

CABINET MEMBER DECISION RECORD TEMPLATE

This form should be used to record Executive decisions taken by Cabinet Members

Decision Ref. No:

Responsible Officer: Linda Barker
Bereavement Services Manager

Subject: Review of Cremation Charge for 2014/15

Decision taken:

To approve the pricing structure for the crematorium and cemetery fees and charges to be applied from 1st April 2014.

To apply the additional fee and charge income gained to undertake improvement to the service infrastructure in 2014/15

Reasons for the decision: To set the 2014/15 pricing structure for crematorium and cemeteries services at a level to recover costs for provision of the service and which are competitive given that over 50% of the crematorium usage is from outside the Borough.

Call-in and Urgency: The decision is subject to the Council's normal call in procedures

Background: An annual pricing review of the cremation and cemetery fees is undertaken to ensure that reasonable charges are made for the service but with consideration to remain competitive with neighbouring facilities and potential private sector providers.

As part of the review the key factors identified include:

1. Fees and charges set by neighbouring authorities
2. Competition by other providers

The change in fees and charges are:

1. Increase in Adult Cremation Fee of £29.00 (5.2%)
2. An inflationary increase in line with the Retail Price Index 3.2% (September 2013) will be applied to all other fees (excluding the Medical Referee Fee and Environmental Surcharge which are set nationally)

The new fees take into account the factors above and will be effective from 1st April 2014

The service requires infrastructure improvements to maintain and develop its customer base and income streams and in line with our ICCM Gold Standard Charter for the

Bereaved and aspiration of a Green Flag for the crematorium and cemetery.

The assessment for the 'Charter for the Bereaved' identified service gaps and continual improvement is required to retain the 'Gold Standard' and continue to improve the bereavement experience for our customers.

The improvements are to:

- Develop the IT network to enable web casting and provision of monitors to broadcast memorial tributes at services
- Refurbish the West Chapel
- Repair and improve cemetery infrastructure, such as signage and paths, some of which may be a safety risk

Options - and reasons for rejection:

1. To significantly increase charges - rejected. This is likely to have a detrimental effect on the number of service users, particularly those from outside the Borough who may access services elsewhere. For example a 10% reduction (330) in numbers using the crematorium will result in reduced income of £182,000 (based on 2012 prices).
2. To leave fees unchanged - rejected. The crematorium holds over 3,200 services per year and in order to keep the premises in good condition and to improve our service in line with our ICCM Gold Standard Charter for the Bereaved and to obtain a Green Flag for the crematorium and cemetery, investment in the infrastructure of the service is required. To maintain prices at the current level will not provide the investment in the service which is required.

Consultations undertaken:

- Analysis of Fees and Charges of neighbouring crematoria
- Councillor David Smith Cabinet Member Planning and Environment
- Gary Josey Service Director Housing Parks and Bereavement
- The following officers were consulted:
 - Paul Freeman - Housing Customer Services Manager
 - Marta Zuk - Senior Accountant

All the above were consulted and were satisfied that the new fees and charges were appropriate for Bournemouth Borough Council and the customers of the service. It was agreed that the Adult Cremation Fee would be increased by £29.00 and that this additional income would be used for infrastructure improvements to better ensure the long term quality of the service. It was agreed that all other fees would reflect an inflationary increase.

Finance/Resource Implications:

This is a standard annual review of pricing and these have been set with consideration to maintain usage of the crematorium by customers from outside of the borough. Pricing also has to be carefully set to reflect the ability of the customer to pay

Name: Liz Wilkinson
Officer)

Signature: (of Chief Finance

Date: 7 March 2014

Legal implications:

No legal risks have been identified

Name: Tanya Coulter
Officer)

Signature: (of Monitoring

Date: 7 March 2014

Risk assessment:

Risk Assessment completed and included in background papers

Name: Linda Barker

Signature: (of Officer completing assessment)

Date: 21-2-2014

Impact Assessments:

Note:

- Include Environmental and Equality and Diversity Impact, as appropriate

Information for/not for publication:

The Crematorium and Cemetery Fees and Charges are published annually as required by the 1972 Local Government Act.

The fees and charges are reviewed annually.

It is in the Council's and public's interest for this decision to be published.

