



14 June 2017

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 22 June 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. APPOINTMENT OF CHAIR
2. APPOINTMENT OF VICE CHAIR
3. APOLOGIES FOR ABSENCE
4. 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.

5. MINUTES PAGES 1 - 2

The Joint Committee is asked to confirm as a correct record the minutes of the meeting held on 23 March 2017.

6. BEREAVEMENT SERVICES UPDATE PAGES 3 - 6

To provide the Joint Committee with various updates regarding Bramcote Bereavement Services.

7. ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2016/17 PAGES 7 - 8

To present the attached Annual Report and Statement of Accounts for 2016/17 for consideration 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.

8. PERFORMANCE MANAGEMENT PAGES 9 - 10

To advise the Joint Committee on the performance levels for the Crematorium so far in 2017/18.

9. SERVICE OF REMEMBRANCE MAY 2017 PAGES 11 - 12

To provide members with a report on the Service of Remembrance held on Sunday 14 May 2017.

10. ONLINE PUBLICATION OF CEMETERY RECORDS PAGE 13

The ultimate purpose of the report is for the councils of both authorities to delegate to the Bramcote Bereavement Services Joint Committee the power to consider and introduce online publication of cemetery data.

11. SCHEDULE OF MEETINGS 2017/18

The Joint Committee is asked to agree the proposed schedule of meetings for 2017/18:

	5 October 2017	-	Bramcote Crematorium
	11 January 2018	-	Bramcote Crematorium
	29 March 2018	-	Bramcote Crematorium
(Annual Meeting)	21 June 2018	-	Bramcote Crematorium

BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

23 MARCH 2017

Broxtowe Borough Council:

Councillors S Easom
R I Jackson (Chair)

Erewash Borough Council:

Councillors C G Corbett
C Hart
M Powell

An apology for absence was received from Councillor J S Briggs.

19. MINUTES

The minutes of the meeting held on 12 January 2017 were confirmed and signed.

20. DECLARATIONS OF INTEREST

There were no declarations of interest.

21. BEREAVEMENT SERVICES UPDATE

The Joint Committee received an update on a variety of issues regarding Bramcote Bereavement Services and was informed that information regarding the potential for a Bereavement Services Trading Company would be presented to the next meeting, before being submitted to each respective Council. Members were further informed that work had yet to commence on the lighting conversions that had been budgeted for.

Nottinghamshire County Council had been contacted regarding improved signage to the Crematorium and had replied that each sign would cost between £1,000 and £2,000. Members suggested that there may be an opportunity to use a replacement signpost following a recent accident on the A52.

RESOLVED that:

- 1. The underspend of £5,820 for LED internal and external lighting conversions be carried forward.**
- 2. Improved road signage be delegated to the Head of Property Services in consultation with the Chair and Vice Chair of the Joint Committee.**

22. CREMATORIUM MEMORIALISATION ACCOUNT

The Joint Committee considered a proposal to implement three schemes to further improve the memorialisation offered at Bramcote Crematorium which would utilise part of the available memorialisation balance.

RESOLVED that the three proposed schemes for 2017/18 as outlined in the report be approved, with funding provided from the memorialisation account.

23. PERFORMANCE MANAGEMENT 2016/17

The Joint Committee noted the performance levels for the period 1 April to 31 January 2017.

24. 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 involved the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Act.

25. BEREAVEMENT SERVICES ESTABLISHMENT CHANGES

RESOLVED that, with effect from 1 July 2017, post C56 be reinstated to Grade 4, be re-titled 'Trainee Office Administrator' and be advertised on a permanent basis.

Report of the Director of Housing, Leisure and Property Services

BEREAVEMENT SERVICES UPDATE

1. Purpose of report

To provide the Joint Committee with various updates regarding Bramcote Bereavement Services.

2. Detail

The appendix contains updates on the following matters:

1. Impact of Gedling Crematorium
2. Children's memorial area
3. Charging bier
4. Epilog upgrade
5. Serenity Chapel refresh
6. Crematorium Highway signing
7. Removal of remaining sloped flower viewing walls
8. Lecterns, curtains and sound desks in the chapels.
9. Trading Company Financial Advice

3. Financial implications

The financial implications are set out in the appendix.

