



23 October 2020

## **RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE – 3 NOVEMBER 2020**

A meeting of the Rugby and Daventry Crematorium Joint Committee will be held at 2pm on Tuesday 3 November 2020 Via Microsoft Teams.

*Members of the public may view the meeting via the livestream from the Council's website.*

Mannie Ketley  
Executive Director

### **A G E N D A**

#### **PART 1 – PUBLIC BUSINESS**

1. Appointment of Chairman – to appoint a Chairman for the 2020/21 municipal year (member of Rugby Borough Council).
2. Appointment of Vice-Chairman – to appoint a Vice-Chairman for the 2020/21 municipal year (member of Daventry District Council).
3. Minutes – to approve the minutes of the meeting held on 7 January 2020.
4. Apologies – to receive apologies for absence from the meeting.
5. 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.**

6. Financial monitoring and Key Performance Indicators Q2 2020/21.
7. Crematorium Operational Update.
8. Date of next meeting – please bring diaries to the meeting.
9. 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 2021/22 Budget Setting.

### **Membership of the Committee:**

Councillors Ms Robbins and Councillor Roberts (Rugby Borough Council)  
Councillors Mrs Lomax and Robertson (Daventry District Council)

### **Officers:**

Dan Green, Lisa Handy, Gemma Lister (Rugby Borough Council)  
Martin Wilson (Daventry District 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](mailto:linn.ashmore@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 & Key Performance Indicators (KPIs) Q2 2020/21

### Performance Monitoring- April to September (Quarter 2)

Measure	Progress	Comments
Average total income generated per cremation	£892	Total income received from April to September 2020 £441,408 divide by number of Cremations. (Total income = Cremation income + Memorial income)
Average cremation income generated per cremation	£819	Total cremation income received from April to September 2020 £405,333 divide by number of cremations.
Average memorial income generated per cremation	£73	Total memorial income received from April to September 2020 £36,075 divide by number of Cremations.
% share of local deaths cremated at Rainsbrook	61.04%	Based on ONS data for April – August 2020. 495 Cremations at Rainsbrook out of 811 registered deaths in Rugby and Daventry
Number of cremations	495	495 Cremations from April to September, including 34 no service (6.86%) compared to profiled budget of 448 Cremations, including 27 no service (6%)
RIDDOR incidents	0	No RIDDOR incidents
Number of complaints received	2	complaint from April to September 2020
Number of compliments received	2	written compliments from April to September 2020
CO <sub>2</sub> Emissions	186	KG of CO <sub>2</sub> emissions for September 2020
IPPC Permit Emissions		
% of H and S audit recommendations completed	-	

### Budget Monitoring Summary April to September 2020

Expenditure	Annual Budget £000's	Projection to Outturn £000's	Variance £000's	Comments
Employee costs	+£225	+£234	+£9	Salaries and agency costs, training, professional subscriptions etc
Property costs	+£140	+£139	-£1	Includes utilities, repair and maintenance etc
Vehicle costs	+£5	+£5	£0	Vehicle running costs
General running costs	+£121	+£123	+£2	Includes maintenance of equipment, organist and medical fees, purchases for resale etc.
Accounting adjustments	+£112	+£112	£0	Includes internal recharges, IAS19 adjustment and £18k contribution to reserves
<b>Sub-Total</b>	<b>+£603</b>	<b>+£613</b>	<b>+£10</b>	<b>Overall expenditure budget</b>
<b>Income</b>				
Cremations	-£783	-£816	-£31	The budget has been based on 960 Cremations with 58 of these (6%) being 'no service'
Use of Chapel	-£10	-£9	+£1	Use of chapel.
Memorial Sales	-£118	-£104	+£17	Sales of memorial packages and other memorial items.
COVID MHCLG SFC Income Recovery	£0	-£9	-£9	We have produced a working paper and estimated a loss for memorial income of £17,000 which resulted in a Sales, Fees and Charges claim of £8,500.
<b>Sub-Total</b>	<b>-£911</b>	<b>-£931</b>	<b>-£22</b>	<b>Overall income budget</b>
<b>Total</b>	<b>-£308</b>	<b>-£318</b>	<b>-£12</b>	<b>Overall budgeted surplus to be split between DDC &amp; RBC</b>

