



14 March 2018

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 22 March 2018 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 – 3

The Joint Committee is asked to confirm as a correct record the minutes of the meeting held on 11 January 2018.

4. BEREAVEMENT SERVICES UPDATE PAGES 4 – 6

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

5. PERFORMANCE MANAGEMENT 2018/19 PAGES 7 – 9

To advise the Joint Committee on the performance levels for the crematorium so far in 2018/19.

6. PROPOSED CHANGE OF THE BRAMCOTE BEREAVEMENT SERVICE JOINT COMMITTEE START TIME

The Joint Committee is asked to consider a proposed change of the start time of the meeting from 6:30pm to 6:00pm.

7. SCHEDULE OF MEETINGS 2018/19

The Joint Committee is asked to agree the proposed schedule of meetings for 2018/19:

(Annual Meeting)	21 June 2018	-	Bramcote Crematorium
	25 October 2018	-	Bramcote Crematorium
	10 January 2019	-	Bramcote Crematorium
	14 March 2019	-	Bramcote Crematorium
(Annual Meeting)	20 June 2019	-	Bramcote Crematorium

BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

11 JANUARY 2018

Broxtowe Borough Council:
Councillors R I Jackson

Erewash Borough Council:
Councillors C Hart
W Major
M Powell

An apology for absence was received from Councillor S Easom.

18. **MINUTES**

The minutes of the meeting held on 5 October 2017 were confirmed and signed as a correct record subject to attendees being amended as follows:

Broxtowe Borough Council:
Councillors R I Jackson
M Radulovic MBE

Erewash Borough Council:
Councillors C Hart
W Major
M Powell

19. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

20. **BEREAVEMENT SERVICES UPDATE**

A report was considered by the Joint Committee with updates relating to Bramcote Bereavement Services:

- (i) The Joint Committee was informed that although it was estimated that fewer cremations would be held in 2017 than in 2016, the new crematorium in Gedling did not appear to be having a significant impact on Bramcote.
- (ii) The Epilog software system update had yet to be finalised with technical issues being encountered by the Epilog contractor. It was noted that because of the

delays it may be necessary to change supplier. The agreement of the Chair and Vice Chair would be sought should that be necessary.

- (iii) Works on the lecterns and curtains for both chapels would be completed in the financial year 2017/18.
- (iv) The works to remove the remaining sloped flower viewing walls would commence in March 2018 and be carried out at weekends.

21. CHRISTMAS SERVICE OF REMEMBRANCE 2017

The Joint Committee received a report on the Christmas Service of Remembrance 2017. It was noted that attendance had declined from the previous year, although feedback remained positive. The Joint Committee expressed an interest in expanding the overall advertisement of the service. It was suggested that the Erewash quarterly magazine, EBC Today, as well as the Councils' website could be used to advertise the function to a wider audience.

22. REVENUE ESTIMATES 2017/18 AND 2018/19

The Joint Committee considered the proposed revenue budget for the financial year 2018/19. It was reported that the proposed distribution was £280,000 to each of the two constituent authorities in 2017/18 as agreed by the Joint Committee on 12 January 2017. It was proposed that cremation fees be increased by 5%. This increase would generate an estimated additional income of £83,200 which had been incorporated into the 2018/19 base budget.

RESOLVED that:

- 1. The revised estimate for 2017/18 and the base estimate for 2018/19 as submitted at appendix 2 be approved.**
- 2. An amount of £9,750 be provided to cover inflation during 2018/19.**
- 3. An amount of £103,800 be provided to cover revenue developments during 2018/19 as outlined in appendix 3 of the report.**
- 4. The fees and charges as detailed in appendix 4 be implemented.**
- 5. An amount of £400,000 be distributed to each of the constituent authorities in 2018/19.**

23. MEDIUM TERM FINANCIAL STRATEGY TO 2020/21

The Joint Committee considered a report on the proposed medium term financial strategy for the Bramcote Crematorium through to 2020/21. The financial forecast showed that all anticipated expenditure can continue to be met whilst maintaining a level of distribution greater than £370,000 to each constituent authority, with the exception of 2017/18 where authorities would receive a reduced amount of £280,000.