Recommendation

The Committee is asked to RESOLVE that the refresh of the Serenity Chapel and replacement of lecterns, curtains and sound desks in the chapels be funded through the repairs and renewal fund.

Background papers

Nil

APPENDIX

Updates and Financial Implications1. Impact of Gedling Crematorium

Members will recall that the new crematorium in Gedling opened in January of this year. The table below shows cremation numbers by month at Bramcote so far this calendar year, compared with the corresponding month last year.

Month	2016 cremation numbers	2017 cremation numbers	% change
January	261	315	+21%
February	305	315	+3%
March	300	263	-12%
April	262	190	-27%
May	231	230	-
Year-end prediction	3,262*	2900**	n/a
Year-end actual	3,003	n/a	n/a

*Based on pro-rata of the first five months

**Based on pro-rata of the first five months adjusted as per the ratio actual/predicted for 2016

It can be seen that there appears to be some impact from the new Gedling Crematorium but less than expected at this stage.

- Based on the first five months of this calendar year, the estimated annual number of cremations at Bramcote crematorium for 2017/18 is now 2,900.
- The 2016/17 budget assumed 2,800 cremations but the medium term financial strategy approved on 12 January 2017 assumed 2,600 cremations per annum from 2017/18 to 2019/20 to reflect new competition in the area.

2. Children's Memorial Area

The Joint Committee on 23 March 2017 approved a range of works for the children's memorial area at a cost of £45,000 to be funded from the memorialisation reserve. Progress to date is as follows:

- The path leading down to the area was resurfaced in February 2017.
- New lighting (LED) was completed in April.
- Soft landscaping improvements were completed in May.
- Hard landscaping improvements and the installation of columbaria will be completed in the summer.

3. Charging Bier

The Joint Committee on 14 January 2016 allocated £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. Committee further agreed on 23 March 2017 to carry the budget forward into 2017/18. Discussions with the supplier to resolve the situation are still on-going.

4. Epilog 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.

Committee further agreed on 23 March 2017 to carry the remaining budget forward into 2017/18. Expenditure incurred in 2016/17 as at 31 March 2017 amounted to £2,835 on some initial set up costs. The new software is currently under test.

5. Serenity Chapel Refresh

The recent provision of a new waiting room and standing area for the Reflection Chapel included a brighter interior colour scheme and a less “traditional” ambience. This has been well-received to the extent that this is now the more popular chapel for services. It is therefore proposed to undertake a modest refreshing, at an estimated cost of £8,100, of the Serenity Chapel in 2017/18. This is to be funded from the repairs and renewal fund. This will include a brighter colour scheme.

6. Crematorium Highway Signing

At the request of the Committee a review of highway signing to the Crematorium has been undertaken. The following signs are in place:

- Sign opposite the Crematorium entrance
- Directional signs from the A52 Bramcote Island, on to Coventry Lane (3 No.)
- Directional signs from the “Balloon Woods” A6002/A609 junction (4 No.)

There are no advanced directional signs on the A52 itself. However, this is a trunk road under the administration of Highways England and no other local destinations are signed from this road.

7. Removal of Remaining Sloped Flower Viewing Walls

The developments for 2017/18 approved by the Joint Committee on 12 January 2017 included £70,000 for the removal of the remaining sloped flower viewing walls. These works have yet to be scheduled; but the noisiest works will be undertaken at times when no services are scheduled.

8. Lecterns and curtains in both chapels

Quotes have been received to upgrade the lecterns to modern DDA standards, to replace the curtains and to improve the appearance and configuration of the sound

systems and sound desks. The total estimated cost is £12,500. It is recommended that Committee approve these works, funded from the repairs and renewal fund.

9. Trading company financial advice

Financial advice is currently being sought from PWC on three main options for the future of the Crematorium.

Report of the Deputy Chief Executive

ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2016/171. Purpose of report

To present the attached Annual Report and Statement of Accounts for 2016/17 for consideration 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.

