



23 December 2019

RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE – 7 JANUARY 2020

A meeting of the Rugby and Daventry Crematorium Joint Committee will be held at 2pm on Tuesday 7 January 2020 in Committee Room 2 at the Town Hall, Rugby.

Adam Norburn
Executive Director

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes – to approve the minutes of the meeting held on 19 September 2019.
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 April – November 2019.
5. Crematorium Operational Update – to receive a report from the Bereavement Services Manager.
6. Date of next meeting – please bring diaries to the meeting.
7. 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 2020/21 Budget Setting.

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers (Ref. JCC 2019/20 – 2) are attached.

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, Ruth Barnett, Gemma Lister (Rugby Borough Council)
Simon Bowers, Julie Lewis (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). 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) November (Period 8) 2019/20

Performance Monitoring- April to November 2019 (Period 8)

Measure	Progress	Comments
Average total income generated per cremation	£982	Total income received from April to November 2019 divide by number of Cremations
Average cremation income generated per cremation	£821	Total cremation income received from April to November 2019 divide by number of cremations
Average memorial income generated per cremation	£161	Total memorial income received from April to November 2019 divide by number of Cremations
% share of local deaths cremated at Rainsbrook	57%	Based on ONS data for April & October 2019. 537 Cremations at Rainsbrook out of 950 registered deaths in Rugby and Daventry
Number of cremations	618	618 Cremations from April to November, including 46 no service (7%) compared to profiled budget of 601 Cremations, including 30 no service (5%)
RIDDOR incidents	0	No RIDDOR incidents
Number of complaints received	1	1 complaint in April 2019
Number of compliments received	19	19 written compliments from April to November 2019
CO ₂ Emissions	137.41	KG of CO ₂ emissions for July 2019
IPPC Permit Emissions		Information to follow
% of H and S audit recommendations completed	-	

Budget Monitoring Summary April to November 2019 (Period 8)

Expenditure	Annual Budget £000's	Projection to Outturn £000's	Variance £000's	Comments
Employee costs	+£218	+£216	-£2	Salaries and agency costs, training, professional subscriptions etc
Property costs	+£127	+£146	+£19	Includes utilities, repair and maintenance etc
Vehicle costs	+£7	+£4	-£3	Vehicle running costs
General running costs	+£119	+£109	-£10	Includes maintenance of equipment, organist and medical fees, purchases for resale etc.
Accounting adjustments	+£105	+£115	+£10	Includes internal recharges, IAS19 adjustment and £10k contribution to reserves
Sub-Total	+£576	+£590	£14	Overall expenditure budget
Income				
Cremations	-£767	-£767	£0	The budget has been based on 950 Cremations with 48 of these (5%) being 'no service'
Use of Chapel	-£9	-£12	-£3	Use of chapel.
Memorial Sales	-£108	-£121	-£13	Sales of memorial packages and other memorial items.
Sub-Total	-£884	-£900	-£16	Overall income budget
Total	-£308	-£310	-£2	Overall budgeted surplus to be split between DDC & RBC

Summary: At the end of November, there is an underspend of £2,000. Therefore, the overall anticipated financial position at Year-End 2019/20, is an overall surplus of £310,000. On a 50/50 basis, this is £155,000 each for Rugby BC and Daventry DC. (N.B. This excludes depreciation and RBC will reduce their share by the depreciation charge which is £21,000 for 2019/20)

Reserve Balances

	Opening balance 01/04/19	Budgeted transfers in 2019/20	Anticipated transfers out 2019/20	Anticipated closing balance 31/03/20
Cremator Replacement Reserve	£40,000	£10,000	-	£50,000
CAMEO Reserve	£11,985	£13,720	-	£25,705

Crematorium Financial Monitoring & Key Performance Indicators (KPIs) November (Period 8) 2019/20

The information below shows comparative data for Rainsbrook from 2017/18 to date.

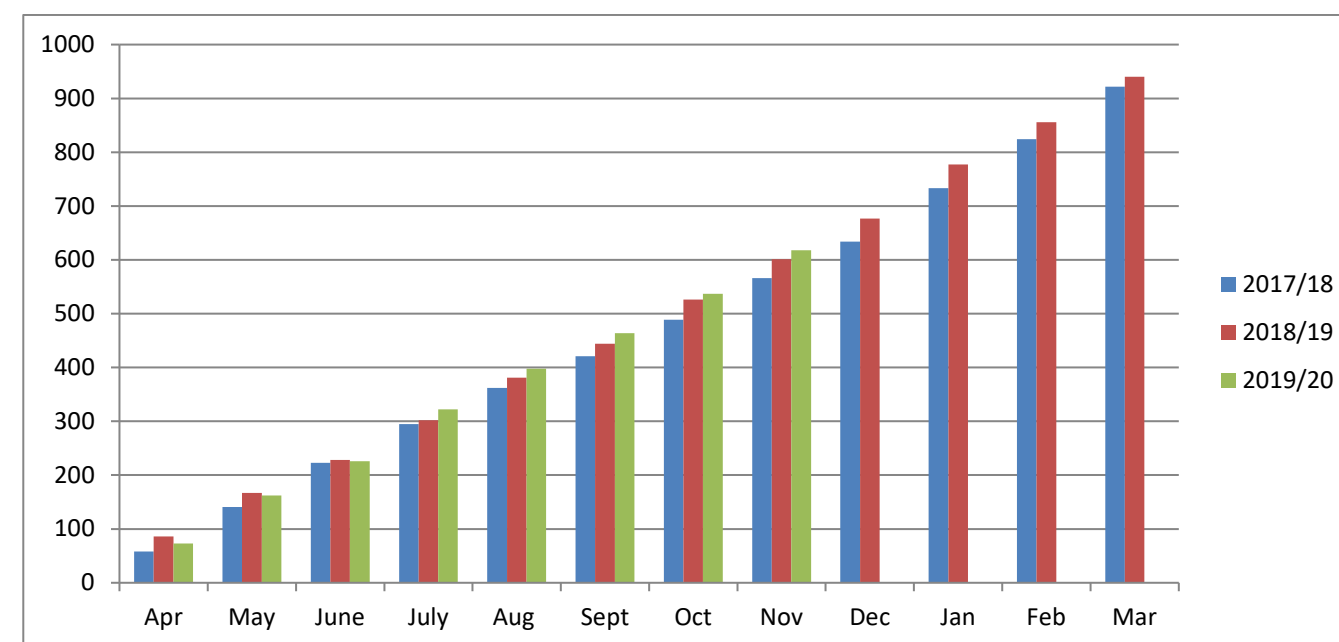
Local market

Annual % of local market	
2017/18	52.6%
2018/19	57.0%
2019/20 up to November 2019	57.0%

Month-by-month cremations

	2017/18	2018/19	2019/20
April	58	86	73
May	83	81	89
June	82	61	64
July	72	74	96
August	67	79	76
September	59	63	66
October	68	82	73
November	78	75	81
December	67	76	
January	99	100	
February	91	79	
March	98	84	
Total	922	940	618

Graph showing cumulative number of cremations



At the end of November 2019/20, 618 Cremations have been held at Rainsbrook. This compares to 601 for the same period in 2018/19 and 566 in 2017/18.

Graph showing month-by-month cremations

