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Coychurch Crematorium Joint Committee
C y d - B w y l l g o r A m l o s g f a L l a n g r a l l o

Amlosgfa Llangrallo
Llangrallo
Pen-y-bont ar Ogwr
CF35 6AB



Coychurch Crematorium
Coychurch
Bridgend
CF35 6AB

Tel: 01656 656605
Fax: 01656 668108

Legal and Regulatory Services /
Gwasanaethau Cyfreithiol a Rheoleiddiol
Direct line / Deialu uniongyrchol: 01656 643147
Ask for / Gofynnwch am: Andrew Rees

Our ref / Ein cyf:
Your ref / Eich cyf:

Date / Dyddiad: 30 November 2015

Dear Councillor,

COYCHURCH CREMATORIUM JOINT COMMITTEE

A meeting of the Coychurch Crematorium Joint Committee will be held in Committee Rooms 2/3, Civic Offices Angel Street Bridgend CF31 4WB on **Friday, 4 December 2015 at 2.00 pm.**

AGENDA

1. Apologies for Absence
To receive apologies for absence (to include reasons where appropriate) from Members/Officers
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1st September 2009.
3. Approval of Minutes 3 - 6
To receive for approval the Minutes of the meeting of the Coychurch Crematorium Joint Committee held on the 18 September 2015.
4. Christmas Service 7 - 8
5. Green Flag Award 9 - 18
6. Financial Monitoring Statement 1 April to 30 September 2015 19 - 22
7. Urgent Items
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Tel/Ffôn: 01656 643643

SMS Messaging/Negeseuon SMS: 07581 157014

Fax/Facs: 01656 668126

Twitter@bridgendCBC

Email/Ebost: talktous@bridgend.gov.uk

Website/Gwefan: www.bridgend.gov.uk

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Cyfnwidi testun: Rhwyd 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

Yours faithfully

P A Jolley

Assistant Chief Executive Legal and Regulatory Services

Distribution:

Councillors:

E Dodd

E Hacker

G John

CL Jones

AD Owen

DR Pugh

B Stephens

RK Turner

C Westwood

E Williams

HM Williams

Officers

Gareth Evans

Joanna Hamilton

Group Manager - Street Works

Frances Mantle

Head of Neighbourhood Services

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE
HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB
ON FRIDAY, 18 SEPTEMBER 2015 AT 2.00 PM

Present

Councillor – Chairperson

E Dodd	G John	AD Owen	DR Pugh
C Westwood	E Williams		

Officers:

Gareth Evans	Parks and Playing Fields Officer
Joanna Hamilton	Crematorium Manager and Registrar
Frances Mantle	Finance Manager Governor and Exchequer
Zak Shell	Clerk and Technical Officer
Nigel Smith	Finance Manager – Financial Control and Closing
Mark Galvin	Senior Democratic Services Officer - Committees

107. APPOINTMENT OF CHAIRPERSON

RESOLVED: That Councillor C L Jones be appointed Chairperson of the Coychurch Crematorium Joint Committee for the ensuing year.

108. APPOINTMENT OF VICE-CHAIRPERSON

RESOLVED: That Councillor E Hacker be appointed Vice- Chairperson of the Coychurch Crematorium Joint Committee for the ensuing year.

109. APPOINTMENT OF CHAIRPERSON (FOR THE MEETING)

In the absence of the newly appointed Chairperson and Vice-Chairperson, it was

RESOLVED: That Councillor A Owen be appointed Chairperson for today's meeting.

Councillor Owen took the Chair

110. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members:-

Councillor E Hacker – Work commitments
Councillor C L Jones – Work commitments
Councillor H Williams – Other Council business
Councillor R K Turner – No reason given

111. DECLARATIONS OF INTEREST

None

112. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of the Coychurch Crematorium Joint Committee dated 12 June 2015, be approved as a true and accurate record

113. CREMATOR REPLACEMENT PROGRAMME

The Crematorium Manager and Registrar submitted a report, in order to advise the Joint Committee on progress with the cremator replacement programme in relation to the appointment of a manufacturer to install and maintain, through a maintenance agreement, the new cremators, ancillary equipment and mercury abatement plant.

She explained that work had already commenced in respect of the programme with a scheduled completion date of the third week of February 2016, as was stated in the report.