2. Detail

With effect from the financial year 2015/16 onwards, joint committees no longer have a statutory obligation to prepare accounts that will be audited by a firm appointed by the Audit Commission. From 1 April 2015 the expenditure and income overseen by the Bramcote Bereavement Services Joint Committee will only be subject to statutory audit as part of the main accounts of the constituent audited bodies, namely Broxtowe and Erewash Borough Councils. There is no longer a requirement for an annual return or governance statement for the Bramcote Bereavement Services Joint Committee.

A summary of the overall net expenditure on the Crematorium's General Balance and details of requests to carry forward unspent budget from 2016/17 to 2017/18 are set out in the appendix. The Annual Report and Statement of Accounts 2016/17 is circulated separately with this agenda.

Recommendation

The joint committee is asked to RESOLVE that:

- 1. the attached Annual Report and Statement of Accounts for the financial year 2016/17 be approved as the basis for generating accounting entries to the two constituent authorities**
- 2. a requested to carry forward £37,000 from 2016/17 to 2017/18 as per the appendix be approved**
- 3. the accumulated revenue surplus and other investments be retained by the Joint Committee for possible future use with the position being reviewed when the revised 2017/18 estimates are considered.**

Background papers

Nil

APPENDIXSummary of overall position

The accounts show a revenue account surplus of £205,141 at the end of 2016/17, a decrease of £193,809 when compared to 2015/16 and £152,791 above the estimated amount when the budget was prepared.

Items to be carried forward to 2017/18 (total £37,000)a) Charging Bier (£16,500)

Whilst the charging bier was replaced in 2015/16, there were difficulties that prevented it becoming operational and further work that has only just been completed. As reported to the Joint Committee on 23 March 2017, payment is still being held back, a carry forward to 2017/18 is required.

b) Epilog Upgrade (£19,500)

Lack of capacity with the software company has further delayed implementation until 2017/18. The carry forward amount was approved by Committee 23 March 2017.

c) Lighting of memorialisation path (£1,000)

The scheme has been completed in April 2017 therefore a carry forward of the budget into 2017/18 is required.

Report of the Director of Housing, Leisure and Property Services

PERFORMANCE MANAGEMENT 2017/18

1. Purpose of report

To advise the Joint Committee on the performance levels for the Crematorium so far in 2017/18.

2. Detail

The appendix sets out the performance for the period 1 April to 31 May 2017, as compared with the budget for the corresponding period.

Recommendation

The Joint Committee is asked to NOTE the performance levels for the period 1 April to 31 May 2017.

Background papers

Nil

BRAMCOTE BEREAVEMENT SERVICES – BUDGET / PERFORMANCE MONITORING REPORT 2017/18

Budget / Indicator	Original Estimate 2017/18	Estimate to May-17	Actual Actual to May-17	Variance against estimate	Latest Projection 2017/18	Comments
<u>Key Expenditure Budgets:</u>						
Salaries	320,300	53,383	47,827	(5,556)	320,300	
Repairs and Maintenance - Cremators	23,450	3,908	1,379	(2,529)	23,450	
Fuel and Light	74,500	12,417	1,223	(11,193)	74,500	April & May Electricity outstanding
Rates and Water	128,250	128,250	120,105	(8,145)	128,250	NNDR in for whole year
Book of Remembrance	8,000	1,333	1,637	304	8,000	
Medical Referee Fees	47,000	7,833	8,424	591	47,000	
Revenue Developments	122,300	20,383	25,912	5,529	122,300	
<u>Performance Indicators:</u>						
Cremation Fee Income	(1,682,200)	(280,367)	(192,481)	87,886	(1,682,200)	
Income from Sales	(1,500)	(250)	(253)	(3)	(1,500)	
Book of Remembrance	(21,000)	(3,500)	(2,467)	1,033	(21,000)	
Memorials:						
Income from Sales	(35,000)	(5,833)	(9,330)	(3,497)	(35,000)	

Report of the Director of Housing, Leisure and Property Services

SERVICE OF REMEMBRANCE MAY 2017

1. Purpose of the report

To provide members with a report on the Service of Remembrance held on Sunday 14 May 2017.

