

# Central Durham Crematorium Joint Committee

25 January 2017

Treasurer to the Joint  
Committee



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## Report of the Clerk to the Joint Committee

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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 1 September to 31 December 2016 inclusive, with comparative data in the same period last year:

	2015/16	2016/17	Change
September	145 + 2*	146 + 1*	+1 - 1*
October	207 + 0*	171 + 3*	- 36 + 3*
November	181 + 1*	207 + 3*	+ 26 + 2*
December	191 + 1*	204 + 0*	+ 13 - 1*
<b>TOTAL</b>	<b>724 + 4*</b>	<b>728 + 7*</b>	<b>+ 4 + 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 247 came from Durham, 42 came from Spennymoor and 339 from outside of the area. There have been 7 NVF cremations undertaken for the period covered by this report compared to 4 in the comparable period last year, which is an increase of 3 NVF and a slight increase of 4 Cremations.

### Memorials

4. The table below outlines the number and value of the memorials sold in the period September to December 2016 compared to the same period the previous year.

	[Sep - Dec] 2015/16		[Sept - Dec] 2016/17	
	Number	£	Number	£
<b>Vase Blocks</b>	9	3,673	6	3,316
<b>Large Plaques</b>	29	9,855	18	9,266
<b>Small Plaques</b>	3	612	7	1,812
<b>Niche</b>	1	1,477	3	3,900
<b>Renewal</b>	51	6,647	24	2,878
<b>Total</b>	<b>93</b>	<b>22,264</b>	<b>58</b>	<b>21,172</b>

5. In overall terms the number and value of memorials sold 58 / £21,172 shows a decrease of 35 memorials sold and a decrease of £1,092 in terms of revenue generated compared to the same period last year.
6. We have been approached by a local funeral director with regards to a design he has drawn up surrounding a new memorial safe product, which is a hand crafted product made from 316 stainless steel and granite in which ashes can be interred.
7. The funeral director has asked if the product is something that the Crematorium would be interested in selling, however, we already have a rolling tender with a local supplier who supplies ashes units.
8. A brochure has been produced by the funeral director and will be available for Members to view at the meeting. It is proposed that Members discuss the alternative options and decide whether to deviate away from the current tender or remain with the current supplier.

## **Operational Matters**

### **Staffing**

9. During the recent staff appraisals process the previous admin apprentice, now a full time Technical Assistant, has indicated that she is willing to enrol on the Institute of Cemetery and Crematorium Management Diploma Course. The course provides us with an opportunity to build skills within the team and provide greater resilience during busy periods. The cost of the diploma course is £90 per year to enrol as an Associate Member of the Institute and £2,380 in order to achieve an I.C.C.M. certificate within two years. These costs have been factored into the 2016/17 financial outturn report and also the 2017/18 budget.

### **Crematorium Chapel Only Services**

10. The use of the crematorium chapel has started to increase with regards to funeral directors wanting to use the chapel to hold services only before moving onto another location for burial etc. This has an impact on the number of cremations we are able to accommodate on certain days and also on the income lost when allowing chapel only services. The charge for a chapel only service is currently £100, compared to £650 for a cremation.

11. Members are asked to note the change in usage of the Chapel and consider implementing a two tier pricing structure for Chapel only services. The most requested service slots at the Crematorium are between 10.00am and 2.30pm and it is proposed to increase the charge during these periods for chapel only services from £100 to £600 next year. It is also proposed to increase the charge for chapel only services prior to 10.00am or after 2.30pm from £100 to £200 next year and these changes have been built into the 2017/18 Fees and Charges report in recognition of the lost income associated with holding these services.

### **Green Flag Award**

12. Members may recall from the September 2016 meeting that the Central Durham Crematorium was successful in retaining its Green Flag award for the fifth year running.
13. An application will be submitted for the 2017 Award and progress will be reported back to future meetings. A management plan to maintain the required standards will be updated and any required works will be covered by existing budgets.

### **Recycling of Metals Scheme**

14. The Crematorium received a cheque from the recycling of metals from the Institute of Cemetery and Crematorium Management to the sum of £4,336 for Diabetes UK.
15. Arrangements were made for the cheque to be presented to Diabetes UK by the Committee Chair and Vice Chair. (See appendix 3).

### **Christmas Tree**

16. For the sixth year running 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 again with visitors this past Christmas with a number of messages being placed on the tree with a substantial amount of money being donated to St. Cuthbert's Hospice.



17. St. Cuthbert's Hospice has requested that they be allowed to continue to provide a Christmas tree again in 2017. The Hospice supplies the tree and decorations at no cost to the Central Durham Crematorium Joint Committee.
18. No other requests have been received from any organisation to place a Christmas tree at the Crematorium.

