

# MINUTES OF RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE

3 NOVEMBER 2020

## PRESENT:

**Members of the Committee:** Councillor Mrs Lomax (Daventry District Council)  
Councillor Robertson (Daventry District Council)  
Councillor Ms Robbins (Rugby Borough Council)  
Councillor Roberts (Rugby Borough Council)

**Officers:** Dan Green (Head of Environment and Public Realm)  
Lisa Handy (Bereavement Services Manager)  
Gemma Lister (Senior Finance Officer)  
Linn Ashmore (Democratic Services Officer) - Rugby Borough Council  
Martin Wilson (Contracts and Performance Manager) – Daventry District Council

## 1. APPOINTMENT OF CHAIRMAN

**RESOLVED THAT** – Councillor Roberts be appointed Chairman of the Joint Committee for the 2020/21 municipal year.

## 2. APPOINTMENT OF VICE-CHAIRMAN

**RESOLVED THAT** – Councillor Robertson be appointed Vice-Chairman of the Joint Committee for the 2020/21 municipal year.

## 3. MINUTES

The minutes of the meeting held on 7 January 2020 were approved.

## 4. FINANCIAL MONITORING AND KEY PERFORMANCE INDICATORS Q2 2020/21

The Joint Committee considered a report concerning the finance and performance for the crematorium for the period April-September 2020 that was circulated prior to the meeting.

Due to some inaccuracies in the way the figures had totalled, a revised version of the report is attached to the minutes.

It was noted that the number of cremations were higher than the profile budget and the current trend at 495. The number of no service cremations was just under 7% at 34. The overall budgeted surplus was £320,715. This would be divided equally between Rugby and Daventry with a profit share of £160,358 each.

The reserve balances were as per the budget with an additional transfer of £20,000 representing the estimated cost of a replacement part for one of cremators. The remaining balances were £45,000 in the cremator replacement reserve and £29,105 in the CAMEO reserve.

It was reported that the crematorium currently had a 61% share of the local market for Rugby and Daventry, and by month the figure for October was higher in the first quarter compared to previous years, but August was lower.

It was estimated that over the past six months around 40% of the deceased were linked to Covid-19. However, it was difficult to give an accurate picture because doctors were not seeing patients and the cause of death was often recorded as Covid-19. The number was high during quarter one but lower in quarter two but were starting to rise again.

Lockdown had not had any impact on the demand for services. Officers were working with the Coventry, Solihull and Warwickshire Resilience Forum and reports were that none of the local facilities had reached capacity.

Government had changed the way Covid-19 deaths were presented but it was difficult to judge whether this would have an affect on the overall numbers.

The Committee placed on record its condolences to the families who had lost loved ones during the pandemic and thanked them for putting their trust in using Rainsbrook Crematorium for their services.

**RESOLVED THAT** – the report be noted.

## **5. CREMATORIUM OPERATIONAL UPDATE**

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

The Committee noted the effects Covid-19 had on staff. Their day-to-day roles meant they needed to remain on site and deal with a number of challenges created by the national restrictions that had been imposed and worsening the situation for grieving families.

The Team were praised for their dedication and the way they had continued to carry out their roles in difficult circumstances.

New legislation was brought in under the Health Protection (Coronavirus Restrictions)-(Self-isolation)-(England) Regulations 2020 allowing people who have tested positive for Coronavirus, or have been in close contact with somebody who has tested positive to leave their self-isolation for a specific purpose and one of the specific purposes is to attend the funeral of a close family member.

Subsequent advice from the Council's legal team put health and safety of the bereavement team and mourners at the forefront and anyone known to be Covid positive were asked not to enter a funeral service.

Measures were taken to clean the chapels after each service and chairs were placed two meters apart. However, mourners found these changes difficult and they were not always respecting social distancing guidelines.

There were no temperature checks or track and test requirements in place because mourners that had tested positive for Covid-19, or were symptomatic or asymptomatic, were able to attend funeral services.

