

MINUTES OF RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE

20 JUNE 2018

PRESENT:

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

Officers: Dan Green (Head of Environment and Public Realm)
Lisa Handy (Bereavement Services Manager)
Chris Blundell (Financial Services Manager)
Ruth Barnett (Principal Accountant)
Lisa Marshall (Senior Finance Officer)
Claire Waleczek (Senior Democratic Services Officer) -
Rugby Borough Council
Julie Lewis (Contracts and Performance Manager) –
Daventry District Council

1. APPOINTMENT OF CHAIRMAN

RESOLVED THAT – Councillor Ms Robbins be appointed Chairman of the Joint Committee for the 2018/19 municipal year.

2. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED THAT – Councillor Mrs Lomax be appointed Vice-Chairman of the Joint Committee for the 2018/19 municipal year.

3. MINUTES

The minutes of the meeting held on 10 January 2018 were approved and signed by the Chairman.

4. APOLOGIES

Apologies for absence from the meeting were received from Councillor Mrs Parker (Rugby Borough Council) and Simon Bowers, Daventry District Council.

5. 2017/18 YEAR-END FINANCE REPORT

The Joint Committee considered a report (Part 1 – agenda item 6) concerning the financial year-end position of the Rainsbrook crematorium for 2017/18.

The profit share for Daventry District Council had yet to be transferred due to a delay in administrative processes but this matter would be progressed by officers.

With reference to the replacing a cremator, the Joint Committee was informed that replacement for the internal working elements of the cremator would cost approximately £25,000. The cremators were serviced on a quarterly basis and operated very efficiently, using them alternately on a fortnightly basis.

With regard to the salary savings during 2017/18, these had resulted from a vacant post of site assistant/gardener. Due to the increase in numbers of cremations at Rainsbrook, a part-time administrative assistant had been employed. It was now proposed that a casual part-time gardener post be created to assist with maintenance of the crematorium grounds, particularly during the spring and summer months. Both posts would equate to a full-time equivalent post. The Joint Committee endorsed this proposal. In the absence of a formal recommendation to increase the salaries budget, it was emphasised that the salary for the part-time gardener post would be shown as an overspend on salaries in the next budget report.

The provision of car parking at the crematorium was raised as an issue, following two large funerals being held on the same day in recent weeks. There was a plan for a further phase of car parking at the site, which would provide approximately 50 extra spaces. This would require capital investment and budgeting. Officers would investigate progressing this matter.

RESOLVED THAT -

- (1) the Joint Committee's year-end position for 2017/18 be noted;
- (2) the transfer of £4,330 into the Cameo Reserve and £7,495 out of the Cameo Reserve be approved;
- (3) the transfer of £10,000 into the Cremator Replacement Reserve be approved; and
- (4) the 2017/18 slippage on the capital scheme be carried forward.

6. FUNERAL POVERTY

The Joint Committee considered a report (Part 1 – agenda item 7) concerning funeral poverty.

The proposed funeral service would be available for residents of the borough of Rugby and the district of Daventry only. Means testing of families was not undertaken by other authorities who had implemented a similar scheme. The lead-in time for the provision of the scheme would be approximately three months.

The Joint Committee considered it was a much needed service but had concerns with regard to its financial viability for the local authorities. It requested that a report be brought to its next meeting with details of financial modelling and statistics from authorities who currently operate such a scheme to provide reassurance in relation to pricing and profitability.

7. DATE OF NEXT MEETING

It was agreed that the next meeting of the Joint Committee be held at 10.00am on Tuesday 25 September 2018.

CHAIRMAN