

**Central Durham Crematorium  
Joint Committee**

**22 January 2014**



**Quarterly Performance and  
Operational Report**

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**Report of Graham Harrison, Bereavement Services Manager**

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**Purpose of the Report**

1. To provide Members of the Central Durham Crematorium Joint Committee with the quarterly update relating to performance and other operational matters.

**Performance Update - Number of Cremations**

2. The table below provides details of the number of cremations for the period 01 September 2013 to 31 December 2013 inclusive with comparative data in the same period:

	<b>2012/2013</b>	<b>2013/2014</b>	<b>Change</b>
	<b>Sept- December</b>	<b>Sept- December</b>	
September	162 + 3*	191 + 3*	+ 29 +0*
October	202 + 1*	181 + 2*	- 21 + 1*
November	212 + 2*	192 + 3*	- 20 + 1*
December	174	168 + 1*	- 6 + 1*
<b>Total</b>	<b>750 + 6*</b>	<b>732 + 9*</b>	<b>-18 + 3*</b>

\* = Non Viable Foetus (NVF)    \*\* = Stillborns (STs)    \*\*\* = Body parts

3. The full profile of where families came from can be seen in Appendix 2. In summary 170 came from Durham, 26 came from Spennymoor and 345 from outside of the area. There have been 9 NVF cremations undertaken for the period 01 September 2013 to 31 December 2013, compared to 6 in the comparable period last year an increase of 3 NVF and decrease of 18 Cremations.
4. In the September 2013 report it was reported that there had been a decrease in the period of cremations, but this had been offset the increase in the previous period. We continue to monitor the usage and for the period April-December 2013 there have been 6 less cremations when compared to the previous year (2012). This monitoring is continuing and the prudent assumptions built into the budgets mean that the income is forecast to be in excess of budget and further detail is provided in the financial report.

## Memorials

5. The Table below outlines the number and value of the memorials sold in period September to December 2013 compared to the same period the previous year (2012/2013).

	<b>Sept-Dec</b>	<b>2012/13</b>	<b>Sept- Dec</b>	<b>2013/14</b>
	<b>Number</b>	<b>£</b>	<b>Number</b>	<b>£</b>
<b>Vase Blocks</b>	11	5,325.67	13	6,073.34
<b>Large Plaques</b>	35	10,146.69	31	10,499.66
<b>Small Plaques</b>	5	1,021.34	3	670.67
<b>Niche</b>	1	1,045.00	0	000.00
<b>Renewal</b>	26	4,295.00	88	15,801.68
<b>Total</b>	<b>78</b>	<b>21,834.00</b>	<b>135</b>	<b>33,045.35</b>

6. In overall terms the number and value of memorials 135 / £33,045.35 in 2013/14, compared to 78 / £21,834.00 in 2012/13— an increase of 57 / £11,211.35. This primarily relates to an increase in renewals this year as a result of a backlog exercise undertaken by Crematorium staff.

## Operational Matters

### Crematorium Staffing

7. In September 2013 the new business apprentice started and has been a good addition to the team, getting involved with assisting with the site administration and dealing confidently with any enquiries. We continue to support her development and training and she has had a promising start.
8. The team have been working well to deal with a longer term absence, to help build further resilience the 2 staff in the cemetery team have also now started to become involved with the crematoria operations and provide further support.
9. More recently all the staff at Durham Crematorium have undertaken their staff appraisals. One member of staff has indicated that he is keen to enrol in the Institute of Cemetery and Crematorium Management Diploma Course. This course will enable us to build skills within the team and provide greater resilience. The Cost associated with this diploma course is £90 to enrol as Associate Members of the Institute and £1,785 each in order to achieve an I.C.C.M. certificate within two years. These costs have been factored into the 2013/14 financial outturn report. Further studies and associated cost will need to be met in order to progress to achieve the full diploma.
10. Members will recall that, at the meeting held on 25<sup>th</sup> September 2013, it was agreed (to further ensure business continuity for the longer term) that the Bereavement Services Manager continue to run both crematoria. The continuation of these arrangements on a permanent basis has been factored into the budget for 2014/5. The net effect equates to a £10,129 saving on salaries, with a further £4,000 saving on the costs of the bungalow. This saving has also been factored into the 2013/14 provisional outturn and the 2014/15 base budget. Since September the operations have continued day to day satisfactorily with progress on feasibility studies and other strategic responsibilities.

## **Crematorium Opening Hours**

11. A review of the opening hours of the crematorium on a weekend has concluded that the hours should be reviewed to improve customer access, especially on a Sunday.
12. The current opening hours of the crematorium outside those core hours are:
  - a. Saturday 9.00 a.m. to 12.00 noon
  - b. Sunday 2.00 p.m. to 4.30 p.m.
  - c. Bank Holidays 10.00 a.m. to 12.00 p.m.
13. The current opening times of the Crematorium have been in existence since the crematorium was opened in 1960 and a number of elements of feedback should be considered in making a decision:
  - a. Customers are often waiting on a Sunday for the book of remembrance to open 2pm.
  - b. In the winter months after 3pm there are very few/no visitors which is believed to be down to the darker nights.
  - c. These darker winter months after 3pm also make visiting to the memorial gardens very difficult and miss out on the magnificent vista that the crematoria has.
14. The opening times of Mountsett crematorium should also be considered at the same time:
  - a. Saturday 9.00 a.m. to 2.00 p.m.
  - b. Sunday 10.00 a.m. to 1.00 p.m.
  - c. Bank Holidays 10.00 a.m. to 2.00 p.m.
15. Considering all these factors it is proposed that the times of opening on a weekend/ bank holiday are therefore changed to provide a greater customer focus and harmonisation with Mountsett Crematorium.
16. It is proposed that these be introduced after the Easter (as the next main visiting bank holiday) with publicity to help families know about the change in advance in the form of notices, website and direct advice to funeral directors.
17. The proposal results in an additional 2.5 hours to weekend working and an additional 2 hours on bank holidays. The estimated additional cost of these changes is £2,566.

