

18 September 2018

RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE – 25 SEPTEMBER 2018

A meeting of the Rugby and Daventry Crematorium Joint Committee will be held at 10.00am on Tuesday 25 September 2018 in Committee Room 1 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 20 June 2018.
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. Finance monitoring 2018/19 - Key Performance Indicators.
5. Expansion of car park - costs (report to follow).
6. Funeral poverty – verbal update.
7. Date of next meeting – please bring diaries to the meeting.

PART 2 – EXEMPT INFORMATION

There is no business involving exempt information to be transacted.

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

The Reports of Officers (Ref. JCC 2018/19 – 2) are attached.

Membership of the Committee:

Councillors Ms Robbins (Chairman) and Mrs Parker (Rugby Borough Council)
Councillors Mrs Lomax and Robertson (Daventry District Council)

Officers:

Dan Green, Lisa Handy, Chris Blundell, Christine Fraser (Rugby Borough Council)
Simon Bowers, Julie Lewis (Daventry District Council)

If you have any general queries with regard to this agenda please contact Claire Waleczek, Senior Democratic Services Officer (01788 533524) or e-mail claire.waleczek@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.

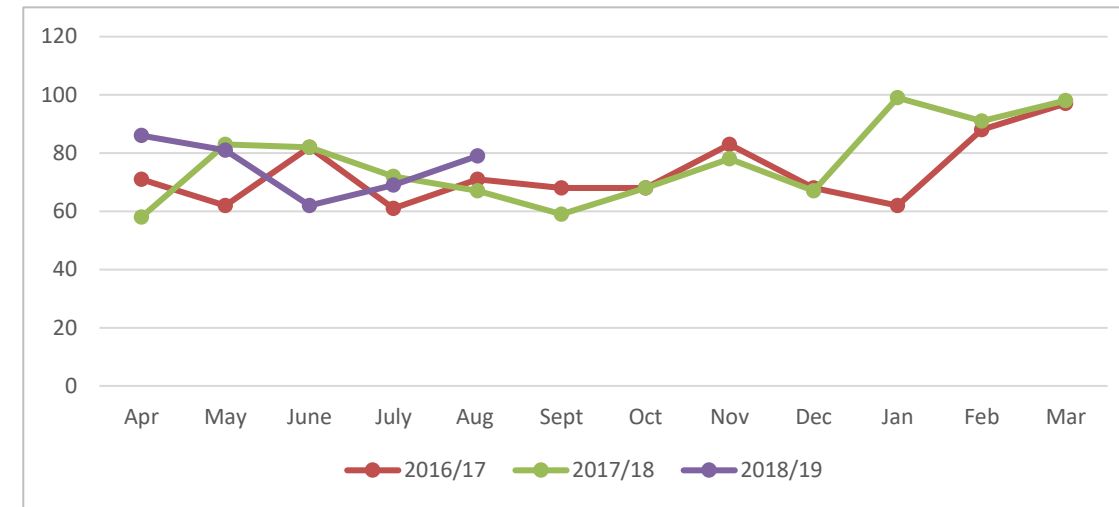
Crematorium Financial Monitoring and Key Performance Indicators (KPIs) 2018/19- April to August 2018

Rainsbrook Crematorium- Performance information (April-August 2018)

Measure	Target	Progress	Comments
Average total income generated per cremation	-	£959	Total income received from April-August divide by number of Cremations
% of total deaths in Rugby and Daventry cremated at Rainsbrook	52.6%	54.9%	Average of April- July 2018 data from ONS.
Number of cremations monthly (profiled)	64	79	73 full service and 6 no service cremations held in August.
Number of Cremations, cumulative	910	377	377 Cremations (including 21 'no service') carried out from April-August, against target of 347. We have forecast to reach 922 Cremations by year-end compared to budget of 910.
RIDDOR incidents at Rainsbrook Crematorium	-	0	No incidents from April – August 2018
Number of complaints received at Rainsbrook	-	1	1 complaint was received in May 2018
Number of compliments received at Rainsbrook	-	30	30 written compliments/feedback forms from April- August 2018
Average total memorial income generated per Cremation	-	£167	Total income from April to August 2018, (less cremation fee income) divide by number of Cremations

Monthly Cremations

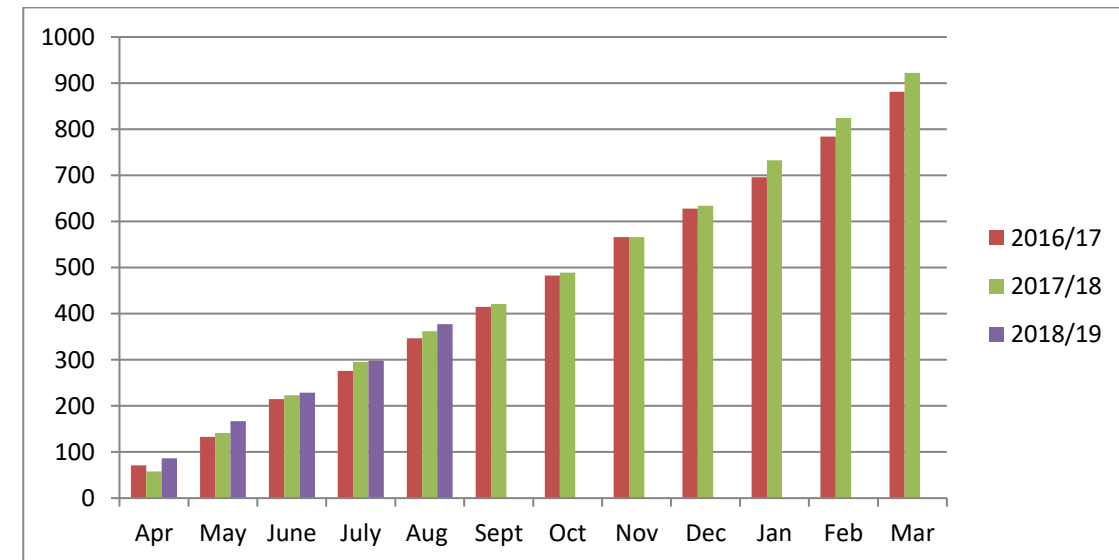
Graph showing comparison of month-by-month Cremations from 2016/17 to 2018/19



Cumulative Cremations

Graph showing cumulative number of Cremations from 2016/17 to 2018/19.

We are currently 15 Cremations ahead of this time in 2017/18.



Reserve Balances

Cremator Replacement Reserve	£30,000
CAMEO	£8,600

Budget Monitoring Summary to August 2018 – Key Variances (over £5k)

Expenditure	Variance to Y/E	Comments
Profit Share Payment	+£10,500	Anticipated increase in the 50/50 payment to DDC based on increased income expectations
Minor variances	+£4,100	
Sub- Total	+£14,600	Overall expenditure variance
Income		
Cremations	-£10,500	Forecast based on 922 Cremations (43 'no service') compared with budget of 910, based on 2017/18 trend and 2018/19 trend to Period 5.
Memorial Packages	-£5,200	Memorial Packages are doing well- £48k received against annual budget of £84k. Prudent forecast assumed at this stage.
Use of Chapel	-£9,100	Increased demand for use of chapel- £4,100 received to Period 5, estimated £10k to Year-End.
Minor Variances	-300	
Sub-Total	-£25,100	Overall income variance
Total	-£10,500	Anticipated Net variance to Year-End