The Committee agreed the request for an additional £10,000 divided between Rugby and Daventry for the purposes of internal re-decoration of the crematorium, the installation of a non-slip cremator floor, upgrades to the music and webcast systems and new memorial schemes for the needs of the bereaved.

It was important for the crematorium to maintain its Green Flag and Gold Status to ensure the facility remained as appealing as possible.

It was noted that the popular Remembrance Sunday and Christmas services would not be held this year.

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

**RESOLVED THAT-**

- (1) an additional maintenance budget of £10,000 to be divided equally between Rugby and Daventry be approved; and
- (2) the report be noted.

**6. DATE OF NEXT MEETING**

It was agreed the next meeting would be arranged by email.

**7. 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.

**8. RAINSBROOK CREMATORIUM 2021/22 BUDGET SETTING**

The Joint Committee considered private reports concerning the crematorium budget and the proposed fees and charges for 2021/22.

It was agreed that there would be no increase to the fees and charges for 2021/22.

The Joint Committee approved the appointment of an additional grade C gardener post, and for the cost to be shared equally between the crematorium and the cemeteries service.

**RESOLVED THAT-**

- (1) the current 2020/21 draft budget be approved, subject to further approval by the respective Councils; and
- (2) it be noted that further work will continue on setting the final budget for 2021/22. Any further changes will be presented to the Joint Committee before a final version is approved by the respective Councils in February 2021; and
- (3) an additional Grade C gardener post be approved with the salary cost being shared equally with the cemeteries service.

**CHAIRMAN**

## 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	-£814	-£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	-£101	+£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>-£933</b>	<b>-£22</b>	<b>Overall income budget</b>
<b>Total</b>	<b>-£308</b>	<b>-£320</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.

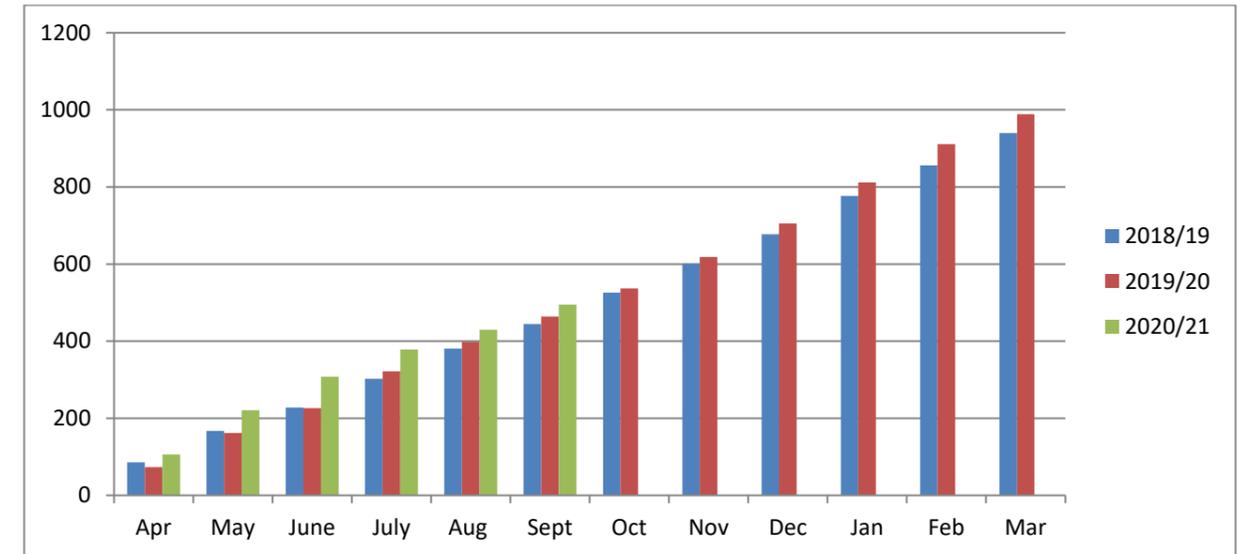
### Local market

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