## **Green Flag Application**

18. As Members will remember at the meeting held on 25<sup>th</sup> September 2013 it was reported that Durham Crematorium were successful in obtaining a Green Flag Award. We are again submitting an application for the 2014 Award and I will report back at a future meeting.
19. A management plan for this will be updated to help maintain the award although works are required any financial requirement is covered by existing budgets.

## **Recycling of Metals Scheme**

20. I am pleased to inform the Committee that a cheque was received from the Institute of Cemetery and Crematorium Management to the sum of £3,472 for the Tees Valley and Durham Area Branch of C.R.U.S.E. Arrangements were made for the Cheque to be presented on 13<sup>th</sup> November 2013.

## **ICCM Conference 2013**

21. A summary of the previous Institute of Cemetery and Cremation Conference which was held on 30<sup>th</sup> to 2<sup>nd</sup> October 2013 can be found in Appendix 3.
22. There were a number of good papers ranging from the work Sands (Stillbirth and Neonatal Death Society) had carried out, to controlling the cost of funerals and a relevant paper about Funeral poverty.

## **Christmas Tree**

23. Members will recall that for the third year it was agreed that St. Cuthbert's Hospice could provide a Christmas tree and baubles with a facility for visitors to write a personal message and place it on the Christmas tree with a bauble. This proved to be very popular with visitors again this past Christmas with some number of messages being placed on the tree with a substantial amount of money being donated to St. Cuthbert's Hospice.
24. St. Cuthbert's Hospice has requested that they be able to provide a Christmas tree again in 2014. This partnership sees the Hospice supplying the tree and decorations at no cost to the Central Durham Crematorium Joint Committee.
25. No other requests have been received from any organisation to place a Christmas tree at the Crematorium.

## **Crematorium Improvement Works**

26. Members will recall that, at the meeting held on 25<sup>th</sup> September 2013 it was agreed to progress with regards to the feasibility study and consider the preferred options for further work.
27. In reviewing the options it was felt that option C provides the greatest space for the waiting room and the vestry in order to accommodate more visitors at busy times Therefore costs have been refined for Option C only.
28. Durham County Council's design services have continued to work on the detailed plans for this option and have recommended that the project be split into 3 phases:
  - a. The first would be the office accommodation, which requires full completion prior to any further phase commencing.
  - b. The second requires the development of the new book of remembrance building. This requires completion prior to the final phase.
  - c. Finally the remodelling and extending the chapel and other customers areas in the main building.
29. The programming of these works is important to ensure that works are carried out in the quiet periods of the year, so to minimise the disturbance to customers and make use of the better weather during these summer months where groundwork is required. To ensure that the project is completed in a 2 year programme it is proposed that, if agreed, planning and building regulations applications will be submitted in the coming weeks. This will help ensure that the chapel is completed in a timely fashion, starting with the office accommodation (phase 1) being constructed in summer/autumn 2014 along with the foundations the new book of remembrance building (phase 2) being completed Spring 2015.

30. It would then be recommended to plan for the final part of the Book of Remembrance building along with the chapel (phases 2 & 3) be completed through the Spring to Autumn 2015.
31. The previously reported costs have been refined for the works involved and full details are included in Appendix 3, reflecting more accurate costing and are in line with the original estimates and are now £1,044,736.
32. Phase I of the Crematorium Improvement works relating to Office Accommodation has been valued at £145,000 and has been factored into the 2014/15 Budget estimates.
33. Phase II works relating to the Chapel of Remembrance are anticipated to be undertaken over two financial years. The substructure/ foundation works are estimated at £30,000 and have been factored into the 2014/15 budget estimates.
34. The remaining works would be undertaken during 2015/16. It is envisaged that the remainder of the Phase II works (£119,000) can be accommodated within the 2015/16 Annual Crematorium Revenue budget. The Joint Committee will however need to consider the most viable funding method for Phase III.
35. The estimated Major Capital Works Reserve (taking into account the projected 2013/14 outturn and the 2014/15 budgeted transfers) as at 31<sup>st</sup> March 2015 is £864,177. Phase III works are estimated at £750,639, therefore a use of reserves could be considered as a feasible option at this stage. Members should also consider that the current annual loan repayments of £ 213,738 for the cremator replacement works will end in 2021. The estimated useful life of the existing cremators ends in 2028 thus providing scope to sustainably increase reserves by the budgeted repayment amount for a period of 7 years before any further cremator replacements are required. An update will be brought to a future meeting on the financing options should members wish to pursue the redevelopment.
36. Following discussions at the September 2013 meeting, where the procurement of the works was discussed (potentially being tendering v's direct award).
37. There are two main options:
38. **Competitive tender:** the works details are of sufficient value (over £173,934) to be procured under European procurement regulations in line with the County Council's procurement rules. This option would allow greater competition however it does introduce a delay in the timescales and pressure on completing the whole project in the timescales outlined.
39. **In house delivery:** this does not require procurement provided the estimates are within the costs estimated by the quantity surveyor and using benchmarked indices to ensure competitive pricing and value for money. This would allow the project to commence once the relevant applications (planning etc.) have been agreed.
40. Recent quotes from Direct Services have been competitive and they worked well in partnership with the Crematorium to deliver the major project of new cremators and car parking which was delivered on time and within budget.
41. The Joint Committee operates under the County Councils constitution as the lead authority. There is no statutory requirement to subject this work to a competitive tendering process as the County Councils in-house Building Works and Highways Operations teams have the capacity and experience to undertake these works. That said, the Joint Committee will need to be satisfied that it receives value for money with regards to the works undertaken.

