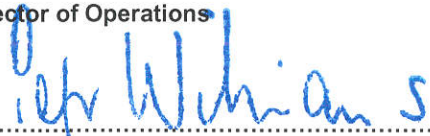


**NORTH LINCOLNSHIRE COUNCIL  
OFFICER DECISION NOTICE AND RECORD  
(PUBLISHED)**

<b>1. DECISION TAKEN</b>		
To approve the Bereavement Services fees and charges for 2017/18.		
<b>EXECUTIVE</b>	<input checked="" type="checkbox"/>	<b>NON-EXECUTIVE</b>
(Please tick either)		
<b>IS THIS A 'KEY DECISION' ? (see definition overleaf)</b>	Yes	No <b>X</b>
<b>DOES THIS DECISION RELATE TO EXEMPT INFORMATION?</b>	Yes	No <b>X</b>
<b>EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)</b>	N/A	

<b>2. OFFICER DECISION TAKER</b>	<p><b>NAME</b> Peter Williams</p> <p><b>POSITION/POST</b> Director of Operations</p> <p><b>SIGNATURE</b> </p> <p><b>DATE</b> 25 August 2017</p>
<b>3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)</b>	A report presented by the Head of Service – Transport, Highways and Environment detailing the individual fees and charges for Bereavement Services for 2017/18 (see attached). All the fees and charges as detailed in Appendix 1 to the report.
<b>4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))</b>	To leave fees and charges at their current rate.
<p><i>TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.</i></p>	
<b>5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER</b>	Not applicable
<b>6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER</b>	None

(S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN	
7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)	No

**PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.**

**WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE FOR PUBLISHING.**

**(The definitions of a key decision are when an executive decision is likely -**

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

**NORTH LINCOLNSHIRE COUNCIL**

**DIRECTOR OF OPERATIONS**

**FEES & CHARGES FOR BEREAVEMENT SERVICES FOR 2017/2018**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

1.1 To approve the Fees and Charges for Bereavement Services

**2. BACKGROUND INFORMATION**

2.1 Bereavement Services Fees and Charges are reviewed each year to keep in line with inflation and the costs associated with providing the service.

2.2 This year there are also number of new fees introduced to benefit customers (see Appendix 1).

**3. OPTIONS FOR CONSIDERATION**

3.1 Option 1, as outlined in Appendix 1, delivers the financial requirements of the service and explores new commercial opportunities. The service has also looked to bring charges in line with others in the area, and take account of rising costs of services that it pays for.

3.2 Option 2 would be to leave fees and charges at the current rate.

**4. ANALYSIS OF OPTIONS**

4.1 Option 1 meets the financial requirements going forward and the commercial priorities of the council.

**5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

5.1 Financial – this will meet the financial expectations of the service and introduce new services.

6. **OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)**

6.1 Not required

7. **OUTCOMES OF CONSULTATION AND CONFLICTS OF INTEREST DECLARED**

7.1 The Cabinet Member for Safer, Greener and Cleaner Places was consulted and raised no objections to the proposed fees and charges.

8. **RECOMMENDATIONS**

8.1 That Option 1, to increase the fees and charges as outlined in Appendix 1 is approved.

**HEAD OF TRANSPORT, HIGHWAYS AND ENVIRONMENT**

Civic Centre  
Ashby Road  
SCUNTHORPE  
North Lincolnshire  
DN16 1AB  
Author: Andy Hopkins  
Date: 23/8/17

**Background Papers used in the preparation of this report**

Commercial Business Template

**Where appropriate the report has been seen and commented on by (✓ or n/a)**

Cabinet Member	Human Resources	Legal & Democratic	Finance	Asset Management	IT	EMT
✓			✓			

