



3 May 2022

RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE – 11 MAY 2022

A meeting of the Rugby and Daventry Crematorium Joint Committee will be held at 11am on Wednesday 11 May 2022 in the Council Chamber at the Town Hall, Rugby.

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 20 January 2022.
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. 2021/22 Year-End Finance Report.
5. Date of next meeting – please bring diaries to the meeting.
6. 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. Investment Update.

Membership of the Committee:

Councillors Poole (Chairman) and Ms Robbins (Rugby Borough Council)
Councillors Gilford and James (West Northamptonshire Council)

Officers:

David Burrows, Lisa Handy-Wardle and Lisa Marshall (Rugby Borough Council)
Peter Hackett and Nichola Martin (West Northamptonshire 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.

Rugby and Daventry Crematorium Joint Committee

11 May 2022

2021/22 Year-End Finance Report

1. Introduction

This report presents the 2021/22 year-end financial and performance position for Rainsbrook Crematorium (April 2021-March 2022) for both Revenue and Capital. Appendix 1 also contains other Key Performance Indicators for the Joint Committees information. Whilst we do not currently anticipate any changes to the reported figures below, it should be noted these are still 'draft' until approved by Cabinet and Council, and until the 2021/22 Financial Statements are independently audited later in the year.

2. Revenue Budget Monitoring

The attached document (Appendix 1- Key Performance Indicators) sets out further detail on the variances compared to the approved budget based on actual expenditure and income at 31/03/2022. (See Budget Monitoring Summary table)

Details of the key variances (over £10,000) in expenditure, income, and accounting adjustments between the year-end actual figures and the approved budget are summarised below:

2.1 Expenditure

- There was an underspend on salaries of £33,000 due to a budgeted full time gardener post which was vacant for the year. This was partly offset by the use of interim agency staff costing £10,000.
- There were overspends on purchases for resale of £25,000 however this is to be expected as there was also a significant overachievement of income from Memorial Packages (as discussed below)

2.2 Income

- The Cremations budget was based on an annual number of 980 (with 6% being 'no service' based on previous years' average). Whilst the forecast at Period 8 was based on an anticipated 1000 Cremations, actual Cremations over the winter period were lower than previously thought and the final number of Cremations was 974 (with 6.1% being no service). For 2022/23 the budgeted number of Cremations remains at 980.

- There were significantly more Memorial Packages sold compared to budget during 2021/22; bringing in an additional £34,000 above the budgeted income.
- Income from webcasts was significantly higher than budgeted. Actuals were £13,000 compared to a budget of just under £1,000. The budget for Webcasts has been increased to £9,430 for 2022/23.

2.3 Revenue Summary

- After achieving the budgeted surplus for Rugby and West Northamptonshire, the overall revenue financial position at Year-End 2021/22 was an additional (£25,216) income in total, (£12,608) each for Rugby and West Northamptonshire.
- As discussed with and approved by the Joint Committee at the previous meeting, the additional income above the budget (£25,216) has been put into Crematorium reserves to contribute towards funding a capital scheme for memorialisation works required in 2022/23. It should be noted that the memorial garden works is anticipated to cost more than this, with the remainder of the works also to be funded via reserves.

3. 2021/22 Reserve Balances and transfers

	Opening balance 01/04/21	Forecast Transfers in 2021/22	Forecast Transfers out 2021/22	Forecast Closing balance 31/03/22
Cremator Replacement Reserve	(£65,000)	(£50,216)	£42,000	(£73,216)
CAMEO Reserve	(£29,186)	(£2,662)	-	(£31,848)
	(£94,186)	(£66,400)	£42,000	(£105,064)

The reserve table above reflects the transfers into and out of Crematorium reserves for 2021/22 (subject to further approval by Full Council in July 2022). Further details are as follows:

- **Transfers into the reserve:** A contribution of (£25,000), as budgeted, into the Cremator reserve plus (£25,216) additional income based on the year-end position, as noted above. £2,662 income was received from the Cameo scheme and paid into the Cameo reserve.
- **Transfers out of the reserve:** The use of the Cremator reserve of £42,000 in 2021/22 was for Crematorium flooring £36,000 (an approved capital scheme for 2021/22) and £6,000 for installation of a Weighbridge (a revenue cost).

