



17 July 2023

RUGBY AND WEST NORTHAMPTONSHIRE JOINT CREMATORIUM COMMITTEE – 25 JULY 2023

A meeting of the Rugby and West Northamptonshire Joint Crematorium Committee will be held at 2pm on Tuesday 25 July 2023 in the Council Chamber at the Town Hall, Rugby.

Mannie Ketley
Chief Executive

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes – to approve the minutes of the meeting held on 25 April 2023.
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. Financial monitoring and Key Performance Indicators Quarter 1 April – June 2023.
5. Rainsbrook Crematorium Operational Update.
6. Date of next meeting – please bring diaries to the meeting.

PART 2 – EXEMPT INFORMATION

There is no business involving exempt information to be transacted.

Membership of the Committee:

Councillors Poole and Ms Robbins (Rugby Borough Council)
Councillors Gilford and James (West Northamptonshire Council)

If you have any general queries with regard to this agenda please contact Linn Ashmore, Democratic Services Officer (01788 533522) or e-mail linn.ashmore@rugby.gov.uk. Any specific queries concerning reports should be directed to the listed contact officer.

Crematorium Financial Monitoring & Key Performance Indicators (KPIs) Quarter 1 2022/23 April to June 2023

Performance Monitoring- April to June 2023

Measure	Progress at P3 (April to June)	Comments
Average total income generated per cremation	£1059	Total income received from April to June 2023 £288,000 divide by number of cremations. (Total income = cremation income + memorial income)
Average cremation income generated per cremation	£974	Total cremation income received from April to June 2023 £265,000 divide by number of cremations.
Average memorial income generated per cremation	£85	Total memorial income received from April to June £23,000 divide by number of Cremations.
% share of local deaths cremated at Rainsbrook	24.42%	Based on ONS data from April to May 2023; 188 cremations (to May) at Rainsbrook out of 770 total registered deaths in Rugby and West Northamptonshire
Number of cremations	272	272 cremations from April to June, including 23 no service (8.5%) compared to profiled budget to June of 253 cremations, including 25 no service (10.0%)
RIDDOR incidents	0	No RIDDOR incidents
Number of complaints received	1	Complaints from April to June 2023
Number of compliments received	0	Compliments from April to June 2023

Capital Budget Monitoring Summary (April to June 2023)

Service	Current Approved Budget £000s	Forecast Spend £000s	Total Variance £000s	Comments/Reason for variance
Automatic doors upgrade	0	13	13	A budget of £13k is due to be requested for approval by RBC Cabinet 31/07/2023 for this new capital scheme
Memorialisation Project	43	53	10	A further £10k budget is due to be requested for approval by RBC Cabinet 31/07/2023 for this existing capital scheme.
	43	66	23	

Revenue Budget Monitoring Summary (April to June 2023)

Expenditure	Annual Budget £000's	Forecast £000's	Variance £000's	Comments/Reason for variance
Employee costs	238	184	(54)	Underspend relates to several vacant posts, partly offset by use of agency staff until the posts are filled. Not all vacant posts are being covered by agency staff.
Property costs	265	300	35	Overspend mainly relates to £25k on necessary cremator repairs. Gas costs forecast on budget at this early stage in the year but continue to be monitored; there may be a saving if costs do not come in as high as forecast by the supplier.
Vehicle costs	4	4	0	On budget
General running costs	160	165	5	Various small overspends.
Accounting adjustments	165	165	0	Includes internal recharges, IAS19 adjustment and £28k budgeted contributions to reserve- no variance
Sub-Total	832	818	(14)	Overall expenditure budget/variance
Income				
Cremations	(981)	(981)	0	Budget based on 1000 Cremations (10% 'no service') amounting to (£925k). Forecast at Q1 is based on achieving the budget. This section also includes webcast sales, slideshows, scattering of ashes and use of chapel totalling (£56k) budget; these are all forecast on budget at Q1.
Cameo Income	(3)	(3)	0	Income from Cameo; to transfer to reserve when received
Memorial Sales	(146)	(146)	0	On budget. This consists of (£125k) budget based on selling 50 memorial packages and (£54k) budget from other memorials.
Sub-Total	(1130)	(977)	(0)	Overall income budget/variance
Total	(298)	(312)	(14)	Overall budgeted surplus to be split between WNC & RBC

Summary: At 30/06/2023, the forecast for year-end 2023/24 is an additional (£14,000) income compared to budget overall. On a 50/50 basis, this is (£7,000) additional each for Rugby and West Northamptonshire Councils. N.B. This excludes depreciation which RBC will deduct separately.

Reserve Balances

	Opening balance 01/04/23	Forecast Transfers in 2023/24	Forecast Transfers out 2023/24	Closing balance 31/03/24
Cremator Replacement Reserve	(£77,318)	(£25,000)	£66,000	(£36,318)
CAMEO Reserve	(£34,283)	(£2,500)	£10,000	(£26,783)
	(£111,601)	(£27,500)	£76,000	(£63,101)

The table above reflects the forecast transfers (into) and out of Crematorium earmarked reserves in 2023/24. The forecasts into the reserve are as budgeted; the forecasts out of the reserve are to fund the two capital schemes totalling £66,000 and £10,000 for planned redecorating of the crematorium.