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 more appropriate to do so.

This year, an open day will also be held - this is scheduled for Saturday 2 September 2017. And there will be a further, Christmas, service of Remembrance – Sunday 3 December 2017.

3. Detail

This is given in the appendix.

4. Financial implications

The cost of providing the Service of Remembrance was approximately £1,143.00 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:

- 74 people attended the service
- 102 candles were lit
- 162 'loved ones' names were read out

The service, devised by the Crematorium staff, was led by Diane Hyett, with solos from Sarah Carlin. Local Funeral Directors and officiants attended and assisted with the service on the day.

This is the quieter of the two services held at the Crematorium (the other being at Christmas) and people started arriving at 1pm for the 2pm service. There was a very positive and relaxed atmosphere at this service and people joined us after the service to give feedback on the service and also to enjoy the refreshments provided.

The congregation were invited to the grounds after the service to release balloons for their loved ones. Children received a colouring pack to entertain them throughout the service. These were all very well received.

The written comments are detailed below:

I particularly liked the variety of content appropriate for the type of service simple and moving.
I have been coming for the past 10 years and thoroughly enjoy them.
The singer Sarah was wonderful, for me this was a perfect time to reflect & think about the person I lost.
Perhaps something visual to watch on a screen.
Beautiful service, Thank you so much, really enjoyed this service and will look forward to the 3 rd December.
Been to the service of Remembrance many times & enjoyed all.
Could have been a bit more uplifting.
Readings a bit too cerebral.
Service was very comforting & grounds looked lovely & spring like not like in winter when plants are deteriorating.
It was a lovely service and the weather was fantastic.
Keep the same format of the service but perhaps scope for one or two more readings. Song excellent. Could it been given more publicity?
The Service very lovely.
Service very moving, good variety & lovely sunny day glad to be alive. Next time need plenty of hankies.
Lovely Staff at Bramcote Crematorium very welcoming, the readings & poems were uplifting. I would have liked a modern hymn as well as a traditional one. Lovely Service.
We enjoyed the service because it reminded me of all the lovely memories, excellent minister as stepped in at short notice. Definitely think the service is as good as it can be.
Service very professionally done.
The Christmas one is better because Christmas is for families, also love another hymn
Service was much better than I expected, I now intend to come every time.
Service reading where moving, April & May is the best time to have the service and the balloons are such a lovely touch, beautiful words spoken.
As usual it was very comforting & lovely service and definitely coming to another service.

Report of the Director of Housing, Leisure and Property Services

ONLINE PUBLICATION OF CEMETERY RECORDS1. Purpose of report

The ultimate purpose of the report is for the councils of both authorities to delegate to the Bramcote Bereavement Services Joint Committee the power to consider and introduce online publication of cemetery data.

2. Background and financial implications

Members will be aware from previous reports that the cemetery records of both authorities have recently been digitised. The crematorium records were digitised many years back.

There are a number of companies in the UK which specialise in the commercial online publication of such data (subject to appropriate safeguards). For example:-

<https://www.deceasedonline.com/>

<https://www.ancestry.com>

The benefits of such arrangements are:

- Income streams for the councils providing the data (which is greater if done on the back of an existing well-advertised commercial operation than if done on a stand-alone basis)
- Easier access to the data for the public (eg. those researching family trees etc)
- Less staff time spent providing routine information (basic information is provided online for free).

An initial estimate of combined annual income (Broxtowe/Crematorium/Erewash) is approximately £3,000 per year. The income would accrue to the Joint Committee if this report is approved by the Joint Committee and by both councils.

3. Advantages of undertaking via the Joint Committee

If both councils formally delegate to the Joint Committee the power to consider and introduce online publication of cemetery data then only one set of agreements would be needed on behalf of Broxtowe, the Crematorium and Erewash. Otherwise, three sets of agreements and approvals at each stage would be required.

Recommendation

The Committee is asked to CONSIDER the principle of publishing cemetery records online and to RECOMMEND to the councils of both authorities that this be delegated to the Joint Committee to progress.

Background papers

Nil