

# MINUTES OF RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE

29 NOVEMBER 2021

## PRESENT:

**Members of the Committee:** Councillor Poole (Rugby Borough Council)  
Councillor Gilford (West Northamptonshire Council)  
Councillor James (West Northamptonshire Council)

**Officers:** Rugby Borough Council -  
David Burrow (Chief Officer – Regulation and Safety)  
Lisa Handy-Wardle (Bereavement Services Manager)  
Lisa Marshall (Finance Business Partner)  
Ruth Barnett (Lead Accountant)  
Linn Ashmore (Democratic Services Officer)  
West Northamptonshire Council -  
Peter Hackett (Direct Services Manager)  
Nichola Martin (Finance Business Partner)

## 1. APPOINTMENT OF CHAIRMAN

**RESOLVED THAT** – Councillor Poole (Rugby Borough Council) be appointed Chairman for the remainder of the 2021/22 municipal year.

## 2. APPOINTMENT OF VICE-CHAIRMAN

**RESOLVED THAT** – Councillor Gilford (West Northamptonshire Council) be appointed Vice-Chairman for the remainder of the 2021/22 municipal year.

## 3. APOLOGIES

Apologies for absence were received from Councillor Ms Robbins (Rugby Borough Council).

## 4. DECLARATIONS OF INTEREST

There were none.

## 5. TERMS OF REFERENCE

The terms of reference had been adopted some time ago. Daventry had since been incorporated into the new West Northamptonshire Council and the terms of reference were due to be reviewed and would be brought back to the Committee for consideration and approval on a future date.

**RESOLVED THAT** – the current terms of reference be noted and be subject to further review prior to consideration at a future meeting.

## **6. 2020/21 YEAR-END FINANCE REPORT**

The Joint Committee considered a report concerning the 2020/21 year-end financial position for revenue and capital and revenue performance within the Key Performance Indicators.

It was noted that the crematorium generated a surplus of £333,548 resulting in a financial return of £166,774 to be distributed equally to Rugby Borough Council and West Northamptonshire Council based on the 50/50 profit sharing agreement. This figure is £12,464 higher than the predicted budget.

### **RESOLVED THAT –**

- (1) Rainsbrook Crematorium's 2020/21 outturn position be noted; and
- (2) the 2020/21 profit share payment in relation to Daventry District Council, be paid to West Northamptonshire Council, following the creation of this unitary authority in April 2021.

## **7. RAINSBROOK CREMATORIUM 2020/21 BUDGET MONITORING**

The Joint Committee considered a report concerning the financial and performance position of the crematorium based on data at Quarter 2.

The anticipated revenue position at 2021/22 Year-End was that there would be a surplus of £332,000. In line with the 50/50 profit sharing agreement this would result in a profit of £166,000 each for Rugby Borough Council and West Northamptonshire Council. This represented an increase of £14,000 compared to the approved budget. The figure for Rugby Borough Council would be reduced by £66,000 representing the depreciation charge.

There was slippage of £180,000 due to the planned works on the car park extension not being carried out. It was anticipated that the cost of the works would now be higher, and work was being carried out to obtain further quotations. These would be brought back to the Joint Committee at a future date for consideration.

### **RESOLVED THAT –**

- (1) the 2021/22 revenue forecast and capital forecasts be noted;
- (2) the performance information detailed at Appendix 1 to the report be noted; and
- (3) the 2021/22 draw down be approved for use as detailed in the report.

## **8. OPERATIONAL UPDATE**

The Joint Committee considered a report presented by the Bereavement Services Manager concerning the operational update.

The Crematorium was continuing to operate on a "business as usual" capacity basis of 106 cremations per week, although the number of cremations was currently below that level. However, the winter period could result in the need to re-introduce extended hours. There had been a recent rise in the number of Covid related deaths and the position would be monitored.

In line with the easing of national Covid related restrictions, the local arrangements were reviewed, and many restrictions were lifted from 22 November. This included the return to full capacity of the Avon and Drayton Chapels.

A few complaints had been received during the pandemic about the restrictions for the numbers of mourners permitted to attend funeral services. The restrictions were based on Government guidance.

Bereavement Services would continue to review guidance issued by Public Health England and professional organisations.

The car park requires maintenance works and this was a priority. The extension to the car park was currently subject to a review of the works and the cost. The outcomes of these would be reported back to the Joint Committee.

The works to the new kerb memorial area was awaiting completion. Final costings to complete the scheme would be brought to a future meeting of the Joint Committee for consideration.

The Joint Committee placed on record its appreciation for the hard work and dedication of the bereavement team staff.

**RESOLVED THAT** - the update be noted.

#### **9. DATE OF NEXT MEETING**

It was agreed the next meeting would be held at 11am on Thursday 6 January 2022.

#### **10. MOTION TO EXCLUDE THE PUBLIC**

**RESOLVED THAT** - 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 involved the likely disclosure of information defined in paragraph 3 of Schedule 12A of the Act.

#### **11. RAINSBROOK CREMATORIUM 2022/23 BUDGET SETTING**

The Joint Committee considered the private report concerning the proposed 2021/22 revenue budget.

**RESOLVED THAT-**

- (1) the 2022/23 current revenue draft budget be approved by the Joint Committee, subject to further approval by the respective Councils; and
- (2) a final budget be presented to the Joint Committee in January 2022 for approval prior to final approval by Full Council in February 2022.

#### **12. RAINSBROOK CREMATORIUM PROPOSED FEES AND CHARGES 2022/23**

The Joint Committee considered the private report concerning the proposed 2022/23 fees and charges.

**RESOLVED THAT** - the proposed fees and charges for 2022/23 be approved.

**CHAIRMAN**