Background papers:

Risk Assessment – Crematorium and Cemetery Fees 2014/15

Appendix 1 - Bournemouth Crematorium and Cemeteries Fees and Charges 2014/15

Any conflict of interest declared by a Cabinet Member who is consulted by the Member taking	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer

the decision			
No			

* Delete as appropriate

Decision taken by:

Councillor ...David Smith..... (Print name)

Cabinet Portfolio ... for Planning and Environment.....

Signed:

Date of decision: 11 March 2014

Date of publication of record of decision: 14 March 2014

Date decision effective – that is 5 working days after the date of publication of the record of decision unless the decision is called-in for consideration by the relevant Overview and Scrutiny Panel:

21 March 2014



BOURNEMOUTH CREMATORIUM

AND

CEMETERIES

Fees and Charges

From 1 April 2014

Bournemouth Bereavement Services
Bournemouth Crematorium
Strouden Avenue
Bournemouth
Tel: 01202 526238
Fax: 01202 524664
Email: crematorium@bournemouth.gov.uk

INDEX

Cremation Fees	3
Other Cremation Service Fees	3
Cremation Memorial Fees	3
Books of Remembrance and Memorial Cards	3
Rose, Woodland Glades & Kerb Stone Plaques	4
Granite Planter Plaques	4
Childs Granite Butterfly Garden Plaque	4
Commemorative Seat and Plaques	4
Columbarium	4
Sanctum 2000 Vaults	4
Genealogy Searches	5
Cemetery Fees	5
Cremated Remains Graves	5
Cremated Remains Graves Memorial Fees	5
Woodland Graves and Burials	5
Lawn Graves	6
Interment Fees	6
Related Fees	6
Memorial Permit Fees	7
Grave Maintenance Fees	8
Burial Fees Quick Reference Guides	9

CREMATORIUM FEES

Cremation Fee

A baby or child under the age of 18 years	£ 15.00
A person whose age at death exceeds 18 years	£567.00
Plus Medial Referee's Authority to Cremate	£ 18.00
Environmental Surcharge	£ 50.00

The cremation fee includes:

- ❖ The use of the waiting room and facilities
- ❖ The use of the chapel
- ❖ The playing of pre-recorded music
- ❖ All attendances after the coffin is brought into the chapel
- ❖ The cremation process in accordance with the ICCM Guiding Principles for Burial and Cremation
- ❖ The storage of Cremated Remains for up to one month
- ❖ The provision of a container to hold the Cremated Remains
- ❖ The strewing of the Cremated Remains in the Garden of Remembrance without witnesses

- ❖ All attendances and services by Bereavement Services staff

Other Service Fees

Additional service time (per 30 minutes)	£ 110.00
For cremations that take place by arrangement after 15.45pm	£ 116.00
CD recording of Cremation Service	£ 36.00
Use of outside speakers for large congregations (East Chapel only)	£ 80.00
Forwarding of Cremated Remains (by courier) Price on Application	
Storage of Cremated Remains per month (after first month)	£ 23.00
Wooden casket, prices start from	£ 41.00
Coffins, prices from	£200.00
Strewing of remains from other crematoria without witness	£ 45.00
Strewing of remains from other crematoria with witness	£ 72.00
Witnessed strewing of cremated remains	£ 30.00
Certified copy of entry in Cremation Register	£ 22.00

Crematorium Memorial Fees

Book of Remembrance

2 line entry	£ 58.00
3 line entry	£ 70.00
4 line entry	£ 83.00
5 line entry	£ 97.00
Illuminated entry including 3-5 lines of inscription	£223.00

Memorial Cards (Copy of original inscription)

2 line entry	£ 50.00
3-5 line entry for one or two persons without illumination	£ 65.00
3-5 line entry for one or two persons with illumination	£101.00

Miniature Books

Purchase of Book	£ 54.00
Each line of inscription	£ 6.00
Each illumination	£ 56.00

Rose, Woodland Glades & Kerb Stone Plaques

Initial lease for five years	£ 223.00
Renewal of lease for further five years	£ 125.00
Replacement plaques (for addition of further names)	£ 62.00

Granite Planter Plaques

Initial lease for five years	£ 223.00
Renewal of lease for further five years	£ 125.00
Replacement plaques (for addition of further names)	£ 98.00

Childs Granite Butterfly Garden Plaque

Initial lease for five years	£ 211.00
Additional design (per design)	£ 26.00
Renewal of lease for further 5 years	£ 99.00

Commemorative Seat and Plaque

Initial lease for 10 years	£ 903.00
Additional plaque to existing seat	£ 118.00
Renewal of lease for further 5 years	£ 310.00