42. A number of factors are clearly important with this development; however, the two key factors are set out below:
- a. **Timing.** There are some works that must be undertaken within defined window. Undertaking a tendering exercise at this stage may delay contract commencement.
  - b. **Sensitivity.** Works will need to be undertaken in as unobtrusive a manner as possible, to avoid disruption and upset to service users. In addition, the site will need to be carefully managed throughout the process in terms of cleanliness etc. and there will be a need for close working between the Bereavement Manager and site supervisor throughout.
43. In order to monitor the continued competitiveness and value for money the in-house teams rates are regularly benchmarked against the private sector, other Local Authorities and the national price guides (such as Spons, RICS Schedules of Rates).
44. The reputation of the crematorium is imperative to the ongoing success it achieves and the utilisation of the in house provider will allow a greater level of control/flexibility over the construction (including health and safety) along with minimising any risk of conflict if which does occur during any development.
45. There is no statutory requirement to tender these works, the in house providers also have the skills and capacity to meet the start date required and mitigate the key risks. There will also be a greater level of control with their appreciation of the sensitive nature of the project helping maintain the high reputation that the crematorium has.
46. In line with the Constitution, Central Durham Crematorium Joint Committee has adopted the policies, plans and procedures of the lead Authority Durham County Council (DCC). It is therefore proposed to award the contract for the improvement works to Durham County Council's In house team.

### **Energy Generation Feasibility**

42. Work has been progressing with the energy generation feasibility with Durham County Council's energy team and design services. Currently there are some hurdles that are preventing the business case from becoming a reality.
43. Firstly the capital monies required to make this a reality is projected at £325,000 which when put against the return would make the payback period in excess of 40 years. This is partly due to the feed in tariff for surplus energy generated which is not recognised as renewable and that the power to be generated is not great enough to improve viability.
44. It was also hoped that grants would be available to help develop the scheme and mitigate some of the large capital costs required, however due to the type of project this has been very difficult to progress.
45. It is proposed that the project is put on hold pending and changes in feed in tariff, grant or local circumstance like the housing/university development.

## **Recommendations:**

46. It is recommended that Members of the Central Durham Joint Committee consider to note/agree:

- Note the current performance of the crematorium and monitoring against the budget.
- Note the positive situation with regards to the sale of Memorials and that this will continue.
- Note the current situation staffing arrangements and action on building resilience
- Agree to enrol a member of staff in the Institute of Cemetery and Cremation Diploma.
- Agree to change the opening times on weekend/ bank holidays.
- Note the distribution of recycling income to the respective charities.
- Agree the Christmas Tree with St Cuthbert's for Christmas 2014
- To note the progress on the improvements works and agree the funding for the project
- Agree to award the contract for the improvement works to the Durham County Council's in house team.
- Note the progress with the energy generation feasibility and agree to hold back any further developments until any changes in grants of feed in tariffs.

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## **Appendix 1: Implications**

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### **Finance**

As identified in the report.

### **Staffing**

As outlined in the report

### **Risk**

The works proposed for the Crematorium have a full and detailed risk register associated with them

### **Equality and Diversity / Public Sector Equality Duty**

There are no Equality and Diversity implications associated with this report.

### **Accommodation**

The development project will improve customer and staff accommodation.

### **Crime and Disorder**

There are no Crime and Disorder implications associated with this report.

### **Human Rights**

There are no Human Rights implications associated with this report.

### **Consultation**

Officers of Spennymoor Town Council were consulted on the contents of this report.

### **Procurement**

As detailed in the report

### **Disability Issues**

The proposed works will improve the facilities

### **Legal Implications**

There are no legal implications associated with this report.