Crematorium Financial Monitoring & Key Performance Indicators (KPIs) Quarter 1 2022/23 April to June 2023

The information below shows comparative performance data for Rainsbrook from 2021/22 to date.

Local market (using ONS data)

Annual % of local market	
2021/22	22.13%
2022/23	22.52%
2023/24 to May	24.42%

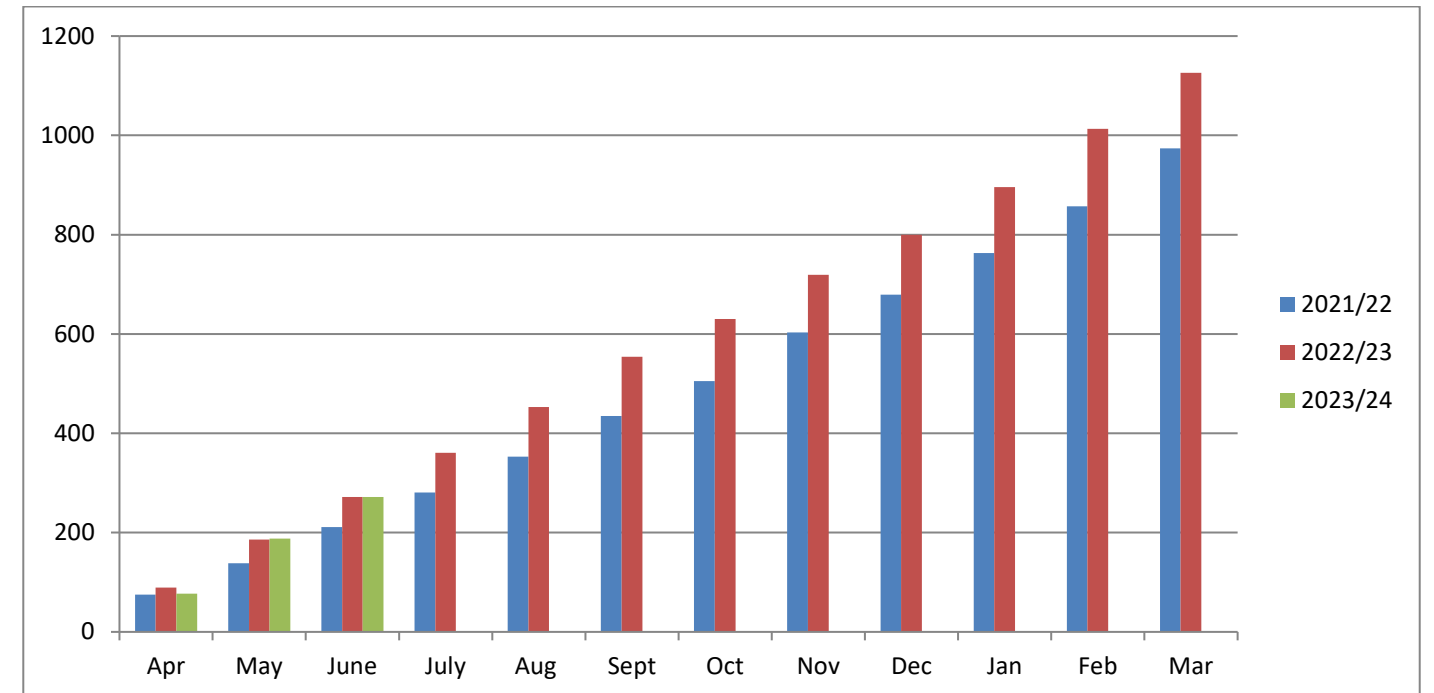
Month-by-month Cremations

	2021/22	2022/23	2023/24
April	75	89	77
May	63	97	111
June	73	86	84
July	70	89	
August	72	92	
September	82	101	
October	70	76	
November	98	89	
December	76	81	
January	84	96	
February	94	117	
March	117	113	
Total	974	1126	272