Columbarium

Lease of vault for 20 years	£ 500.00
Purchase of fascia tablet	£ 302.00
Inscriptions on fascia tablet per letter	£ 6.00
Margin	£ 50.00
Ornament	£ 50.00
Re-opening of existing niche for additional casket or urn	£ 56.00
Removal of tablet for additional inscription	£ 50.00

Sanctum 2000 Vault

Lease of vault for 20 years	£ 671.00
Purchase of fascia tablet with up to 80 letters	£ 278.00
Additional letter per letter	£ 6.00
Standard ornament	£ 96.00
Photo plaque (one head)	£ 141.00
Photo Plaque (two heads)	£ 212.00
Re-opening of vault for additional casket or urn	£ 56.00
Removal of tablet for additional inscription	£ 50.00

Genealogy Searches

First half hour	£ 21.00
Each subsequent half hour (maximum charge of £84.00)	£ 21.00

CEMETERY FEES

Please note that all Cemetery Fees (Except Cremated Remains Graves - see below) will be doubled for deceased persons not late resident of the Borough of Bournemouth, except where the grave is to be re-opened for the burial of a deceased person who was resident at the time of the previous interment and who has not lived outside the Borough of Bournemouth for more than ten years.

Cremated Remains Graves

Please note that charges for Cremated Remains Graves and memorials will be increased by one half for deceased persons not late resident of the Borough of Bournemouth, except where the grave is to be re-opened for the burial of the remains of a deceased person who was resident at the time of the previous interment and who has not lived outside the Borough of Bournemouth for more than ten years.

Purchase of Right of Burial for 50 years	£ 468.00
Purchase of 10 years extension to Right of Burial	£ 94.00
Burial of casket or urn in Cremated Remains Grave	£ 105.00

Memorial Permits for Cremated Remains Graves

The maximum width for memorials on these graves is 450mm. (1ft 6ins)

Headstone or other memorial up to maximum size of 900mm high x 375mm long (3ft x 1ft 3ins)	£ 91.00
Kerb up to maximum size 750mm x 450mm (2ft 6ins x 1ft 6ins), including raised end to kerb up to 225mm high (9ins)	£ 91.00
Flat stone at or above kerb level covering whole grave space, or any other memorial not covered by the above	£ 91.00
Vase which is not part of any memorial, maximum size of 200mm x 250mm x 250mm (8ins x 10ins x 10ins)	£ 46.00
Additional inscriptions, footstones or additional tablets, Maximum size of 200mm x 200mm (8ins x 8ins)	£ 46.00
Replacement memorial	£ 46.00

Woodland Graves and Burials

The Woodland Burial area is situated in the North cemetery and is maintained to encourage wildlife. Each grave can accommodate only one burial, and the only form of memorial allowed is a tree and small plaque bearing the name and date of death of the deceased. The Right of burial to a grave must be purchased before a burial can be allowed and/or tree planted. The Purchase of Right of Burial includes the production of a Deed of Grant, which is issued to the Purchaser as proof of ownership. The interment fee includes the planting of a tree following the grave settlement period.

Purchase of Right of Burial for a period of 50 years	£388.00
Interment at a depth of 1500m (5ft)	£462.00

Lawn Graves

Purchase Fees

The Purchase of Right of Burial fee includes the production of a Deed of grant, which is issued to the Purchaser as proof of ownership.

Purchase of Right of Burial	50 years	75 years	10 year Extension
Adult Rotation	£ 621.00	£ 930.00	£124.00
Adult Selected Grave	£ 774.00	£1161.00	£ 154.00
Class I Selected Grave	£1393.00	£2088.00	£ 268.00
Class II Selected Grave	£1310.00	£1964.00	£ 262.00
Reclaimed Lawn Grave	£ 465.00	£ 698.00	£ 93.00
Child's Grave	£ 293.00	£ 439.00	£ 59.00

Certificate of Transfer of Right of Burial

£31.00

Surrender of Right of Burial

Price on application

Interment Fees

A baby up to one month old, at a depth of 1200mm	£ 43.00
A baby or child aged between 1 month and 10 years, at a depth of 1200mm	£ 84.00
A baby or child up to 18 years of age in a full grave at any depth	£148.00
A body at any depth of 1500mm, 2100mm, 2700mm or 3300mm (new graves)	£516.00
A body at any depth of 1500mm, 2100mm or 2700mm (reopened and reclaimed graves)	£462.00
Cremated remains in a lawn or traditional grave, at a depth of 1200mm	£124.00