## Appendix 2: Breakdown of Figures

	Apr	Oct	Nov	Dec	Total Oct-Dec
DURHAM		49	64	57	170
BARNARD CASTLE					0
Binchester		2			2
BIRTLEY		1			1
BISHOP AUCKLAND		4	5	6	15
BISHOP MIDDLEHAM				1	1
BLACKHALL		1	2	1	4
BRIDLINGTON					0
BURNHOPE					0
CHESTER LE STREET		14	13	7	34
Cyprus		1			1
CHILTON		4	1	1	6
CONSETT			2		2
CORNSAY					0
COUNDON		3			3
CROOK		6	2	5	13
DARLINGTON			1		1
EASINGTON		7	3	3	13
Derby		1			1
ESH WINNING					0
FENCEHOUSES			1	2	3
FERRYHILL		11	5	4	20
FISHBURN			3	2	5
FROSTERLEY					0
GATESHEAD					0
GLOSSOP, DERBY					0
GREAT LUMLEY		1	3	2	6
Hampshire					0
HARTLEPOOL		2	3	2	7
HASWELL				1	1
HETTON LE HOLE		1	1	2	4
HEXHAM					0
HORDEN		5	1	2	8
HOUGHTON		5	3	2	10
HOWDEN					0
Kent			1		1
Kirkby Stephen					0
Lancashire					0
LANCHESTER					0
LANGLEY PARK					0
LONDON/KENT		1			1
Lytham					0
Middleton Tyas		1			1
MORPETH		1			1
MORROCCO					0
MURTON		2	4	2	8
NETTLESWORTH					0

	Apr	Oct	Nov	Dec	Total Oct- Dec
NEW BRANCEPETH			1		1
NEWTON AYCLIFFE		7	8	9	24
NEWCASTLE		1	1		2
NORFOLK					0
NORTHALLERTON		1			1
NORWICH					0
NOTTINGHAM					0
OUSTON					0
PETERLEE		9	14	13	36
REDCAR					0
SACRISTON		2	4	3	9
Scotland					0
SEAHAM		6	2	8	16
SEDFIELD		2	3	3	8
SHILDON					0
SHINEY ROW					0
SHOTTON		4	3	3	10
SOUTH HETTON		1	1		2
SPENNYMOOR		5	13	8	26
Staffordshire					0
STANHOPE		1	3		4
STANLEY		3	1	2	6
STATION TOWN					0
STOCKTON		1	1	1	3
SUNDERLAND			1	1	2
SUNNYBROW					0
SWINDON					0
THORNLEY		2	3	1	6
TOW LAW			1	1	2
TRIMDON		4	5	5	14
WASHINGTON		1	2		3
WEST AUCKLAND			1	1	2
WEST CORNFORTH		1		1	2
WHEATLEY HILL		2		3	5
WILLINGTON		3	5	2	10
WINGATE		1	1	1	3
WOLSINGHAM			1		1
<b>Total</b>		<b>181</b>	<b>192</b>	<b>168</b>	<b>541</b>

## **Appendix 3: INSTITUTE OF CEMETERY AND CREMATION CONFERENCE – NORTH LINCOLNSHIRE 30th September to 2nd October 2013**

The conference was opened by the ICCM President, Natasha Bradshaw who welcomed delegates from the U.K., Japan, America, France, Italy, Australia, Netherlands and Germany.

### **Robertson and the Early Years of the National Association of Cemetery Superintendents**

The first paper was given by Dr. Brian Parsons; BA PhD Dip FD MBIE AICCM who gave a most interesting talk on John Duncan Robertson and the early years of what is now the ICCM.

### **Dunstable War Graves**

Kate Dimmock MICCM, MSBP OF Dunstable Town Council, gave a very interesting paper which took a look at some of the stories of the soldiers buried or remembered in Dunstable cemetery.

### **Living for the Dead: Who are they really?**

A most interesting paper was given by Cath Brew, BL Arch, Grad Dip Heritage Studies of Red Plait Interpretation LLP who explained that in years gone by, cemeteries were community places where the living could gain a real sense of the deceased, their beliefs, attitudes and possibly the way in which they died. Today, epitaphs include basic biographical information with, at best, a poetic phrase. The dead have now only become known to us through the living. But memories fade and remain private to loved ones. If we don't attend the funeral, how do we really know who are our dead? How do we feel part of the continuum of generations if we can't access our dead?

This paper explored how death has been represented on headstones historically and the ways in which cemeteries have come to 'hold the trauma' – thus reinforcing the fear of death.

### **Death and the 'Spirit of Place': assessing cemeteries as a heritage asset**

Dr Julie Rugg, University of York's Cemetery Research Group, gave a very interesting paper on an exploration of how to assess the significance of all types of burial space.

The paper discussed the unique selling point of burial space compared with other heritage assets— An ability to demonstrate changing attitudes towards death, This distinctive element means that many cemeteries and burial grounds have a particular 'spirit of place'. The 'spirit of place' makes a major contribution to the likelihood of a site's designation on the English Heritage Register of Parks and Gardens of Special Historic Interest.

### **The New Charter for Green Burial Operators**

This paper was given by Nicky Whichelow MA (Dis) MCIM FRSA Charter Marketer of Greenacres Woodland Burials and Ian Quance, FICCM (Dip) MSBP BA (Hons) PGCE of the ICCM Natural Burial Committee.

The Institute is launching this Charter at its annual Learning Convention being held on 30th September to 2nd October at the Forest Pines Hotel, North Lincolnshire.

A vital function of the Institute is to set standards of service for the industry, and this has been achieved by the development and implementation of the Charter for the Bereaved. The Institute's board has extended this Charter in order to promote natural burial as an equal alternative to traditional burial and cremation.

Natural Burial may take place in a Natural Burial Ground, in part of a conventional cemetery or on private ground. It may be defined by the resulting landscape; by the materials and practices used or by other environmental considerations such as the type and rate of decomposition. The term Natural Burial encompasses woodland; meadowland; farmland; green; orchard burial etc., but does not define them.

