

Review of the fees and charges for the Crematorium 2014 - 15

Report by the Executive Head of Customer Services

1.0 Summary

- 1.1 This report puts forward proposals for increases in the fees and charges relating to the Customer Services – Crematorium service. It explains the general approach taken to increase by 2%, rounded up, with a higher increase applied if the service is able to bear that cost.
- 1.2 All of the proposed charges will apply from 1st January 2014, as is the normal practice.

2.0 Background

- 2.1 All of the Council's fees and charges reviewed on an annual basis in order to ensure that the levels reflect inflation and current market conditions

3.0 Proposal

- 3.1 To apply an increase in fees by a basic 2%. This has been rounded up and where Market conditions will allow this has been rounded to the nearest £5 upwards.
- 3.2 The review of charges also identified some areas where fees can be increased above the 2%, and others where they should remain at current levels, these are explained in appendix 1.
- 3.3 Overall, the effect of these proposals should achieve the desired income generation.

4.0 Legal

- 4.1 The Council as a Local Authority, by virtue of section 214 of the Local Government Act 1972 is a 'burial authority'.
- 4.2 Further, by virtue of the provisions of the Local Authorities' Cemeteries Order 1977, the functions with respect to cremation were added to the functions of burial authorities.
- 4.3 Paragraph 15 of the said 1977 Order provides burial authorities with the power to charge such fees as they think are proper –

“(a) for or in connection with burials in a cemetery;
(b) for any grant of a right to place and maintain a tombstone or other memorial in a cemetery...
(c) for any grant of a right to put an additional inscription on such a tombstone or other memorial”.

4.4 By section 9 of the Cremation Act 1902 a burial authority may demand payment of charges or fees for the burning of human remains in any crematorium provided by them. It is further provided that such charges or fees, and any other expenses properly incurred in or in connection with the cremation of a deceased person, shall be deemed to be part of the funeral expenses of the deceased.

4..5 In accordance with the provisions of the said paragraph, a burial authority is obliged to keep a table showing the matters in respect of which fees or other charges are payable to them, and the amount of each such fee or charge, and the table shall be available for inspection by the public at all reasonable times.

5.0 Financial implications

5.1 The fee structure in place in 2013 was generally in line with the market. Having reviewed the market, the Registrar is satisfied that the fee structure proposed for 2014 remains competitive.

5.2 At present the proposals are estimated as being likely to raise additional income in a full year of approximately £150,00 above the 2.0% target.

6.0 Recommendation

6.1 The Cabinet Member is recommended to agree the fees and charges set out in Appendix 1 to this report.

Local Government Act 1972

Background Papers: None

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Schedule of other matters

1.0 Council Priority

1.1 Matter considered and no issues identified

2.0 Specific Action Plans

2.1 Matter considered and no issues identified

3.0 Sustainability Issues

3.1 Matter considered and no issues identified

4.0 Equality Issues

4.1 Matter considered and no issues identified

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified

6.0 Human Rights Issues

6.1 Matter considered and no issues identified

7.0 Reputation

7.1 Matter considered and no issues identified

8.0 Consultations

8.1 Matter considered and no issues identified

9.0 Risk Assessment

9.1 Matter considered and no issues identified

10.0 Health & Safety Issues

10.1 There are no particular health and safety issues raised by the report

11.0 Procurement Strategy

11.1 There are no procurement issues relating to this report

12.0 Partnership Working

12.1 Matter considered and no issues identified

CUSTOMERS SERVICES - CREMATORIUM

APPENDIX 1

1. General Remarks: All rates are exempt from VAT except those indicated

1. Crematorium	<u>Existing Charge</u>	<u>Recommended Charge</u>	<u>Comment</u>
	<u>2013/14</u>	<u>2014/15</u>	
Cremations			
a) A Per who at the time of death was aged 17 or under	No Charge	No Charge	
b) Adult Cremation Fee	606.00	631.00	
c) Cremation under the public Health Act (Worthing/Adur)	481.00	505.00	
d) Other Authority/Hospital	481.00	505.00	
e) Early Cremation Service (up to and including 10:00 am)	481.00	505.00	
f) Cremation only service	356.00	360.00	
g) Disposal of Products of Conception (per coffin)	43.00	45.00	
h) Use of Chapel for Memorial Service	115.00	150.00	Increase reflects investment in the facilities
i) Extra time per 40 minutes	65.00	70.00	
j) Two services in one single time, second cremation fee	385.00	481.00	
k) Temporary storage of cremated remains for each month after first	65.00	67.00	
l) Despatch of cremated remains	67.00	70.00	
Burial of Cremated Remains			
m) Placing in designated plot	32.00	33.00	
n) Return after 6 months	65.00	67.00	
o) Return after 18 months	90.00	92.00	
p) Cremation having taken place elsewhere	92.00	94.00	
q) Above but scattered	47.00	48.00	
r) Witness by arrangements (Tues & Thurs)	42.00	43.00	
s) Outside normal hours	92.00	95.00	

