advised by officers from both authorities to fully investigate the business case for developing a bereavement services trading company. The business case will need to consider the pros and cons of this option, including the possibility of trading in wider areas of work. The outcome would be reported to the June Committee. The estimated cost is £40,000 and has been reflected in the 2016/17 revised estimate shown in another report on this agenda.

Report of the Director of Housing, Leisure and Property Services

CHRISTMAS SERVICE OF REMEMBRANCE 2016

1. Purpose of the report

To provide members with a report on the Christmas Service of Remembrance held on Sunday 4 December 2016. This is part of providing professional, compassionate and sensitive bereavement services.

2. Background

Each year the crematorium holds at least one Service of Remembrance. The purposes are various, but include:

- Comfort and reassurance.
- Promotion of the crematorium and its work.
- The opportunity to gain customer feedback at a time when it is appropriate to do so.

3. Detail

This is given in the appendix.

4. Financial implications

The cost of providing the Service of Remembrance was approximately £1,400 and was contained within existing budgets.

Recommendation

The Joint Committee is asked to NOTE this report.

Background papers

Nil

APPENDIX

Detail and Comments received

A few statistics:

- 224 people attended the service
- 251 candles were lit
- 211 'loved ones' names were read out

The service, devised by the crematorium staff, was led by Reverend Michael Grantham, with solos from Sarah Carlin. Local Funeral Directors and officiants attended and assisted with the service on the day.

This is the more popular of the two services held at the crematorium (the other being at Easter) and people started arriving at 12:00 for the 2pm service. There was a very positive and relaxed atmosphere at this service and people stayed for a very long time afterwards, enjoying the seasonal refreshments provided.

Donations collected as per 6 December 2016, from the memorial tree, are £1,342.20. The final amount will be donated to the Wish Upon a Star charity. They have a simple mission, to grant the wishes of children living with a life threatening illness.

This year the congregation received a packet of Lavender Seeds and a small chocolate decoration to take home. Children received a colouring pack to entertain them throughout the service. These were all very well received.

The written comments are detailed below:

LM	Very lovely service, but not enough seats left standing, thank you
HG	Fantastic X
The B's	Lovely service thank you x
The G & R family	Brilliant x
The B Family	Fantastic x
The N Family	We always look forward to this service a lovely way to remember our loved ones. Well done.
SS	A lovely service travelled down to remember our loved one. Wasn't disappointed. Beautiful x
K McD	Truly lovely again.
EO	Yet again a wonderful, beautiful service, thank you.
SH	Wonderful service will come again.
Unknown	Beautiful service.
YS	A lovely service and really beautiful
FB	Wonderful service Thanks.
PW	A very lovely service Thank you.
PE	Very moving service will come again thank you

Report of the Director of Housing, Leisure and Property Services

WELFARE FUNERALS FOR EX-SERVICE VETERANS1. Purpose of report

To recommend that the Joint Committee bear the cost of an officiant at welfare funerals for ex-service veterans from Broxtowe or Erewash.

2. Background and recommendation

Each year around 10-20 welfare funerals are conducted at Bramcote Crematorium. One or two per year are for ex-service veterans with no known or very distant family. In all welfare funeral cases only a very basic funeral is provided.

As a mark of respect and gratitude for ex-service men with no known family it is proposed that the Joint Committee bear the cost of an officiant. The officiant would prepare and deliver the eulogy, and would also liaise with recognised ex-service organisations to ensure dignity and good order during the service itself. For example, the officiant would organise matters such as musical and parade tributes, rather than this being ad hoc on the day itself or left to social media.

Any known wishes of the deceased veteran would be taken into account in the selection of the officiant. For example, religious or non-religious service, preference for a forces/ex-forces chaplain etc.

3. Financial implications

The cost is unlikely to exceed £1,000 in any one financial year.

Recommendation

The Committee is asked to RESOLVE to bear the cost of an officiant at welfare funerals for ex-service veterans from Broxtowe or Erewash.

Background papers

Nil