Natural Burial was started by Ken West MBE in Carlisle Cemetery in 1993.

There are now more Natural Burial Grounds than crematoria in the UK (265 vs. 260).

The majority are in Municipal cemeteries.

Our recent survey showed 25% increase in demand in the last 5 years.

Factors widely considered to define Natural Burial include the use of a biodegradable coffin; reduced use of embalming as a procedure; burial clothing made of natural materials; the lack of a conventional memorial and ultimately an enriched and preserved environment. Sustainability is also an issue.

### **Rip Off! Or: The British way of Death**

This paper was given by Ken West MBE. Hon MA (Durham), DMS, Life Member ICCM (Dip) ILAM (Dip)

Ken has written a book which gives an insight into Can the British laugh in the face of death and Funerals? Do they really want to know what happens when they hand their body over to the men in black? You are a short time alive and a long time dead! This fictionalised tale of real and astonishing events beginning in 1993. At times deadly serious; at times deadly funny. It's the mysterious world of the funeral directors, as they try to kill off burial under trees and oppose DIY funerals. It's a world of embalming, pink glitzy shrouds, crappy coffins, brawling at funerals and girl power. Nobodys resting in peace. It spawns a revolution but twenty years later, who is really in control? Find out; if you dare!

### **Shortage of Burial Space**

This paper was given by Alex Strangways-Booth, Senior Journalist at BBC News who explained that BBC English Regions conducted a survey of burial authorities in England, asking how many years before they ran out of burial space. They had approached 699 authorities and a quarter of 358 local authorities responding to the BBC said they would have no more room for burials within a decade. Cemetery experts warned of a looming "crisis", while managers called for a change in law to allow graves that are more than 75-years-old to be reused. The Ministry of Justice (MoJ) said the issue was "under constant review".

Many of the Councils surveyed, including those in Gosport, Mole Valley, Crawley and Rother, said they had five years or less before they ran out of room. Other areas - such as Tandridge district council in the South East - said they had already run out of space. Some 44% said they had 20 years or less before burial space ran out. About 74% of people who died in 2012 in the UK were cremated, but the cremation rates have levelled off - and there is still a demand for full burial and burial of ashes.

## **Sands – Working to improve Services for Bereaved Parents**

This paper was given by Judith Abela, Group Manager with Sands, who gave an overview of the aims and structure of Sands and how they provide services for bereaved parents. Focusing on the parent perspective and challenges facing professionals working with bereaved parents whilst providing support meetings, telephone helpline, e-mail support, links to local hospitals and fundraising.

## **Controlling the Cost of Funerals – The Cardiff Council Funeral Service**

Martin Birch FICCM (Dip) from Cardiff City Council gave a most interesting paper on how Cardiff Council set out to Control the Cost of Funerals for local residents through the introduction of a Fixed Price, Low Cost, High Quality funeral service available to anyone.

Cardiff City Council produced a funeral specification and Tender exercise to all local Funeral Directors was sent out requesting the most competitive price for that spec. Discussions were then held with the preferred winner and the a tender was issued. This service was then promoted via local press, events etc.

Average UK Funeral Cost **-£3,456**  
Average Funeral Cost in Cardiff **-£4000**

### **Cremation**

Funeral arrangements and provision of the specification £1030  
Cremation Fee at Thornhill Crematorium £480

Doctors Fees £157

**Total cost of funeral including Disbursements £1667**

### **Burial**

Funeral arrangements and provision of the specification £1030  
EROB New Grave2 depth 100 years £650  
Interment Fee £580  
Chapel Fee £80

**Total Cost of Funeral including Disbursements£2340**

Benefits & Risks

Retains business

Reduction in public health funerals

Good news story

Something Helpful and Positive in current economic climate

Funeral director gets repeat business

Raises profile

Can sell extras at the family's request

## **Funeral Celebrancy – 12 years on!**

Anne Barber BA (Hons), MBA OF Civil Ceremonies Ltd gave an update on the survey of Funeral celebrants which was recently carried out on how they found working with crematoria across the UK.

Lots of interesting information and views came back along with insights into this growing area.

## **The Birth and Death of Ichabod Smith, or: How to teach Best Practice ‘Care and Management of the body’ to trainee Alternative Funeral Directors - without a body**

Angie McLachlan MA BA (Hons), MBIE, MEAE of Red Plait Interpretation LLP gave an interesting presentation about designing and building an interactive body that will be used to train people to care for some of the common complexities of death.



## **Respect Shrouds for Burial and Cremation**

Gordon Tulley HNC Engineer of Respect GB gave an interesting presentation. Respect was led into investigating shrouds by customer demand for a more natural way to go. However, the current American products are very expensive! as too are the UK versions and not suitable for Cremation. Respect chose Bamboo because Bamboo forests are sustainable! Respect Everybody Shrouds are spun into yarn & produced in the UK Produced to ISO 9001 quality standards. Most importantly produced to ISO 14001 environmental standards. These shrouds were then put through tests and provided suitable for use in a cremator. Tests proved THE SHROUD IS actually slow to ignite this is so important especially at the charging stage.

## **A Coffin Standard for Cremation**

Richard Barradell DMS of the Funeral Furnishing Manufacturers Association gave a presentation about coffin standards and how they would go about this.