4. Capital Monitoring 2021/22

Service	Current Net Budget £000s	Actual Spend £000s	Total Variance £000s	Comments/Reason for variance
Crematorium Project	36	36	0	Flooring replacement works- funded from reserve
Crematorium Car Park Extension	180	0	(180)	Car Park extension to be deferred for now; as Car Park refurbishment more urgent. Approval to be requested in Investment report to follow.
Crematorium Memorialisation Project	4	6	2	This budget was carried forward from 2020/21. Memorial garden works were done at the end of 2021/22 totalling £5,780 and this was funded via revenue contribution for both WNC and RBC due to underspends within the service. This scheme requires additional budget and work to be completed and is included in the 22/23 capital programme.
	220	42	(178)	

Recommendations for approval by Joint Committee

- (1) Rainsbrook Crematorium's 2021/22 revenue and capital outturn position be considered and noted;
- (2) the final transfers to and from Crematorium reserve for 2021/22, as shown above, be approved;
- (3) the performance information detailed in Appendix 1 be considered and note;
- (4) the medium-term reserve balance forecasts in Appendix 2 be considered and noted; and
- (5) approval for the 2021/22 profit share payment to be made to West Northamptonshire Council.

Appendix 1- Crematorium Financial Monitoring & Key Performance Indicators (KPIs)- Outturn 2021/22

Performance Monitoring- April 21 to March 22

Measure	Annual performance	Comments regarding annual performance	Previous Data (Q3)
Average total income generated per cremation	£994	Total income received from April 2021 to March 2022 £968,000 divide by number of Cremations. (Total income = Cremation income + Memorial income)	£1037
Average cremation income generated per cremation	£838	Total cremation income received from April 2021 to March 2021 £815,825 divide by number of cremations.	£826
Average memorial income generated per cremation	£156	Total memorial income received from April 2021 to March 2022 £152,175 divide by number of Cremations.	£211
% share of local deaths cremated at Rainsbrook	22.1%	Based on ONS data for April 2021 – March 2022. 974 Cremations at Rainsbrook out of 4411 registered deaths in Rugby and West Northamptonshire	21.5%
Number of cremations	974	974 Cremations from April 2021 to March 2022, including 59 no service (6.1%) compared to budget of 980 Cremations, including 59 no service (6%)	603
RIDDOR incidents	0	No RIDDOR incidents	0
Number of complaints received	5	Complaints from April 2021 to March 2022	3
Number of compliments received	3	Written compliments from April 2021 to March 2022	1

Budget Monitoring Summary April 2021 to March 2022

Expenditure	Annual Budget £000's	Actuals £000's	Variance £000's	Comments
Employee costs	242	220	(22)	Underspend relates to a vacant gardener post partly offset by agency costs
Property costs	125	131	6	Includes utilities, repair and maintenance etc
Vehicle costs	5	2	(3)	Vehicle running costs
General running costs	136	162	26	Includes maintenance of equipment, organist and medical fees, purchases for resale etc.
Accounting adjustments	134	157	23	Includes internal recharges, IAS19 adjustment, Year-End Stocks and additional £25k contribution to reserves from additional income for WNC and RBC (see summary below)
Sub-Total	642	672	30	Overall expenditure budget
Income				
Cremations	(813)	(816)	(3)	The budget has been based on 980 Cremations with 59 of these (6%) being 'no service'. The actual number was 974 Cremations with 59 being no service (6%). This also includes webcast sales, slideshows and use of chapel.
Cameo Income	(3)	(3)	0	Income from Cameo Scheme
Memorial Sales	(126)	(153)	(27)	Sales of memorial packages and other memorial items. Memorial Packages exceed the budget by (£34k)
Sub-Total	(942)	(972)	(30)	Overall income budget
Total	(300)	(300)	0	Overall budgeted surplus to be split between WNC & RBC*

Summary: At 31/03/22, there was (£25,216) additional income compared to the budget overall after accounting for paying the budgeted profit share amount to WNC. As approved by the Joint Committee at the previous meeting, this surplus has been put into Crematorium reserves to fund future Capital works.

Reserve Balances

	Opening balance 01/04/21	Transfers in 2021/22	Transfers out 2021/22	Closing balance 31/03/22
Cremator Replacement Reserve	(£65,000)	(£50,216)	£42,000	(£73,216)
CAMEO Reserve	(£29,186)	(£2,662)	-	(£31,848)
	(£94,186)	(£52,878)	£42,000	(£105,064)

The reserve table above reflects the actual transfers to the reserve for 2021/22. A forecast of the reserves across the medium-term can be found in Appendix 2.

Appendix 1- Crematorium Financial Monitoring & Key Performance Indicators (KPIs)- Outturn 2021/22

The information below shows comparative data for Rainsbrook from 2019/20 to date.