Recommendation for Joint Committee's approval

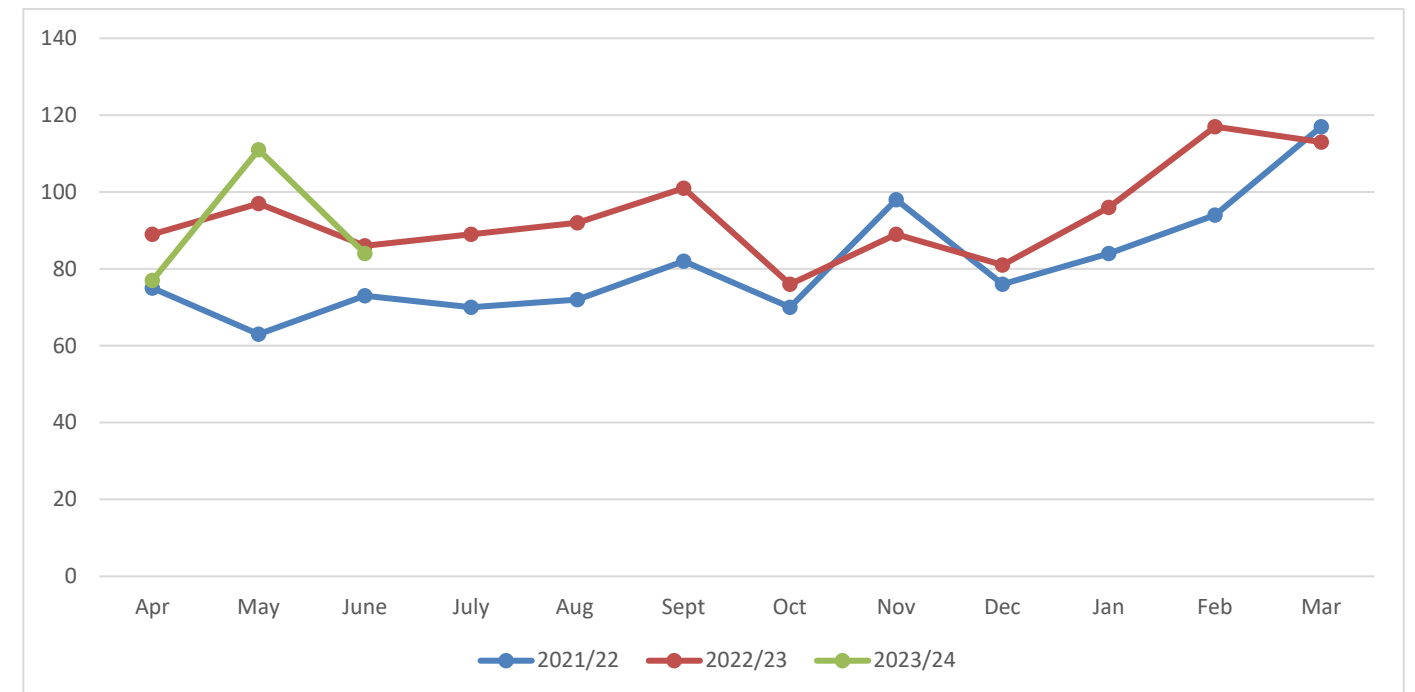
- It is recommended that that the Q1 budget monitoring and KPI information be noted

Graph showing cumulative number of Cremations



At the end of June 2023/24, 272 Cremations have been held at Rainsbrook. This compares to 272 for the same period in 2022/23 and 211 for the same period in 2021/22.

Graph showing month-by-month cremations



Rugby and West Northants Crematorium Joint Committee

25 July 2023

Rainsbrook Crematorium Operational Update

Overview

Rainsbrook Crematorium continues to operate effectively and has introduced the new fees as from 1 April 2023. The offer includes 75 full-service slots per week and 30 no service slots as the increase of no service continues to rise with the cost of living crisis.

Approximately 20 cremations per week are delivered. Despite this, cremations were higher than budgeted from April to June and therefore there is still an expectation to achieve 1000 cremations as budgeted by year-end at this stage.

Reports from the local Funeral Directors are showing a very low death rate at the moment which will reflect in the number of cremations during August. Despite this, cremations were higher than budgeted from April to June and therefore it is expected that 1000 cremations will be achieved as budgeted by year-end at this stage.

Covid-19 update

There are currently no restrictions in place in relation to Covid-19 and no significant deaths from Covid.

Gas

The cost of gas usage is still being monitored monthly. With the introduction of new working practices and hours the service should operate within the budget, but it is too early to forecast accurate costs.

PG5/2 (23)

The Statutory Guidance notes have recently been reviewed by the Environment Agency. A draft of the revised Guidance has been submitted to DEFRA for a regulatory impact assessment to determine the environmental benefits and the costs associated with implementation. There will now be a public consultation but there is no agreed timeframe for this, and it is expected to take place at some point this year.

Fees and Charges

There are no current issues with the fees and charges.

Obitus

All Funeral Directors were offered a free training session on how the system works. Funeral Directors were asked to invite any vicars/celebrants that they use on a regular basis to attend. The event was well attended and well received. Local

organists have now been employed by the Funeral Directors for families that wish live organ music, with no issues.

New Memorial Area

The first stage of the new memorial area has now been completed, with the tarmac now laid for the pathways. This work has been completed internally and the charges for the work done to date are awaited. A local stonemason is now required to place the kerb sets before the resin pathways can be added.

Car Park

The car park will be opened up to St Andrews Rugby Club on Saturday 14 July 2023 due to an event on St Andrews grounds. This will be a trial to see how it operates for any future opening up of the car park.

Staffing

Two part time administration jobs within the office have been advertised. This has changed from one full time post to two part time posts, for resilience and continuous cover for the office functions. There is no increase in budget requirements and the new office team should be in place by the end of September.

Formal consultation is due to take place in relation to any changes to job descriptions.

Upgrade to IT software

The upgrade is still ongoing, and the final figures from Gower and approval from Cabinet are awaited.

Complaints

One complaint was received regarding the height of the grass within Rainsbrook and surrounding a memorial tree plaque. This has been resolved and was due to a gap where there was no formal gardener at the crematorium. This situation has now been resolved.