The Interment Fee includes:

- ❖ The preparation of the grave and surrounding area
- ❖ The provision of grass mats
- ❖ All attendance at the burial
- ❖ Use of the cemetery chapel if required
- ❖ Reinstatement of the grave
- ❖ Turfing of the grave after settlement

Related Fees

Strewing on grave of Cremated Remains from other crematoria	£ 45.00
Strewing on grave of Cremated Remains from other crematoria with witnesses	£ 72.00
Saturday burial fee (last burial time 10.30am) additional	£143.00
Use of East, Wimborne Road or Kinson Cemetery Chapel not followed by a burial - per hour	£ 66.00
Conversion of traditional grave to lawn grave	free of charge
Re-turfing of grave and/or special garden work	Price on application
Exhumation fees	Price on application
Re-opening of brick graves and vaults	Price on application
Memorial Cleaning	Price on application

If a large coffin or casket cannot reasonably and safely be accommodated within a standard grave space, then a further adjoining grave or graves must be used and the appropriate fee for the additional grave(s) paid.

Double fees will be payable for any burial which takes place on any Public Holiday or a Sunday. Permission for burials to be carried out on any of these days will only be given in exceptional circumstances.

Memorial Permit Fees

Hebrew graves at East and Kinson	
Temporary marker tablets 300mm x 200mm (12ins x 8ins) AFTER 12 MONTHS	£46.00

Traditional Graves

The maximum width for memorials on traditional graves is 900mm (3ft)

Kerb enclosing adult grave space, maximum size 2100mm x 900mm, (7ft x 3ft), including raised end to kerb not exceeding 225mm in height (9ins high and 12ins length)	£132.00
Kerb enclosing child grave space, maximum size 1500mm x 600mm (5ft x 2ft) including raised end to kerb not exceeding 225 mm in height (9ins high x 8ins length)	£132.00
Headstone or other memorial not exceeding 1200mm in height (4ft)	£132.00
Flat stone at or above kerb level, or any other large memorial not covered by the above	£263.00
Vase which is not part of any memorial, maximum size 200mm x 250mm x 250mm (8ins x 10ins x 10ins)	£ 46.00
Additional inscriptions, footstones or additional tablets, maximum size 300mm x 200m (12ins x 8ins)	£ 46.00
Replacement memorial	£ 46.00

Lawn Graves

The maximum width for memorials on lawn graves 750mm (2ft x 6in)

Headstone or memorial not exceeding 1200mm (4ft) in height.

Maximum length for reclining or wedge-shaped memorials and books

Etc. 450mm (1ft 6ins)

£132.00

Memorial on child's grave, maximum size

900mm high x 500mm wide x 375mm long (3ft x 20ins x 15ins)

£ 46.00

Vase which is not part of any memorial, maximum size

200mm x 250mm x 250mm (8ins x 10ins x 10ins)

£ 46.00

Additional inscription

£ 46.00

Replacement memorial

£ 46.00

All cemetery fees are doubled for non-residents of Bournemouth

Grave Maintenance Fees

The Bournemouth Borough Council can provide an enhanced grave maintenance scheme for those people who wish to have their graves maintained to a higher standard than that provided by routine grass cutting. Two types of maintenance are available:

Group A - maintenance includes grass cutting, washing memorial once per year, clearance of weeds (only available for traditional graves)

Group B - maintenance as per Group A plus the provision of seasonal bedding plants twice yearly

Group A Fees

Adult Traditional Grave

£ 75.00 per year

Child Traditional Grave

£ 37.00 per year

Cremated Remains grave

£ 37.00 per year

Group B Fees

Adult Traditional grave

£118.00 per year

Child Traditional Grave

£ 57.00 per year

Cremated Remains Grave

£ 57.00 per year

Adult Lawn Grave

£ 75.00 per year

Child Lawn

£ 48.00 per year

Maintenance agreements can be taken out for any number of years up to a maximum of 10. The cost is the annual fee x the number of years required, e.g. a 5 year agreement for Group B maintenance on an Adult Lawn grave is £75.00 x 5 = £375.00. Maintenance of double and treble traditional grave spaces enclosed in one kerb will be charged the full fee for one grave, plus half fee for each additional enclosed grave.

Please note that the Council is not responsible for the maintenance of any memorial on a maintained grave other than the annual washing.

