

MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

September 2021

OPERATIONS UPDATE REPORT

1. SUMMARY

1.1 This report seeks to provide an update on staff and current operation of the crematorium

2. RECOMMENDATION

That members note the report

3. STAFFING

3.1 The crematorium was fully staffed with all vacant posts being filled however one staff member has currently left the service which was a part time administration post and recruitment is now underway to back fill this post.

3.2 There is currently 1 member of staff off sick within the service.

3.3 The operational service is fully staffed and development training for staff has now begun to ensure a multi-tasking team can cover all areas of work within the crematorium and grounds to ensure cover is always provided.

4 COVID-19

4.1 The number of funerals have decreased however services are still being booked across both Chapels however numbers have become steady, averaging 10 service per day.

4.2 The staff continue to work in a Covid secure way, and adhering to measures where possible. They remain flexible and committed to ensuring that services are not affected and are operated in a safe manner.

4.3 They continue to work outside as much as possible with the available resources to keep the grounds in good condition and are just implementing summer maintenance works and new borders throughout.

4.4 Witnessed strewing's continue

4.5 The Book of Remembrance has continued to remain open Monday to Friday due to the safety measures that have been implemented to reduce the risk to staff and visitors. Floral Halls are now back open for the public through the week also

4.6 Face coverings in all public areas are still requirement for staff in line with MDC procedures / government guidelines as well as hand sanitiser and appropriate signage as per the risk assessments.

5 New Proposals

5.1 The Crematorium and cemeteries booking system is now being updated as it has been 20 years since this was last looked at. The system is now having new features upgraded such as online booking, financial management and memorial management packages added. This has encountered a slight delay due to the supplier connection issues and busy period of upgrading throughout the industry.

5.2 New Memorial options are required at the crematorium to give the client more options when remembering their loved ones. The current arrangements are limited in terms of choice and income generating. The crematorium is currently selling memorials to the bereaved at a loss and an urgent review of this to start bringing in much needed income is needed.

A separate report detailing memorial options available to Mansfield Crematorium at cost basis and proposed income for members to consider and agree has been produced alongside this report.

6. Commercial Innovation

Electric equipment has been ordered for the Crematorium staff to reduce carbon emissions from grounds machinery with 2 electric mowers now in use on site. Other equipment are yet to arrive but are expected August/September 2021.

7. Cremation Data

7.1 The number of cremations carried out between 1 April 2021 and 30 June 2021 is 533, which is an decrease compared to 745 over the same period in 2020.

The number of cremations estimated for 2021/22 is 2100 from April 2021 – March 2022.

The throughput figures will continue to be reviewed monthly and any further changes will be reflected in the budgetary forecasts.

The table below shows a comparison per Quarter over the last 2 years. This is a working table and will be populated as the year goes through.

Cremation Data					
Year	2019/20		2020/21		2021/22
Q1	565	Q1	745	Q1	533
Q2	505	Q2	511	Q2	
Q3	579	Q3	640	Q3	
Q4	660	Q4	838	Q4	
Total	2309		2734		

8. Recommendations

That members note the report.