**Approved by Service Director(s) (✓)**

Appendix 1

**Bereavement Services Fees and Charges**

	2017/2018	
	£	
<b>Cremation</b>		
Adult , includes 40 minutes chapel (weekday)	641	
Child aged 16 years and under (weekday)	0	
Direct Cremation (no attendance)	491	NEW Early Service to assist FDs Cremation charge less £150 Chapel Fee
Saturday Service Adult/Child (by arrangement)	POA	
Environmental cost of removing waste materials per cremation	58	
Body parts	65	
Chapel extension additional 20 minutes or for memorial service (over-run charge)	150	Changed from 40 minutes to 20 to make it more affordable
Memorial service 40 minutes chapel only use	200	NEW
Late cancellation charge	150	
Organist	68	
Issue of Replacement Cremation Certificate	16	
<b>Garden of Remembrance strewings from another crematorium</b>		
Adult	52	
Child aged 16 years and under	0	
<b>Wesley music: inclusive of VAT</b>		
Memory Stick (USB) of Music/Video - NB CD or DVD by request	40	
Additional Memory Stick	20	
Webcast recordings	44	
<b>Urns and caskets: inclusive of VAT</b>		
Wooden casket/Metal Urn	38	
Adult Cardboard ashes box	8	
Child Cardboard ashes box	0	
<b>Book of Remembrance: inclusive of VAT</b>		
Two lines - permanent entry	65	
Five lines - permanent entry	105	
Eight lines - permanent entry	145	
Crests/badges/motifs added (five lines minimum entry)	47	

Floral design	37	
Reserved lines - each line (inscription done at current rate)	13	
Miniature book, plus first line	54	
Additional lines to miniature book, for each extra line	9	
<b>Memorial cards</b>		
Plus two lines (personal copy of entry in the Book of Remembrance)	22	
Plus five lines (personal copy of entry in the Book of Remembrance)	31	
Plus eight lines (personal copy of entry in the Book of Remembrance)	37	
Crests/badges/motifs added to books or cards	47	
Floral design	37	
<b>Range of ashes/memorials: inclusive of VAT</b>	0	
Tree of remembrance leaf - five year lease	64	
Rose garden boulder - five year lease	275	
Ashes to glass	POA	
<b>Tower plaques: inclusive of VAT</b>		
Five years dedication	162	
Renewal including, re-gilding of existing tower plaque (five years)	115	
Crest, badges and motifs	20	
Oval photograph	61	
<b>Seats: inclusive of VAT</b>		
Dedication of whole wooden seat for five years	589	
One third share of dedication for five years	233	
<b>Ash vaults: inclusive of VAT</b>		
20 year lease to include 80 letters/numbers	890	
10 year lease to include 80 letters/numbers	526	
Motifs/badges	POA	
Extra letters/numbers over 80, per letter/number	2	
Add further inscription to an existing vault	208	
Additional designs at manufacturer's costs, plus carriage	POA	
<b>Cemeteries</b>		
<b>Burials</b>		
Adult - full size grave	806	
Child aged 16 years and under	0	
<b>Burials: weekends and bank holidays, excluding Christmas and Easter public holidays</b>		
Adult - full size grave	1503	

Child aged 16 years and under	806	
<b>Burial of cremated remains</b>		
Adult - burial of single cremated remains	135	
Adult - burial of multiple cremated remains in a plot at the same time	200	NEW fee to save charging 2X135
Child aged 16 years and under	0	
Excavation of grave subsequently not used	367	
Adult - burial of cremated remains from another crematorium	145	
Child aged 16 years and under - burial of cremated remains from another crematorium	0	
Saturday Each Adult	200	
Saturday Child aged 16 years and under	0	
<b>Exhumation</b>	0	
Exhumation (not including re-burial)	884	
Exhumation of cremated remains (not including re-burial)	318	
Administration/Register Search (per half hour)	15	
<b>Purchase of burial rights</b>	0	
Adult - burial rights for 50 years - for a lawned grave	978	
Adult - burial rights for 50 years - for a traditional style grave	1218	
Child aged 16 years and under - burial rights for 50 years	0	
Rights of burial - cremated remains - for a lawned grave	567	
Rights of burial - cremated remains - for a traditional grave	687	
<b>Grave plaques: inclusive of VAT</b>		
New grave plaques, (including plinth, legs and vase holders) - including up to 50 letters/numbers	448	
Existing grave plaques additional inscription - up to 50 letters/numbers	312	
Each additional letter/number over 50 - if space permitting	6	
Engraved motifs/badges (for mock stone plaques only)	POA	
Ceramic photo plaque (for mock stone plaques only)	POA	
Butterfly baby plaque or similar	190	
<b>Cemetery memorial fees: inclusive of VAT</b>		
Permit to erect a memorial up to 18 inches	95	

Permit to erect a memorial up to 24 inches	95	
Permit to erect a memorial over 24 inches to a maximum of 43 inches (each instance) added to a full size	188	
Permit to erect a memorial retrospectively	200	NEW to cover for unauthorised memorials
Permit to erect grave kerbing to each full grave (traditional section only)	87	
Permit to erect grave kerbing to each cremated remains grave (traditional section only)	45	
Each vase block memorial	47	
Additional inscription	52	