Local market

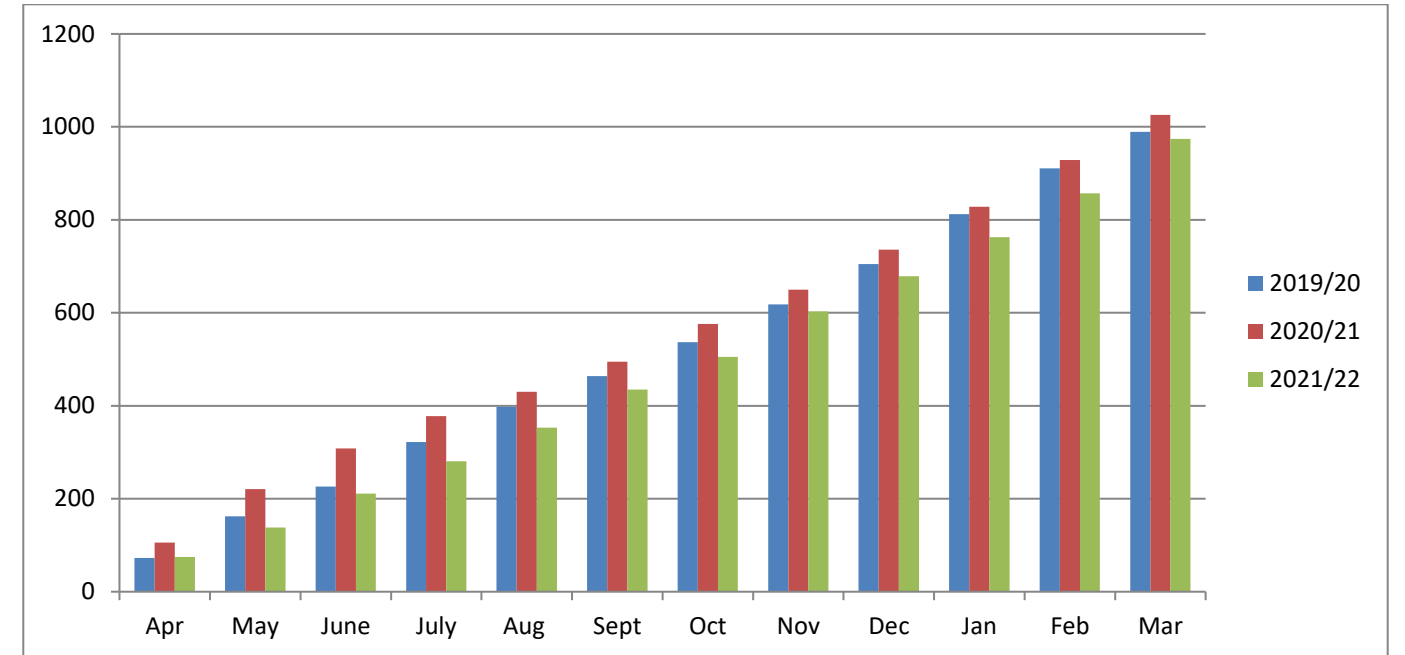
Annual % of local market	
2019/20	60.75%
2020/21	51.71%
2021/22	22.13%

N.B. From 2021/22 the measure has changed to number of deaths in West Northamptonshire and Rugby areas compared to previously being Daventry and Rugby areas.