She added that the 1st cremator would be delivered and installed on 26 September 2015, after which the old cremator would be removed. It would take 2 weeks before this new cremator became fully operational, however, no cremations were being/would be put off due to the changeover process. Staff were working longer hours to ensure that normal service levels were met.

The Crematorium Manager and Registrar added that the new cremators would be re-positioned to make more use of the space in the crematory extension. She further added that the 2nd new cremator would be delivered at a later date.

A Member asked if the works were causing any noise or inconvenience to visitors to the Crematorium.

The Crematorium Manager and Registrar confirmed that work was only being undertaken regarding the installation works after normal working hours and on weekends when there were no funerals or services taking place in the Chapel.

Members felt that this was a good news report, confirming that they would be please when the works were finally completed as this would assist the Crematorium in its work.

RESOLVED: That the Joint Committee noted the report

114. GREEN FLAG AWARD

The Crematorium Manager and Registrar submitted a report, the purpose of which, was to advise the Joint Committee on Coychurch Crematorium's successful application for a Green Flag Award in 2015.

The report gave some background information, following which, the Crematorium Manager and Registrar confirmed that once more the Crematorium had been successful in securing the above nationally recognised award for the standards of care and maintenance within the grounds of the Crematorium and confirms the commitment to maintaining high standards, which can be appreciated by visitors to the Crematorium.

She re-affirmed that Coychurch was one of only two crematoria sites in Wales that held the Green Flag Award, and was now flying such an award for the 6th year in succession. She added that the award requires an annual application, and therefore, a further submission would be made in January 2016.

A Member congratulated staff at the Crematorium for obtaining this award yet again, and asked that thanks be extended to employees who contribute towards the excellent operation of the Crematorium including the grounds, that were always maintained in excellent condition.

RESOLVED: That the Joint Committee noted the success of the Crematorium in securing the Green Flag Award for 2015.

115. POST AUDIT ANNUAL RETURN 2014-15

The Treasurer submitted a report, in order to present the post audited Annual Return to the Joint Committee for the financial year 2014-15.

By way of background information, the Finance Manager Governance and Exchequer advised that regulation of the Accounts and Audit (Wales) Regulations 2014 requires smaller local government bodies such as Joint Committees with an annual income and expenditure of below £2.5m to complete an Annual Return. This had now subsequently been audited by KPMG, external auditors appointed by the Joint Committee.

She confirmed that the Annual Return for the year ended 31 March 2015 had been agreed by the auditors without any recommended changes. The surplus for the year remained at £176k, leaving an accumulated surplus of £1,195k at the above date.

The Finance Manager Governance and Exchequer then referred to the two appendices to the report as follows:-

Appendix 1 – Crematorium Joint Committee total useable reserves at year end
Appendix 2 – Review of annual Return for the year end

She then concluded her submission by referring to the report's financial implications detailed in paragraph 7.1 of the report.

RESOLVED: That the Joint Committee noted and approved:-

(1) The Annual Return for the year ended 31 March 2015

(2) The Auditors "Review of Annual Return".

116. REVENUE MONITORING STATEMENT 1 APRIL TO 31 JULY 2015

The Finance Manager Governance and Exchequer submitted a report, the purpose of which, was to inform the Joint Committee of actual income and expenditure for this financial year, and to provide a projection of the likely financial position at year end.

Table 1 in paragraph 4 of the report reflected details of income and expenditure for this financial year and the projected outturn for year end. This detailed a projected outturn of £738 for 2015-16. An explanation of the variances between the Budget and projected outturn was detailed in bullet point format in this same paragraph of the report.

She concluded her submission, by advising the Joint Committee that the overall projected deficit for 2015-16 had decreased from £746k to £738k after allowing for the changes outlined in the report. This deficit included the Cremator replacement costs, to be funded from the Coychurch Crematorium's current reserves, which were currently £1.195m.

RESOLVED: That the Joint Committee noted the report.

117. URGENT ITEMS

None

The meeting closed at 2.30 pm

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE CLERK & TECHNICAL OFFICER

COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 4TH DECEMBER 2015

CHRISTMAS SERVICE

1. Purpose of the Report

- 1.1 The purpose of the report is to advise the Joint Committee on arrangements for the Christmas Service 2015.