**Summary:** At Quarter 2, there is a (£12,095) variance forecast to the budget. Therefore, the overall anticipated financial position at Year-End 2020/21, is an overall surplus of £320,715. On a 50/50 basis, this is £160,358 each for Rugby BC and Daventry DC. (N.B. This excludes depreciation and RBC will reduce their share by the depreciation charge which is £70,400 for 2020/21). The reserve table below reflects a transfer from reserves of £20,000. This is an estimated price for a new cremator part which has been identified in a recent service as needing to be replaced.

#### Reserve Balances

	Opening balance 01/04/20	Budgeted transfers in 2020/21	Anticipated transfers out 2020/21	Anticipated closing balance 31/03/21
Cremator Replacement Reserve	£50,000	£15,000	20,000	£45,000
CAMEO Reserve	£25,705	£3,400	-	£29,105

## Crematorium Financial Monitoring & Key Performance Indicators (KPIs) Q2 2020/21

The information below shows comparative data for Rainsbrook from 2018/19 to date.

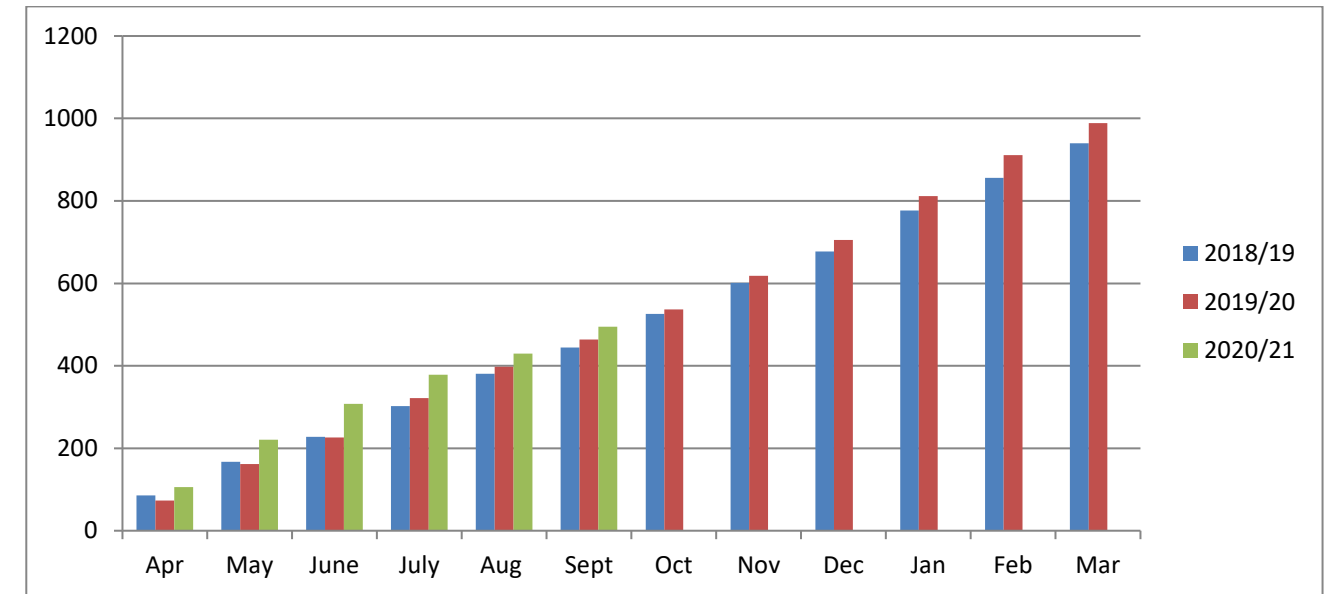
### Local market

Annual % of local market	
2018/19	57.0%
2019/20	60.75%
2020/21 up to August 2020	61.04%