Month-by-month cremations

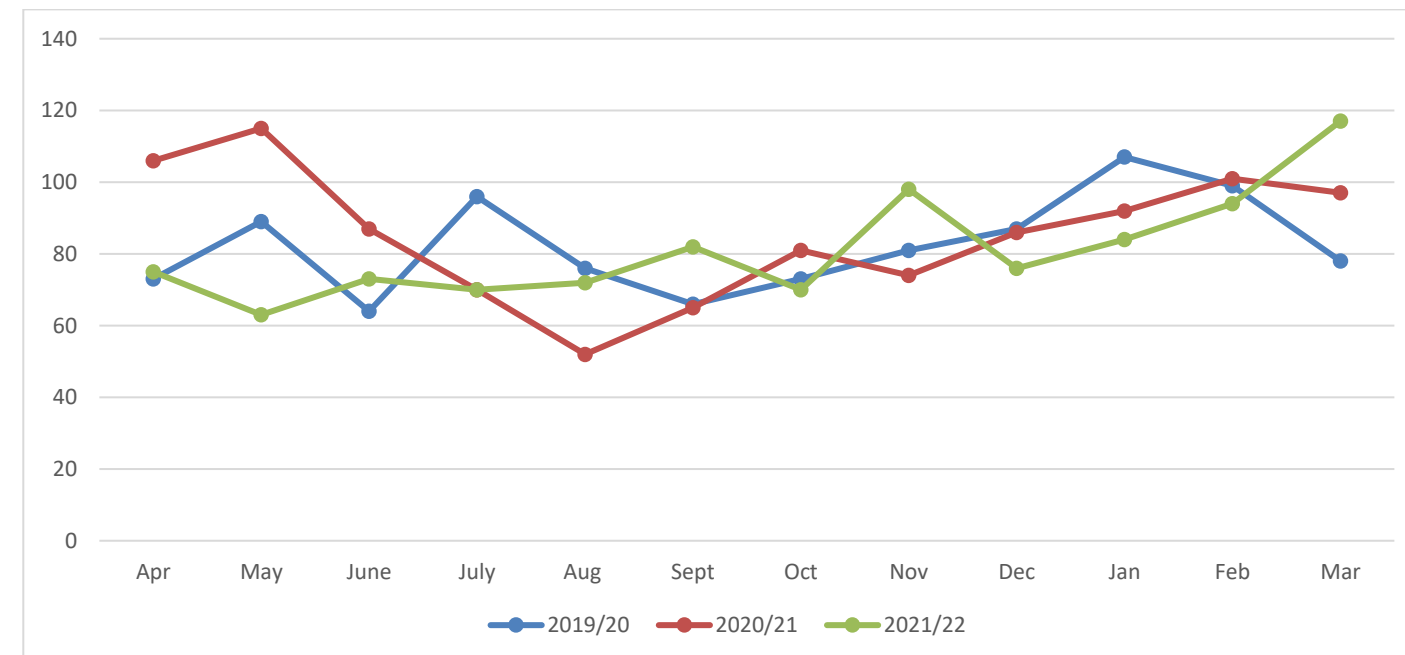
	2019/20	2020/21	2021/22
April	73	106	75
May	89	115	63
June	64	87	73
July	96	70	70
August	76	52	72
December	66	65	82
October	73	81	70
November	81	74	98
December	87	86	76
January	107	92	84
February	99	101	94
March	78	97	117
Total	989	1026	974

Graph showing cumulative number of cremations



At the end of Quarter 4, 2021/22, 974 Cremations have been held at Rainsbrook. This compares to 1026 for the same period in 2020/21 and 989 in 2019/20.

Graph showing month-by-month cremations



Appendix 2 - Reserve Forecast 2022/23- 2025/26

Reserve Name	Balance as at 31st March 2022 (£)	Forecast Transfers in 22/23 (£)	Forecast Transfers out 22/23 (£)	Balance as at 31st March 2023 (£)	Forecast Transfers in 23/24 (£)	Forecast Transfers out 23/24 (£)	Balance as at 31st March 2024 (£)	Forecast Transfers in 24/25 (£)	Forecast Transfers out 24/25 (£)	Balance as at 31st March 2025 (£)	Forecast Transfers in 25/26 (£)	Forecast Transfers out 24/25 (£)	Balance as at 31st March 2026	Comments
Cremator Replacement	- 73,216	- 25,000	68,000	- 30,216	- 25,000	60,000	4,784	- 25,000	-	- 20,216	- 25,000	-	- 45,216	<p>Transfers into the reserve:</p> <ul style="list-style-type: none"> - Annual amount of (£25,000) relates to the approved budgeted contribution from WNC and RBC. <p>Transfers out of the reserve:</p> <ul style="list-style-type: none"> - £53,000 in 2022/23 relates to the completion of the memorial garden capital scheme - £15,000 in 2022/23 relates to the Avon Exit door closure replacement -£60,000 in 2023/24 relates to the estimated cost of replacement of the internals of both Cremators
CAMEO Scheme	- 31,848	- 3,000	30,000	- 4,848	- 2,700	-	- 7,548	- 2,500	-	- 10,048	- 2,000	-	- 12,048	<p>Transfers into the reserve:</p> <ul style="list-style-type: none"> - Annual amount of (£3,000) relates to the approved budget. The CAMEO scheme will eventually stop therefore the forecast for future years shows the transfer into the reserve as slowly decreasing year on year. <p>Transfers out of the reserve:</p> <ul style="list-style-type: none"> £10,000 for redecoration of the Crematorium £20,000 for upgraded music and webcast system
Grand Total	- 105,064	- 28,000	98,000	- 35,064	- 27,700	60,000	- 2,764	- 27,500	-	- 30,264	- 27,000	-	- 57,264	