**Recommendations:**

19. It is recommended that Members of the Central Durham Joint Committee:-
  - (i) Note the current performance of the crematorium.
  - (ii) Discuss and decide if we wish to use the new memorial safe product.
  - (iii) Agree to enrol a member of staff on the Institute of Cemetery and Cremation Diploma course.
  - (iv) Note the increase in Chapel only services.
  - (v) Note the application for the Green Flag Award 2017.
  - (vi) Note the distribution of recycling income received to the respective charity.
  - (vii) Agree to the provision of a Christmas Tree by St Cuthbert's Hospice in 2017.

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## **Appendix 1: Implications**

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### **Finance**

As identified in the report with regards to the position of the Income and the crematorium improvement works.

### **Staffing**

As identified in the report.

### **Risk**

There are no risk implications associated with this report.

### **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**

There are no procurement issues associated with this report.

### **Disability Issues**

There are no disability issues associated with this report.

### **Legal Implications**

There are no legal implications associated with this report.

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**Appendix 2: Breakdown of Figures**

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Settlement	Sep	Oct	Nov	Dec
DURHAM	45	52	75	75
BARNARD CASTLE	1			
BILLINGHAM	1			
BIRTLEY	1		2	
BISHOP AUCKLAND	5	6	8	7
BISHOP MIDDLEHAM				1
BLACKHALL	1	3	3	4
CHESTER LE STREET	7	5	15	15
CHESHIRE	1			
CHILTON	1	1	3	1
OUNDON			1	1
CROOK	6	2	5	5
DARLINGTON				2
EAST RAINTON	1			1
EASINGTON	3	3	5	5
ESH WINNING	1	1		
FENCEHOUSES		1	1	
FERRYHILL	5	5	5	5
FISHBURN		3	1	2
FROSTERLEY		1		
GATESHEAD		1	1	
GREAT LUMLEY	1			
HARTLEPOOL		2	3	3
HASWELL	1	1	2	2
HETTON LE HOLE		3	3	3
HEXHAM		1		
HORDEN	1	3	8	5
HOUGHTON	3		3	4
HUNWICK			2	
LANCHESTER	1	1	1	1
LANGLEY PARK		1		
MORPETH			1	
MURTON	4	6	3	2
NETTLESWORTH	1			
NEWCASTLE	3		1	1
NEWTON AYCLIFFE	3	1	3	1
NORTHUMBERLAND				1
OUSTON		1		
PELTON			2	
PETERLEE	4	8	7	6
SACRISTON	4	4	2	2

SEAHAM	7	11	6	10
SEDFIELD	1	5	1	1
SHILDON	1	1		2
SHOTTON	3	2	2	4
SOUTH HETTON	1		2	1
SOUTHERN ENGLAND	1	2		
SPENNYMOOR	10	9	10	13
STANHOPE	1		1	
STANLEY	1			1
STATION TOWN			1	
STOCKTON		1		
SUNDERLAND			2	1
SUNNYBROW		1	1	1
SOUTH SHIELDS		1		
THORNLEY		2		1
TOW LAW		1	1	1
TRIMDON	5	7	1	3
WASHINGTON	3	1		
WEST CORNFORTH	2	1	4	4
WHEATLEY HILL	3	1	1	
WILLINGTON	1	7	3	4
WINGATE		2	3	1
WOLSINGHAM			1	1
WYNYARD	1		1	
<b>TOTAL</b>	<b>146</b>	<b>171</b>	<b>207</b>	<b>204</b>

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### Appendix 3 Re-cycling of metals cheque presentation

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Mr G Harrison  
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23/11/2016



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Dear Mr Harrison,

We just wanted to say a huge thank you for raising £4,336 for Diabetes UK, which we received from the ICCM Recycling of Metals Scheme on behalf of Durham Crematorium.

Please accept this letter as the official receipt of your donation.

The money you've raised is so important because right now, there are 4 million people in the UK with diabetes. In Northern and Yorkshire alone it is estimated that over 528,000 people are living with diabetes.

We are the leading UK charity that cares for, connects with and campaigns alongside people with and at risk of diabetes. But we can't do that without people like you.

The money you've raised means people with diabetes can keep getting the information, advice and support they need, we can keep campaigning for better care, and our scientists can keep finding new ways to treat diabetes, prevent it and one day cure it.

We promise to put your money to the best possible use. If you would like to find out more about our work, or other great fundraising ideas, we would love to hear from you. You can contact your local fundraisers Emily and Louise at [northyorks@diabetes.org.uk](mailto:northyorks@diabetes.org.uk) or call 01925 644565.

Thank you for helping to change the lives of people with diabetes.

Yours sincerely,

Kirsty Willis  
On behalf of Community Fundraising



**Patron: Her Majesty The Queen**

Diabetes UK is the operating name of the **British Diabetic Association**.  
Company limited by guarantee. Registered in England no. 339181.  
Registered office: Wells Lawrence House, 126 Back Church Lane, London E1 1FH.  
A charity registered in England and Wales (215199) and in Scotland (SC039136).  
\*Calls may be recorded for quality and training purposes.