



20 January 2021

RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE – 28 JANUARY 2021

A meeting of the Rugby and Daventry Crematorium Joint Committee will be held at 2pm on Thursday 28 January 2021 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. Minutes – to approve the minutes of the meeting held on 3 November 2020.
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 Q3 2020/21.
5. Crematorium Operational Update.
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 2021/22 Budget Setting.

Membership of the Committee:

Councillors Councillor Roberts (Chairman) and Councillor Ms Robbins (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. 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) Q3 2020/21

Performance Monitoring- April to December (Quarter 3)

Measure	Progress	Comments	Previous Data (Q2)
Average total income generated per cremation	£926	Total income received from April to December 2020 £681,459 divide by number of Cremations. (Total income = Cremation income + Memorial income)	£892
Average cremation income generated per cremation	£828	Total cremation income received from April to December 2020 £609,392 divide by number of cremations.	£819
Average memorial income generated per cremation	£98	Total memorial income received from April to December 2020 £72,067 divide by number of Cremations.	£73
% share of local deaths cremated at Rainsbrook	58.32%	Based on ONS data for April – November 2020. 736 Cremations at Rainsbrook out of 1,262 registered deaths in Rugby and Daventry	61.04%
Number of cremations	736	736 Cremations from April to December, including 42 no service (5.71%) compared to profiled budget of 679 Cremations, including 41 no service (6%)	495
RIDDOR incidents	0	No RIDDOR incidents	0
Number of complaints received	4	complaints from April to December 2020	2
Number of compliments received	4	written compliments from April to December 2020	2
CO ₂ Emissions	188.8	KG of CO ₂ emissions for December 2020	186
IPPC Permit Emissions			
% of H and S audit recommendations completed			-

Budget Monitoring Summary April to December 2020

Expenditure	Annual Budget £000's	Projection to Outturn £000's	Variance £000's	Comments
Employee costs	+£225	+£227	+£2	Salaries and agency costs, training, professional subscriptions etc
Property costs	+£140	+£137	-£3	Includes utilities, repair and maintenance etc
Vehicle costs	+£5	+£3	-£2	Vehicle running costs
General running costs	+£121	+£127	+£6	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
Sub-Total	+£603	+£606	+£3	Overall expenditure budget
Income				
Cremations	-£783	-£814	-£31	The budget has been based on 960 Cremations with 58 of these (6%) being 'no service'
Use of Chapel	-£10	-£8	+£2	Use of chapel.
Memorial Sales	-£118	-£127	-£9	Sales of memorial packages and other memorial items.
COVID MHCLG SFC Income Recovery	£0	£0	£0	At Quarter 2, it was reported that memorial income would not be achieved and therefore a forecast of (£8,500) was reported to be claimed back from the MHCLG Sales, Fees and Charges. At Quarter 3, we are no longer reporting a loss on memorial income, however this may change following the latest lockdown announcements.
Sub-Total	-£911	-£949	-£38	Overall income budget
Total	-£308	-£343	-£35	Overall budgeted surplus to be split between DDC & RBC

Summary: At Quarter 3, there is a (£35,493) variance forecast to the budget. Therefore, the overall anticipated financial position at Year-End 2020/21, is an overall surplus of £343,023. On a 50/50 basis, this is £171,010 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 £10,000. 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	(10,000)	£55,000
CAMEO Reserve	£25,705	£3,400	-	£29,105

Crematorium Financial Monitoring & Key Performance Indicators (KPIs) Q3 2020/21

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

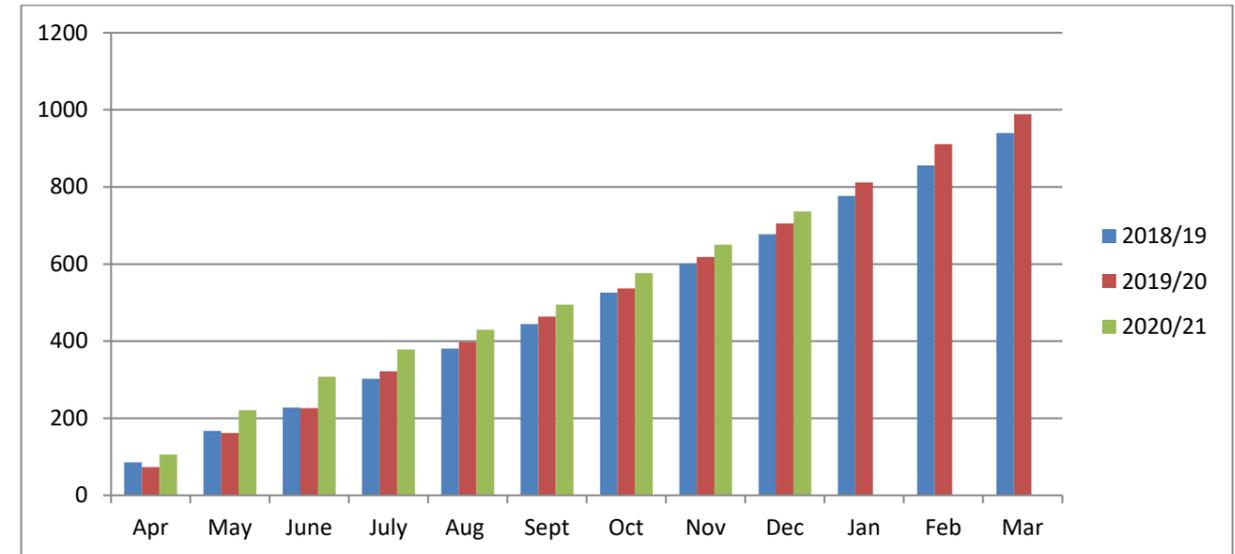
Local market

Annual % of local market	
2018/19	57.0%
2019/20	60.75%
2020/21 up to November 2020	58.32%