To defining & establishing a comprehensive standard, together with an associated test programme, to warrant that all coffins presented for cremation are ‘fit for purpose’.

## Avoiding (Unintended) Fires in Your Crematorium

Kim Stopher of Stopher Associates Ltd gave an interesting presentation on some of the recent fires which have occurred at Crematoria in the U.K. The potential causes of fires were discussed, and advice given on how to reduce their likelihood, as well as a review of the general requirements of fire safety in the workplace.

## Without Intervention, Funeral Poverty is set to soar (and it's already at record levels)

Simon Cox DM OF Sun Life Direct gave a most interesting talk on Sun Life Directs 7<sup>th</sup> annual Cost of Dying research which revealed Funeral Poverty is at a record level. Rising funeral costs 2004 – 2013. Non discretionary costs up 80% since 2004. Now standing at £5,462, what is driving the rising cost of a funeral? Disbursements is a description of essential funeral costs that are not within the control of the funeral director Burial and Cremation fees are largely dictated by the local authority Ministers fees sudden rise is the consequence of a 60% rise from C of E.

Historically funeral director fees are the largest single cost of a funeral.

This is the first year since our research started that the monetary rise in disbursements was higher than the funeral directors. If trends are maintained Disbursement fees will exceed funeral directors fees.

Over half (and an increasing proportion) of consumers who had arranged a funeral said funeral costs were more than they expected.

Funeral Poverty up 50% in 3 years as 1 in 5 struggle with funeral costs.

18% struggle with funeral costs

Average shortfall £1,277

**If representative of 573,000 UK deaths, funeral poverty = £131m**

Funeral Poverty is up 50% since 2010 (from £85m)

Social Fund Funeral Payment: incredibly important but increasingly inadequate

Local authorities and Funeral Directors will be alarmed at the diminishing value of a SFFP compared to the retail cost of a funeral.

- Average SFFP award of £1225 leaves a significant (and growing) gap
- Those who claim are exposed to a flawed process driving many into debt
- A SFFP payment meets barely a third of the retail cost of a funeral

### **If we use our trend data, by 2033**

- The number of deaths per annum c700, 000 pa.
- Increased deaths, better investment returns eases some pressure on funeral inflation
- Systemic problems remain meaning prices still running above inflation
- Basic funeral costs approaching £10,000
- Disbursements the largest element of funeral costs
- A SFFP worth approximately £2500
- Funeral Directors increasingly have to turn away SFFP applicants
- SFFP scrapped absorbed into universal credit or
- Funeral grants and public health funerals all administered by local authorities exceeding 100,000 claims a year.

### **What needs to happen?**

- Recognition that there is a confluence of of inter-related issues conspiring to drive sustained above inflation rate funeral costs, resulting in funeral poverty.
- Inter-related issues are cross sector, cross party, cross industry yet currently there is no parliamentary appetite to deal with the problem, interested groups need to work together to gain political attention
- Its not the Governments fault, its not local authorities being greedy or funeral directors profiteering who are to blame –but it is everybody’s problem
- As it stands “Paupers funerals” are a thing of the future not just of the past.
- Without intervention funeral poverty is set to soar, and it is already at record levels.

### **Funeral Photography – Helping the bereaved**

Rachel Wallace of Farewell Photography gave a brief history of funeral photography, its purpose as an aid to grief past and present. Rachel is an accomplished photographer who began specialising in funeral photography almost 10 years. She produces Memory Books which clients find a great comfort and help in healing their grief, giving them something to literally “hold on to” after the event.

### **Fasten Your Seatbelt for the Next 100!**

Charles Cowling BA of the Good Funeral Guide gave the final presentation which examined likely funeral trends in the light of longevity, secularism and new technologies.