### Month-by-month cremations

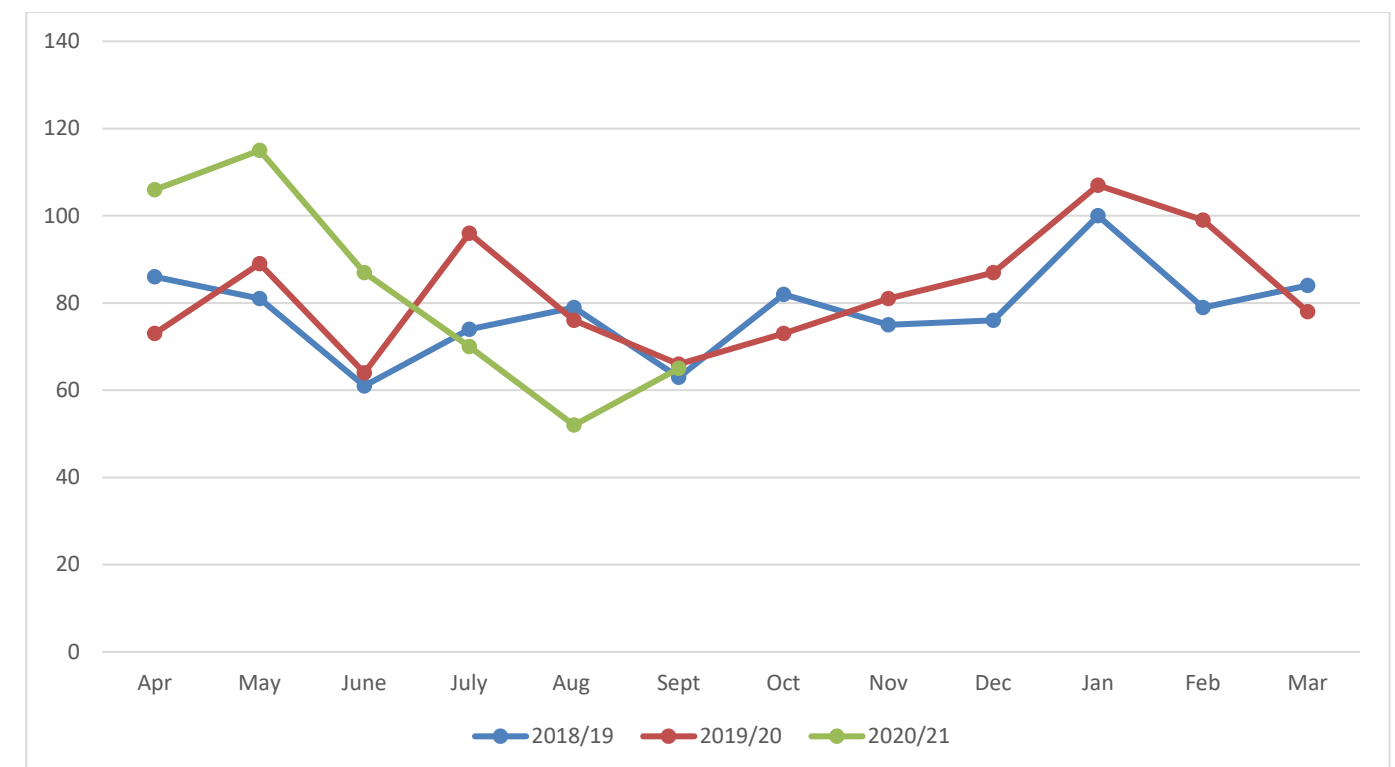
	2018/19	2019/20	2020/21
<b>April</b>	86	73	106
<b>May</b>	81	89	115
<b>June</b>	61	64	87
<b>July</b>	74	96	70
<b>August</b>	79	76	52
<b>September</b>	63	66	65
<b>October</b>	82	73	
<b>November</b>	75	81	
<b>December</b>	76	87	
<b>January</b>	100	107	
<b>February</b>	79	99	
<b>March</b>	84	78	
<b>Total</b>	<b>940</b>	<b>989</b>	<b>495</b>

### Graph showing cumulative number of cremations



At the end of Quarter 2 2020/21, 495 Cremations have been held at Rainsbrook. This compares to 464 for the same period in 2019/20 and 444 in 2018/19.