RESOLVED that the medium term financial strategy for Bramcote Crematorium be approved.

24. SCHEDULE OF MEETINGS 2017/18

RESOLVED that meetings of the Joint Committee be held in 2017/18 as follows:

22 March 2018	– Bramcote Crematorium
21 June 2018 (Annual Meeting)	– Bramcote Crematorium

Report of the Interim Deputy Chief Executive

BEREAVEMENT SERVICES UPDATE

1. Purpose of report

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

2. Detail

The appendix contains updates on the following matters:

1. Proposed children's columbarium and granite mushroom prices
2. Epilog upgrade
3. Lecterns and curtains in both chapels
4. Removal of remaining sloped flower viewing walls
5. Heat exchanger
6. Catafalque

3. Financial implications

The financial implications are set out in the appendix.

Recommendation

The Committee is asked to RESOLVE that the proposed charges for children's memorials as set out in item 1 of the appendix be approved.

Background papers

Nil

APPENDIX

Updates and Financial Implications1. **Proposed Children's Columbarium and Granite Mushroom Plaque Prices**

Members will recall the verbal update given to the last Joint Committee meeting on the "adult" columbarium. There have now been 11 sales which means it has moved into a position of significant financial surplus.

Members will also recall giving approval to the installation of memorials for children at the Joint Committee meeting of 23 March 2017. These have now been installed and the proposed prices, taking account of neighbouring crematoria, are given below:

Children's Columbarium With Ellie Elephant

<u>Level 1</u>	<u>5 Year</u>	<u>10 Year</u>	<u>25 Year</u>	<u>50 Year</u>
Plaque & Ashes	£250.00	£500.00	£750.00	£1,300.00
Renewal	£115.00	£230.00	£380.00	£480.00
<u>Level 2</u>	<u>5 Year</u>	<u>10 Year</u>	<u>25 Year</u>	<u>50 Year</u>
Plaque & Ashes	£250.00	£500.00	£750.00	£1,300.00
Renewal	£115.00	£230.00	£380.00	£480.00
<u>Level 3</u>	<u>5 Year</u>	<u>10 Year</u>	<u>25 Year</u>	<u>50 Year</u>
Plaque & Ashes	£250.00	£500.00	£750.00	£1,300.00
Renewal	£115.00	£230.00	£380.00	£480.00
<u>Level 4</u>	<u>5 Year</u>	<u>10 Year</u>	<u>25 Year</u>	<u>50 Year</u>
Plaque & Ashes	£250.00	£500.00	£750.00	£1,300.00
Renewal	£115.00	£230.00	£380.00	£480.00
<u>Level 5</u>	<u>5 Year</u>	<u>10 Year</u>	<u>25 Year</u>	<u>50 Year</u>
Renewal	£115.00	£230.00	£380.00	£480.00
Plaque & Ashes	£250.00	£500.00	£750.00	£1,300.00
Renewal	£115.00	£230.00	£380.00	£480.00

Granite Mushroom Plaque

	<u>10 Year</u>	<u>Renewal</u>
3 Disc Mushroom	£220.00	£110.00
4 Disc Mushroom	£220.00	£110.00
5 Disc Mushroom	£220.00	£110.00

The costs and income in respect of the memorials for children will be accounted for within the memorialisation account. It is anticipated that the costs will be more than met by the accompanying income.

2. 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 amounted to £2,835 on some initial set up costs. Therefore, £19,500 of unspent budget was carried forward to 2017/18.

Expenditure incurred to 31 January 2018 totalled £3,780, due to time delays with the contractor. It is that the anticipated remaining budget of £15,720 will need to be carried forward to 2018/19 to enable completion of this work.