Burial Fees, New Graves - Quick Reference Guide			
Adult Rotation Grave (50 years)			
Interment	Purchase	Total	Residency
£ 516.00	£621.00	£1137.00	Resident
£1032.00	£1242.00	£2274.00	Non-Resident
Adult Selected Grave (50 years)			
£ 516.00	£ 774.00	£1290.00	Resident
£1032.00	£1548.00	£2580.00	Non-Resident
Adult Selected Grave Class I (50 years)			
£ 516.00	£1393.00	£1909.00	Resident
£1032.00	£2786.00	£3818.00	Non-Resident
Adult Selected Grave Class II (50 years)			
£ 516.00	£1310.00	£1826.00	Resident
£1032.00	£2620.00	£3652.00	Non-Resident

Burial Fees, Reclaimed Graves - Quick Reference Guide			
Reclaimed Grave (50 years)			
Interment	Purchase	Total	Residency
£ 462.00	£ 465.00	£ 927.00	Resident
£ 924.00	£ 930.00	£1854.00	Non-Resident

Burial Fees Children's Graves - Quick Reference				
Child Lawn Grave (50 years)				
Age	Interment	Purchase	Total	Residency
0-1 mth	£ 43.00	£ 293.00	£336.00	Resident
	£ 86.00	£ 586.00	£672.00	Non-Resident
1mth-10yrs	£ 84.00	£ 293.00	£377.00	Resident
	£168.00	£ 586.00	£754.00	Non-Resident

Burial Fees, Cremation Graves - Quick reference Guide				
Cremated Remains Grave (50 years)				
Depth	Interment	Purchase	Total	Residency
1200mm	£ 105.00	£468.00	£573.00	Resident
	£ 158.00	£702.00	£860.00	Non-Resident

Risk Assessment



Activity :

Bournemouth Crematorium Fees and Charges

Risk Assessment Completed by :

Linda Barker

Date :

21.2.14

Signed

Review Date :

21.2.15

IMPACT	Examples	Score	LIKELIHOOD	Timeline	Score	RATING	Action	Score
Low	Minor service disruption/inconvenience, minor injury, small financial loss, isolated service user complaint.	1	Unlikely to occur	0 - 10% chance	1	LOW	Continue to monitor; Reassess if any significant changes; Have long term plans to eliminate or reduce hazards	1 - 2
Medium	Service disruption, More serious injury or financial loss, adverse media coverage, numerous service user complaints	2	Could Happen	10 - 40% chance	2	MEDIUM	Try to eliminate or reduce hazards as soon as practicable; Reassess work routines and training; Increase controls; Continue to monitor.	3 - 6
High	Significant service disruption, major disabling injury, high financial loss, adverse national media coverage.	3	Likely to happen in time	40 - 80% chance	3	HIGH	Seek specialist advice; Try to eliminate or reduce hazards as soon as reasonably practicable; Reassess work routines and training; Increase awareness & controls; Increase monitoring.	8 - 16
Extreme	Total service loss for significant time period, fatality, catastrophic financial loss, ministerial intervention in service running	4	Certain to happen	80% or more chance	4			

Risk Assessment

What Risks Exist?	Category	Details and Considerations (i.e. WHO would be affected; What could TRIGGER the risk to occur? What would be the resultant CONSEQUENCES)	What precautions have already been taken to control the risk?	RISK LEVEL (based on precautions in place) IMPACT x LIKELIHOOD = RISK RATING			What further measures can be implemented to reduce the risk to an acceptable level?	By Whom?	By when?	TARGET RISK LEVEL IMPACT x LIKELIHOOD = RISK RATING		
				IMPACT (see key above)	LIKELIHOOD (see key above)	RISK RATING (see key above)				IMPACT (see key above)	LIKELIHOOD (see key above)	RISK RATING (see key above)
Loss of Custom to neighbouring authorities		<p>WHO - The authority</p> <p>TRIGGERS -High cost of service</p> <p>CONSEQUENCES - Loss of Income</p>	Benchmarking against neighbouring authorities and national trends	3	2	M	Continue to monitor neighbouring authorities. Investment in service infrastructure to ensure value for money and a good customer experience for the bereaved	LB	March 15	3	1	M
		<p>WHO -</p> <p>TRIGGERS -</p> <p>CONSEQUENCES -</p>										
		<p>WHO -</p> <p>TRIGGERS -</p> <p>CONSEQUENCES -</p>										