### Graph showing month-by-month cremations



**Rugby and Daventry Crematorium Joint Committee**

**3 November 2020**

**Operational update**

**Purpose of the report**

The purpose of this report is to advise the joint crematorium committee of the investment required for the ongoing improvement works to be carried out at Rainsbrook Crematorium.

Currently an annual contribution of £15,000 is made to the Reserve Fund in an attempt to meet future maintenance works to the cremators.

In order to meet future investment needs a joint annual increase of £10,000 is required, giving a total of £25,000.

As well as funding for the cremators and ancillary equipment, the additional funding is needed for internal re-decoration of the crematorium, ongoing upgrades and improvements to the music system and webcast facility and new memorial schemes to accommodate the needs of the bereaved.

The additional funding will also support and retain our Gold status level for Charter for the Bereaved and our Green Flag. This status plays an important role in ensuring that the crematorium continues to develop and provide high quality services for the bereaved.

**Covid-19 update**

At the beginning of the lockdown, officers examined government guidance and interpreted this into a set of local restrictions which seek to protect the safety of staff and visitors to the crematorium.

Following new legislation passed on 28 September 2020 under The Health Protection (Coronavirus Restrictions)-(Self-isolation)-(England) Regulations 2020, which allows people who have tested positive for Coronavirus or have been in close contact with somebody who has tested positive and should be self-isolating or is symptomatic or asymptomatic, can leave their self-isolation for a specific purpose. One of the specific purposes is to attend the funeral of a close family member.

Following discussions with our legal department, they have given us the following advice:

*'The Council is aware of the recent statutory requirements relating to self-isolation and the exemptions for those permitted to attend funerals. The Council has taken legal advice and will continue to follow the statutory guidance that has not been changed as a result of these exemptions. As always, the Council will continuously review this position in line with government guidance and any further information that assists to ensure it is acting reasonably and discharging all duties.'*

To keep funeral teams, the bereavement services team and mourners safe, Rugby Borough Council will not allow anyone who has tested positive, self-isolating, symptomatic or asymptomatic into a funeral service at Rainsbrook Crematorium, Watts Lane or Croop Hill cemetery chapels as set out above, this is in accordance with the statutory guidance.

Currently restrictions for every funeral at Rainsbrook are as follows:

- A maximum of 16 mourners can attend the funeral in the Avon chapel.
- A maximum of 8 mourners can attend the funeral in the Drayton chapel.
- A webcast facility is available at Rainsbrook for those who are not able to attend.
- No hymn books are allowed
- No singing allowed in the chapels
- Wheel biers must be used wherever possible, no shouldering of coffins
- No family bearers.
- No open coffins are allowed.
- Mourners must not touch the coffin once placed on the catafalque.
- The curtains should be closed
- Viewing of the coffin charge has been suspended until further notice.
- The bearer service is not available.
- Families must make an appointment to collect cremated remains.
- Families must make an appointment to discuss memorial options.

The revised arrangements are understood and accepted in the majority of cases, however, there have been a few families who have challenged them.

Guidance and procedures are reviewed as we receive advice from PHE, the government and our professional organisations and will advise of any changes at the earliest opportunity.

If the rate of infection of Covid-19 should rise and we have a second spike, restrictions and the removal of all non-essential services will have to be put back into place.

## **Staffing**

The impact on staff has been immense, with the biggest factor influencing staff morale and stress levels being due to the current change to the Coronavirus Restrictions, additional conflict / difficulty of explaining the current arrangements to mourners.

The team at Rainsbrook continue to show outstanding dedication and commitment to their jobs and continue to deliver dignified and respectful services to visitors to the crematorium at this difficult time.