3. Lecterns and curtains in both chapels

A budget of £12,500 was approved by the Joint Committee on 22 June 2017. The lecterns have recently been fitted and are now awaiting new curtains. It is anticipated that this work will be completed by 31 March 2018 and that the cost will not exceed the approved budget.

4. Removal of remaining sloped flower viewing walls

This work was completed in February 2018 at a cost of approximately £28,000. This was significantly less than the budget of £70,000 approved by the Joint Committee on 12 January 2017 and followed a retendering process. Approximately £12,000 is being spent on new flower viewing arrangements, but that still leaves a significant underspend.

5. Heat Exchanger

The Joint Committee on 12 January 2017 approved the inclusion of £25,000 in the 2017/18 budget to replace the heating boilers and provide a link to the heat exchanger. This work has to be undertaken in the summer months and could not take place in 2017/18 due to other priorities. Therefore a carry forward of the £25,000 budget into 2018/19 is likely.

6. Catafalque

The Joint Committee on 12 January 2017 approved the inclusion of £10,000 in the 2017/18 budget for catafalque works. This work is scheduled to take place in the second week of April 2018. Therefore a carry forward of the £10,000 budget into 2018/19 is anticipated.

Report of the Interim Deputy Chief Executive

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 2017 to 31 January 2018, compared with the budget for the corresponding period.

Recommendation

The Joint Committee is asked to NOTE the performance levels for the period 1 April 2017 to 31 January 2018.

Background papers

Nil

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

Budget / Indicator	Original Estimate 2017/18	Estimate to Jan-18	Actual Actual to Jan-18	Variance against estimate	Latest Projection 2017/18	Comments
<u>Key Expenditure Budgets:</u>						
Salaries	320,300	266,917	261,842	(5,074)	320,300	
Repairs and Maintenance - Cremators	23,450	19,542	28,889	9,347	31,950	Invoice for repairs to hot gas duct (£8,548)
Fuel and Light	74,500	62,083	40,227	(21,856)	64,950	Latest gas bill relates to November 2017
Rates and Water	128,250	106,875	120,767	13,892	121,100	NNDR bill for 2017/18 was £120,105
Book of Remembrance	8,000	6,667	5,843	(823)	8,000	
Medical Referee Fees	47,000	39,167	36,916	(2,251)	47,000	
Capital Developments Funded from Revenue	224,900	187,417	82,908	(104,509)	175,450	Anticipated carry forwards for Epilog Upgrade (£15,720), Heat Exchanger (£25,000) & Catafalque (£10,000)
<u>Performance Indicators:</u>						
Cremation Fee Income	(1,682,200)	(1,401,833)	(1,288,496)	113,337	(1,682,200)	Reflects invoices paid at 31 Jan 2018. See Co-op comment on following page
Income from Sales	(1,500)	(1,250)	(1,527)	(277)	(1,800)	
Book of Remembrance	(21,000)	(17,500)	(13,900)	3,600	(16,750)	
Memorials - Income from Sales	(35,000)	(29,167)	(47,814)	(18,648)	(50,000)	

BRAMCOTE CREMATORIUM – BUDGET / PERFORMANCE MONITORING REPORT 2017/18

Budget / Indicator	Original Estimate 2017/18	Estimate to Jan-18	Actual to Jan-18	Variance against estimate	Latest projection 2017/18	Comments
<u>Performance Indicators:</u>						
Percentage of undisputed invoices paid within 30 days.	99%	99%	100%	N/A	100%	
Percentage of cremation fees received by the end of the month following that in which income was raised.	96%	96%	85%	11%	96%	Communications on-going with Co-op to increase rate of payment of Cremation Fees
Number of written complaints			0			
Number of written compliments			1			
<u>Usage Information</u>						
Cremation numbers	2,600	2,167	2,202	35	2,700	
Book of remembrance – number of entries			179			
Memorials – number of sales			170			
Analysis of memorials:						
Rose Plaques			58			
Bench Plaques			58			
Wall Plaques			36			
Grave Plots			18			