Month-by-month cremations

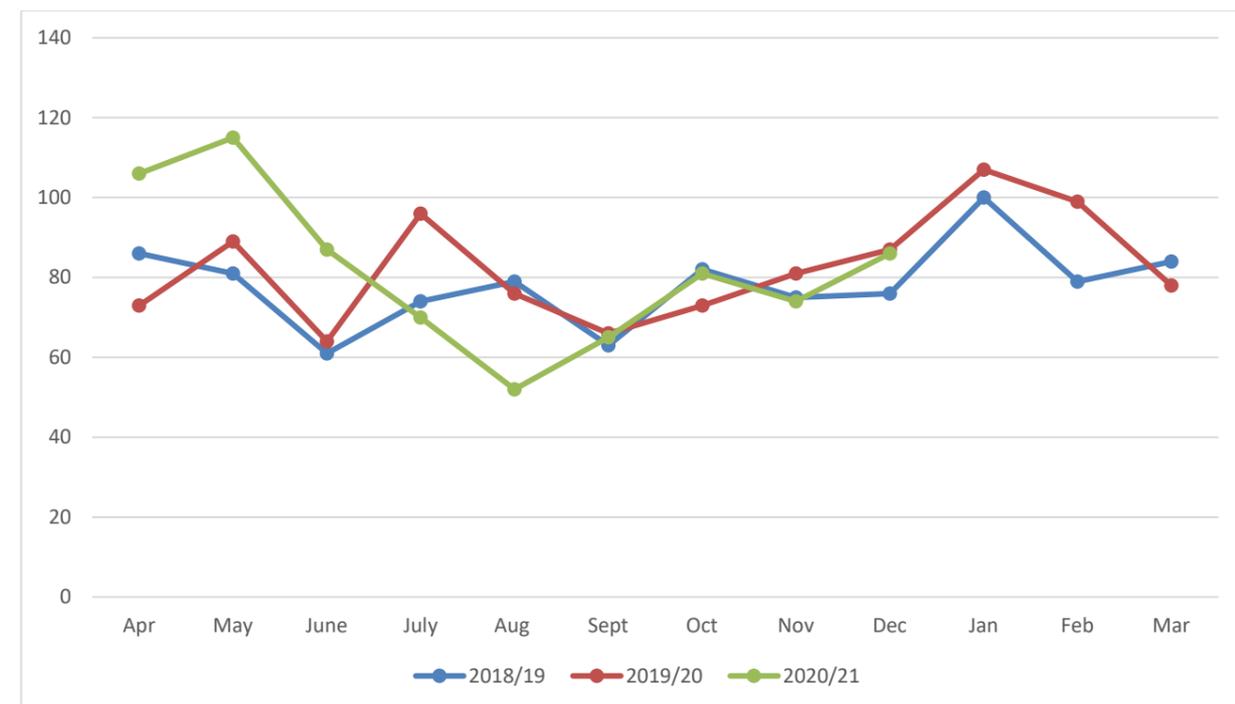
	2018/19	2019/20	2020/21
April	86	73	106
May	81	89	115
June	61	64	87
July	74	96	70
August	79	76	52
December	63	66	65
October	82	73	81
November	75	81	74
December	76	87	86
January	100	107	
February	79	99	
March	84	78	
Total	940	989	736

Graph showing cumulative number of cremations



At the end of Quarter 3 2020/21, 736 Cremations have been held at Rainsbrook. This compares to 705 for the same period in 2019/20 and 677 in 2018/19.

Graph showing month-by-month cremations



Rugby and Daventry Crematorium Joint Committee

28 January 2021

Operational Update

Overview

Rainsbrook Crematorium continues to operate effectively. The 'Business As Usual' capacity for the crematorium is 106 cremations each week. Should the need arise, then this can be increased to 210 per week with the introduction of extended hours and shift working.

Currently, the crematorium is delivering approximately 40 cremations per week with 10-20% of these now being related to Covid-19. A delay in death registrations across the county over the Christmas period and early January will see an increase in cremations over the next few weeks as booking are now being taken for mid-February onwards.

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.

On 30 November 2020 under The Health Protection (Coronavirus Restrictions)-(Self-isolation)-(England) Regulations 2020, the legislation was updated to NOT allow 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 to attend a funeral even that of a close family member.

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.

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.

Due to the current lockdown, we are unable to meet with families to discuss their memorial requirements. However, the scattering and interment of cremated remains can continue with a maximum 6 people in attendance.

Crematory

During December 2020, cremator 1 had works completed to provide a new hearth. Following successful negotiating with FT, the cost of this was reduced to £2000. The same works are due to Cremator 2 with a date to be confirmed.

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.