## Appendix 4

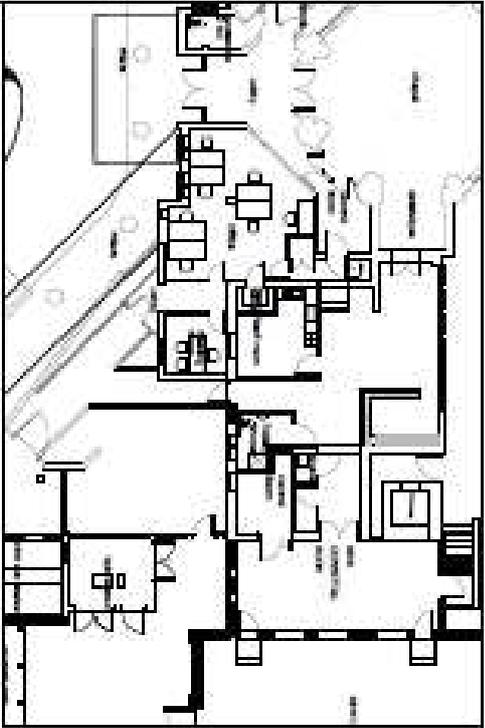
Durham Crematoria Improvements		£	£
<b>Phase1</b>			
<b>Offices ( includes meeting room&amp; additional storage)</b>			
<b>Removal of dividing wall seperating offices and removal of storage cupboards creating large office to accommodate further 3 people and meeting room</b>			
extend footprint floor /substructure 20- 25m2- included in structural costs		0.00	
external ramp / handrail take up and relay to revised falls		8,000.00	
surface water drain alterations		2,000.00	
Roof coverings and roof drainage( structure included with structural costs )		5,000.00	
external wall extension + new window		8,500.00	
new entrance lobby		8,000.00	
remove internal partition walls doors and screens		1,000.00	
block up door from office		500.00	
new internal walls, doors		3,000.00	
new floor wall and ceiling finishes		9,000.00	
office furniture ( allow removing , relocation plus new )		3,000.00	
m and e alterations- included elsewhere		0.00	
		48,000.00	£48,000.00
<b>Structural and M and E allowances as consultants reports</b>			
Structural allowance for Ph1 works		9,000.00	
Electrical Allowance for Ph1 works - engineers estimate + book of remembrance sum+m/c prof & attendance		7,785.00	
Mechanical Allowance for all Ph 1 works - engineers estimate + allowance for external pipework to book of remembrance +m/c prof & attendance		16,360.00	
Security Works allowance - engineers estimate + m/c prof & attendance		2,420.00	
Allow for bwic m& e		1,500.00	
		<u>37,065.00</u>	£37,065.00
<b>Total works</b>			<b>£85,065.00</b>
Allowance for main contractors prelims -14 weeks			£15,000.00
Extra provision for hoarding to conceal works			£1,000.00
Extra allowance for out of hours working			£2,000.00
<b>Sub total</b>			<b>£103,065.00</b>
Allowance for contingency 17%			£17,521.05
<b>Sub total</b>			<b>£120,586.05</b>
Planning, build control, site investigation & other charges			£5,000.00
Allowance for design fees incl feasibility	14.60%		£17,605.56
<b>Total - for Phase 1</b>			<b>£143,191.61</b>
<b>Allowance for increased cost to 9th June 2014</b>	1.25%		£1,789.90
<b>Total Ph1 cost forecast</b>			<b>£144,981.51</b>

<b>Phase2</b>			
<b>Relocated Chapel of Remembrance - new octagonal building</b>			
Demolish shed and adjust levels		2,000.00	
floor /substructure say 20m2 - included in structural costs		0.00	
Octagonal copper look roof coverings incl canopy and roof drainage ( roof structure included with structural cost )		7,000.00	
external walls - high structure, brick specials required		18,000.00	
entrance door and screen - extra height screen		8,000.00	
internal finishes		5,000.00	
relocated book of remembrance display cabinets/ digital book of remembrance and allowance for additional seating		15,870.00	
m& e alterations included elsewhere		0.00	
external paving, drainage, service ducts		<u>10,000.00</u>	
			£65,870.00
<b>Structural and M and E allowances as consultants reports</b>			
Structural allowance for Ph2 works		8,500.00	
Electrical Allowance for Ph2 works - engineers estimate+m/c prof & attendance		2,500.00	
Mechanical Allowance for all Ph 2 works - engineers allowance +m/c prof & attendance		3,000.00	
Security Works allowance - engineers estimate + m/c prof & attendance		1,980.00	
allowance for BWIC		500.00	
		<u>16,480.00</u>	£16,480.00
<b>Total works</b>			<b>£82,350.00</b>
Allowance for main contractors prelims - 14 weeks			£15,000.00
Extra provision for hoarding to conceal works			£4,000.00
Extra allowance for out of hours working			£3,000.00
<b>Sub total</b>			<b>£104,350.00</b>
Allowance for contingency 17%			£17,739.50
<b>Sub total</b>			<b>£122,089.50</b>
Planning, build control, site investigation & other charges			£5,000.00
Allowance for design fees incl feasibility	14.60%		£17,825.07
<b>Total for Phase 2</b>			<b>£144,914.57</b>
<b>Allowance for increased cost to 15Sep 2014</b>	2.92%		<b>£4,231.51</b>
<b>Total cost forecast</b>			<b>£149,146.07</b>
<b>costs exclude :-</b>			
vat			
loose furniture and equipment unless otherwise identified			
it equipment and infrastructure			
Prices are budget estimates based on schematic drawings			

<b>Durham Crematoria Improvements</b>			
		<b>Ph3 - plan5</b>	
<b><u>The Chapel</u></b>			
<b>Retain structure of existing chapel and provide space for additional 30 people, reconfiguration of pews and extend seating area into Chapel of remembrance</b>			
internal screens and finishes		10,000.00	
wall, floor and ceiling- all new carpet to chapel and all circulation areas plus minor additional work to walls and ceilings		20,000.00	
m& e installations included elsewhere		0.00	
additional seating / reinstate fittings- existing bench seating may need to be replaced to suit new seating plan		<u>20,000.00</u>	
		50,000.00	£50,000.00
<b><u>WC'S</u></b>			
<b>Additional toilet facilities for 90 people at existing location and reposition doorway to accessible toilet</b>			
strip out existing toilets		1,000.00	
alter lobby doors and extend external wall		3,500.00	
brick up existing windows and form new		1,500.00	
new internal walls& doors to form new male / female toilets		5,000.00	
cubicles, sanitary fittings		8,000.00	
floor wall and ceiling finishes		5,000.00	
m& e installations- included elsewhere		0.00	
accessible wc alterations		<u>3,000.00</u>	
		27,000.00	£27,000.00
<b><u>Chapel of Remembrance</u></b>			
<b>relocated to to external plot</b>			
<b>partitioning to resulting circulation space</b>			
remove existing doors and screens		1,000.00	
new partition / screen to chapel		7,000.00	
finishes alterations		3,000.00	
m& e alterations - included elsewhere		0.00	
		11,000.00	£11,000.00