	<u>Existing Charge</u> <u>2013/14</u>	<u>Recommended Charge</u> <u>2014/15</u>	<u>Comments</u>
t) Certificate of Cremation	36.00	37.00	
u) Scattering in the Spring, Summer or Autumn	36.00	37.00	
v) Scattering in the Glades	20.00	21.00	
w) Scattering in the Glade	No Charge	No Charge	
Recording/Web cast of service			
x) Audio Recording	27.50	28.33	Vat Exclusive £34.00 inclusive Vat Exclusive £58.00 inclusive Vat Exclusive £80.00 inclusive
y) DVD Recording	46.67	48.33	
z) Webcast	65.00	66.67	
2. Memorials			
Book of remembrance			
a) 2 lines	65.00	67.00	
b) 5 lines	82.00	84.00	
c) 8 lines	89.00	91.00	
Provision of Emblem or Motif			
d) Floral Emblems	78.00	80.00	
e) Badge, Shield, Bird, Animals etc	83.00	85.00	
f) Coat of Arms	100.00	105.00	

	<u>Existing Charge</u>	<u>Recommended Charge</u>	<u>Comments</u>
	<u>2013/14</u>	<u>2014/15</u>	
Remembrance Cards (additional to entries in main volume)			
g) 2 lines	49.00	50.00	
h) 5 lines	55.00	57.00	
i) 8 lines	60.00	62.00	
Deluxe Miniature Books (additional to entries in main volume)			
j) 2 lines	60.00	62.00	
k) 5 lines	65.00	67.00	
l) 8 lines	72.00	74.00	
Additional entries in own Cards or Books			
m) 2 lines	42.00	43.00	
n) 5 lines	48.00	49.00	
o) 8 lines	54.00	55.00	
Copies of entries			
p) Scan/printed	42.00	43.00	
q) Search fee per 5 years (discretionary)	26.00	27.00	
Leather panel			
r) 2 lines 5 years	125.00	130.00	
s) 3 lines 5 years	135.00	140.00	
t) Extension to lease period over 5 years	75.00	77.00	

	<u>Existing Charge</u>	<u>Recommended Charge</u>	<u>Comments</u>
	<u>2013/14</u>	<u>2014/15</u>	
Memorial Wall display of plaque			
u) 5 years			
v) 10 years	160.00	165.00	
w) 20 years	240.00	246.00	
x) 30 years	454.00	465.00	
y) Remove/Re-fixing	581.00	593.00	
	87.00	90.00	
Floral tributes			
z) Kingswood			
aa)Muntham	71.50	73.00	
bb)Vestibule	48.00	49.00	
cc) Bulb planting per 20	41.00	42.00	
dd)Tree planting (subject to availability)	25.50	26.00	
	326.50 – 434.50	333.00 – 443.00	
Memorial Seats			
ee)Exclusive purchase (25 years)			
ff) Shared purchase	1,234.00	1,260.00	
	410.00	420.00	

3. Memorial Gardens	<u>Existing Charge</u>	<u>Recommended Charge</u>	<u>Comments</u>
Memorial Sales	<u>2013/14</u>		
		<u>2014/15</u>	
a) Open Book space			
Bench Plaque space	525.00	600.00	
b) 20 year lease			
Double Rockery space	607.00	620.00	
c) 20 year lease			
d) 50 year lease			
	912.00	950.00	
Ribbon/Headstone Garden	1,320.00	1,900.00	
e) 20 year lease			
f) 50 year lease			
	1,525.00	1,600.00	
Private Garden	1,830.00	1,900.00	
g) 20 year lease			
h) 50 year lease			
	3,054.00	3,200.00	
Oak Post	4,074.00	4,200.00	
i) Post & 10 year lease			
j) Extra 10 year lease			
	195.00	199.00	
	125.00	130.00	