



17 September 2019

## **RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE – 19 SEPTEMBER 2019**

A meeting of the Rugby and Daventry Crematorium Joint Committee will be held at 3.30pm on Thursday 19 September 2019 in Committee Room 1 at the Town Hall, Rugby.

Adam Norburn  
Executive Director

### **A G E N D A**

#### **PART 1 – PUBLIC BUSINESS**

1. Appointment of Chairman – to appoint a Chairman for the 2019/20 municipal year (member of Daventry District Council).
2. Appointment of Vice-Chairman – to appoint a Vice-Chairman for the 2019/20 municipal year (member of Rugby Borough Council).
3. Minutes – to approve the minutes of the meeting held on 23 April 2019.
4. Apologies – to receive apologies for absence from the meeting.
5. 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.***

6. Financial monitoring and Key Performance Indicators Quarter 1 2019/20.
7. Schedule of Meeting Dates – to agree 7 January 2020 for the next meeting.

## **PART 2 – EXEMPT INFORMATION**

1. Rainsbrook Crematorium Budget 2020/21.

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

The Reports of Officers (Ref. JCC 2019/20 – 1) are attached.

### **Membership of the Committee:**

Councillors Ms Robbins and Councillor Roberts (Rugby Borough Council)  
Councillors Mrs Lomax and Robertson (Daventry District Council)

### **Officers:**

Dan Green, Lisa Handy, Ruth Barnett, Lisa Marshall (Rugby Borough Council)  
Simon Bowers, Julie Lewis (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](mailto: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) Q1 2019/20

### Performance Monitoring- April to June (Quarter 1)

| Measure  | Progress | Comments   |
|--|----------|--|
| Average total income generated per cremation     | £1,009   | Total income received from April to June 2019 divide by number of Cremations   |
| Average cremation income generated per cremation | £815     | Total cremation income received from April to June 2019 divide by number of cremations   |
| Average memorial income generated per cremation  | £194     | Total memorial income received from April to June 2019 divide by number of Cremations  |
| % share of local deaths cremated at Rainsbrook   | 58%      | Based on ONS data for April & May 2019. 162 Cremations at Rainsbrook out of 281 registered deaths in Rugby and Daventry                      |
| Number of cremations                             | 226      | 226 Cremations from April to June, including 23 no service (10%) compared to profiled budget of 231 Cremations, including 12 no service (5%) |
| RIDDOR incidents                                 | 0        | No RIDDOR incidents  |
| Number of complaints received                    | 1        | 1 complaint in May 2019  |
| Number of compliments received                   | 6        | 6 written compliments from April to June 2019  |
| CO <sub>2</sub> Emissions                        | 106.014  | KG of CO <sub>2</sub> emissions for June 2019  |
| IPPC Permit Emissions                            |          | Information to follow  |
| % of H and S audit recommendations completed     | -        | Awaiting Health & Safety report, however, initial review showed no concerns  |

### Budget Monitoring Summary April to June 2019

| Expenditure            | Annual Budget £000's | Comments  |
|------------------------|----------------------|---|
| Employee costs         | +£218                | Salaries and agency costs, training, professional subscriptions etc                           |
| Property costs         | +£127                | Includes utilities, repair and maintenance etc  |
| Vehicle costs          | +£7                  | Vehicle running costs   |
| General running costs  | +£119                | Includes maintenance of equipment, organist and medical fees, purchases for resale etc.       |
| Accounting adjustments | +£105                | Includes internal recharges, IAS19 adjustment and £10k contribution to reserves               |
| <b>Sub-Total</b>       | <b>+£576</b>         | <b>Overall expenditure budget</b>   |
| <b>Income</b>          |                      |   |
| Cremations             | -£767                | The budget has been based on 950 Cremations with 48 of these (5%) of these being 'no service' |
| Use of Chapel          | -£9                  | Use of chapel.  |
| Memorial Sales         | -£108                | Sales of memorial packages and other memorial items.  |
| <b>Sub-Total</b>       | <b>-£884</b>         | <b>Overall income budget</b>  |
| <b>Total</b>           | <b>-£308</b>         | <b>Overall budgeted surplus to be split between DDC &amp; RBC</b>                             |

**Summary:** At Quarter 1, there is no variance forecast to the budget. Therefore, the overall anticipated financial position at Year-End 2019/20, is an overall surplus of £308,000. On a 50/50 basis, this is £154,000 each for Rugby BC and Daventry DC. (N.B. This excludes depreciation and RBC will reduce their share by the depreciation charge which is £21,000 for 2019/20)

### Reserve Balances

|                              | Opening balance 01/04/19 | Budgeted transfers in 2019/20 | Anticipated transfers out 2019/20 | Anticipated closing balance 31/03/20 |
|------------------------------|--------------------------|-------------------------------|-----------------------------------|--------------------------------------|
| Cremator Replacement Reserve | £40,000                  | £10,000                       | -                                 | £50,000                              |
| CAMEO Reserve                | £11,985                  | £4,500                        | -                                 | £16,485                              |

### Crematorium Financial Monitoring & Key Performance Indicators (KPIs) Q1 2019/20

The information below shows comparative data for Rainsbrook from 2017/18 to date.