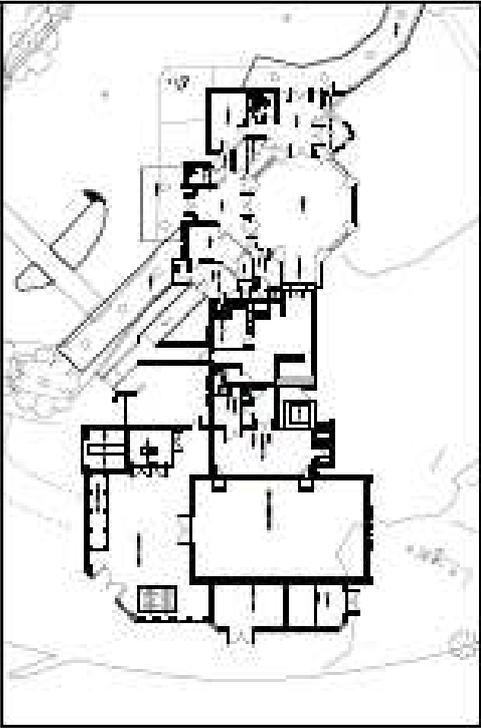
<b>Offices - included with Ph1/2</b>			
<b>Waiting Room</b>			
<b>Located in the new extension adjacent to accessible toilet</b>			
Demolish part external wall remove door and windows& support existing	2,500.00		
extend office footprint floor /substructure say 15m2- included in structural cost	0.00		
Roof coverings and roof drainage( structure included with structural costs )	5,000.00		
external walls and parapets	12,000.00		
new windows	5,000.00		
internal walls and doors	5,000.00		
new floor wall and ceiling finishes	4,000.00		
m and e alterations- included elsewhere	0.00		
	33,500.00		£33,500.00
<b>The Vestry</b>			
<b>Currently unused at rear - relocated to front to provide panoramic views onto the forecourt</b>			
Costs included with waiting room extension			
<b>Floral Tribute</b>			
Outdoor paved walkway behind existing garden wall.			
wood pergola to the length of the walkway			
remove stained glass windows & form doorway in former vestry to floral tribute	5,000.00		
paving	20,000.00		
pergola and other external work	20,000.00		
	45,000.00		£45,000.00
<b>Additional windows</b>			
<b>additional windows within new extension allows natural light into the building</b>			
windows included with extension works			
<b>Relocated Chapel of Remembrance- included with Ph1/2</b>			
<b>Structural and M and E allowances as consultants reports</b>			
Structural allowance for Ph3 only	20,000.00		
Electrical Allowance for Ph3 only	42,500.00		
Mechanical Allowance for Ph 3 only	36,000.00		
Security Works allowance for Ph3 only	2,500.00		
BWIC to M&E	4,000.00		£105,000.00
<b>Temporary Chapel - not included</b>			
<b>Costs Identified by Graham Harrison 3rd September 2013</b>			
Alterations to book of remembrance room		included	
Alterations to chapel		included	
Alterations to waiting room		included	
Alteration to external waiting area - refers to external canopies, proposed budget retained as allowance to remove existing roofs construction and replace with double sized canopy	100,000.00		
Alteration to bin storage area - no details, proposed allowance	2,000.00		
Provision of temporary chapel	80,000.00		
Tarmac roads and car parks - no works anticipated not included	0.00		
Replacement of carpets throughout - all areas affected by works have new flooring		included	
Replacement of curtain to chapel - not included	0.00		
Replacement of blinds - not included	0.00		
Alterations to toilet area		included	
Alterations to crematoria heating		included	
Redecoration works - not sure why allowance is x 2, alteration works include decoration		included	
Carry out re-lining of cremators - not included	0.00		
Carry out re-lining of hearths - not included	0.00		£182,000.00
<b>Total</b>			£453,500.00
Allowance for main contractors prelims 21 weeks			£50,000.00
Extra provision for hoarding to conceal works			£5,000.00
Extra allowance for out of hours working			£10,000.00
<b>Sub total</b>			<b>£518,500.00</b>
Allowance for contingency 17%			£88,145.00
<b>Sub total</b>			<b>£606,645.00</b>
Planning, build control, site investigation & other charges			£20,000.00
Allowance for design fees incl feasibility	14.10%		£85,536.95
<b>Total</b>			<b>£712,181.95</b>
<b>Allowance for infalation to projected start 13/4/15</b>	5.40%		<b>£38,457.83</b>
<b>Total cost allowance for Phase 3</b>			<b>£750,639.77</b>
<b>Cost Phase 1</b>			<b>£144,981.51</b>
<b>Cost Phase 2</b>			<b>£149,146.07</b>
<b>Cost Phase 3</b>			<b>£750,639.77</b>
<b>Total Cost</b>			<b>£1,044,767.35</b>





OPTION ONE scale 1:300

This is a preliminary drawing and is not to be used for construction. It is intended to show the general layout and location of the proposed building. The drawing is not to be used for any other purpose. The drawing is not to be used for any other purpose. The drawing is not to be used for any other purpose.



EXISTING PLOT scale 1:2000

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