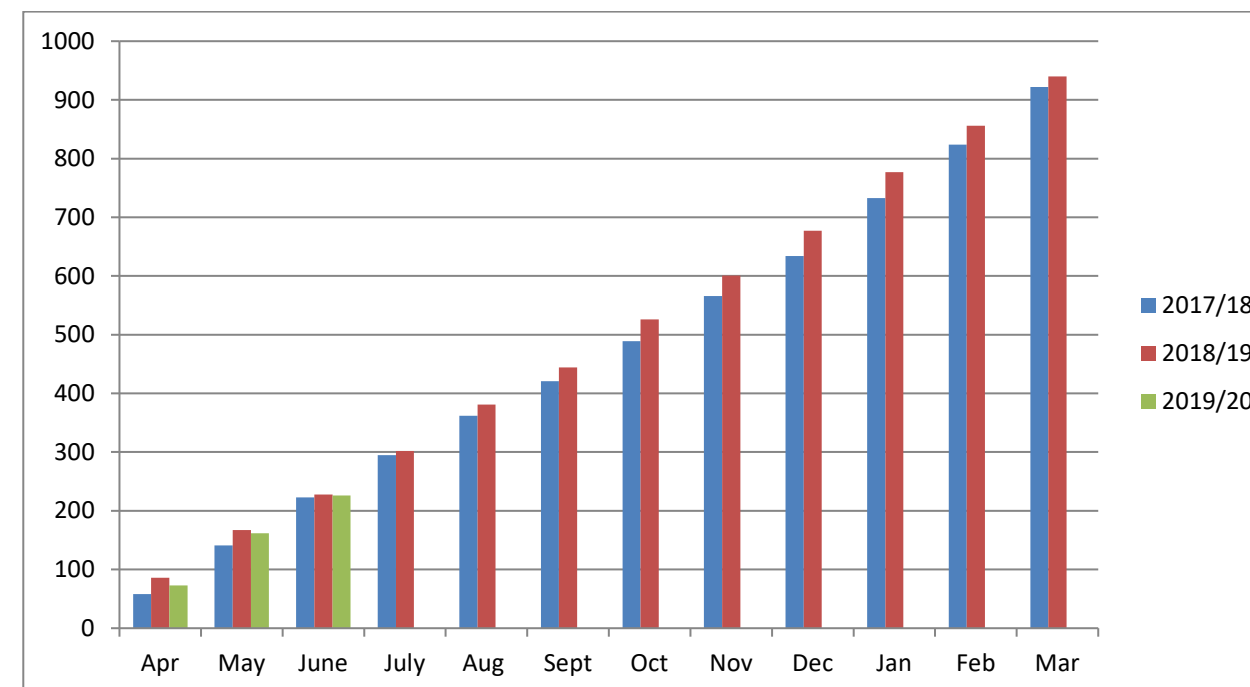
**Local market**

| Annual % of local market |       |
|--------------------------|-------|
| 2017/18                  | 52.6% |
| 2018/19                  | 57.0% |
| 2019/20 Quarter 1        | 58.0% |

**Month-by-month cremations**

|                  | 2017/18    | 2018/19    | 2019/20    |
|------------------|------------|------------|------------|
| <b>April</b>     | 58         | 86         | 73         |
| <b>May</b>       | 83         | 81         | 89         |
| <b>June</b>      | 82         | 61         | 64         |
| <b>July</b>      | 72         | 74         |            |
| <b>August</b>    | 67         | 79         |            |
| <b>September</b> | 59         | 63         |            |
| <b>October</b>   | 68         | 82         |            |
| <b>November</b>  | 78         | 75         |            |
| <b>December</b>  | 67         | 76         |            |
| <b>January</b>   | 99         | 100        |            |
| <b>February</b>  | 91         | 79         |            |
| <b>March</b>     | 98         | 84         |            |
| <b>Total</b>     | <b>922</b> | <b>940</b> | <b>226</b> |

**Graph showing cumulative number of cremations**



At the end of Quarter 1 2019/20, 226 Cremations have been held at Rainsbrook. This compares to 228 for the same period in 2018/19 and 223 in 2017/18.

**Graph showing month-by-month cremations**