2. Background

- 2.1 Coychurch Crematorium holds an annual Christmas Service for visitors and bereaved.

3. Proposal

- 3.1 This year's Christmas Service has been arranged for Thursday 17th December at 7.00pm. The service will be led by Reverend Alistair Swinford, retired minister of Smyrna Baptist Chapel, Pen-y-Fai, Bridgend. Musical support will be provided by Soprano Angharad Morgan. Refreshments will be sponsored by Rosemount Funeral Home, Bridgend (Co-operative Funeralcare).
- 3.2 Invitations have been sent to the Mayors of Bridgend, the Vale of Glamorgan and Rhondda Cynon Taff County Borough Councils, Members of the Joint Committee and local Councillors.
- 3.3 The event will be advertised with posters in local libraries and Council offices and publication in the Glamorgan Gazette and Glamorgan Gem, and on Bridgend County Borough Council's web site.
- 3.4 As is the normal practice, it is proposed that the proceeds from the monetary collection taken on the evening will be donated to the Joint Committee's Chairman's Mayor's charity fund.

4. Effect upon Policy Framework and Procedure Rules

- 4.1 There are no effects.

5. Equalities Impact Assessment

- 5.1 Bridgend Council's Equalities Impact Toolkit has been utilised, which indicates that the nomination proposed will have no impact on specific equality groups and disability duties.

6. Financial Implications

- 6.1 The event is supported by the Co-operative Funeral Group, with the cost of staff and performers, estimated at £400, included within the Crematorium revenue budget.

7. Recommendation

- 7.1 The Joint Committee is asked to note the contents of this report.

Zac Shell
CLERK AND TECHNICAL OFFICER
December 2015

Contact Officer:

Joanna Hamilton, Crematorium Manager & Registrar, Telephone No. 01656 656605

E-mail: joanna.hamilton@bridgend.gov.uk

Background Papers: Equalities Impact Assessment Toolkit

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT OF THE CLERK & TECHNICAL OFFICER
COYCHURCH CREMATORIUM JOINT COMMITTEE
FRIDAY 4TH DECEMBER 2015

GREEN FLAG AWARD

1. Purpose of the Report

- 1.1 The purpose of the report is to advise the Joint Committee on Coychurch Crematorium's Green Flag Award assessment for 2015/16.

2. Background

- 2.1 On 18th September 2015, I reported on the Crematorium's success in achieving the Green Flag Award for the sixth consecutive year.

3. Proposal

- 3.1 The results from the Green Flag Award assessment carried out on 20th May 2015 were provided to the service and are included in Appendix A.
- 3.2 The details are encouraging and demonstrate the high standards of service received by the visitor. A further application will be submitted in January 2016.

4. Effect upon Policy Framework and Procedure Rules

- 4.1 There are no effects.

5. Equalities Impact Assessment

- 5.1 There are no effects.

6. Financial Implications

- 6.1 There are no effects.

7. Recommendation

- 7.1 The Joint Committee is asked to note the contents of this report.

Zac Shell
CLERK AND TECHNICAL OFFICER
December 2015

Contact Officer:

Joanna Hamilton, Crematorium Manager & Registrar, Telephone No. 01656 656605

E-mail: joanna.hamilton@bridgend.gov.uk

Background Papers: None

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Green Flag Award 2015/2016

Name of Site – Coychurch Crematorium

Managing Organisation – Coychurch Crematorium

Joint Committee

Bandscores

Desk Assessment	0-9	10-14	15-19	20-24	25-30			
Field Assessment	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
Overall score	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+

Status – PASS

Overall band score –82

Desk Assessment Feedback

Band score –

Criteria	Strengths	Recommendations
Presentation	<p>Concise and easy to read. Organised as per the score sheet making it easy to following in line with the judging criteria.</p>	

<p>Health, Safety & Security</p>	<p>The site is locked every night as well as CCTV in operation. There is a constant presence of staff in the daytime, even on weekends. Risk assessments are in place and are kept up to date. HAV tags are attached to the machinery and staff is aware of the limitation of use.</p>	
<p>Maintenance of equipment, buildings & landscape</p>	<p>Machinery is well maintained and have HAV tags attached Benches are not fixed to the ground but are inspected constantly for damage. The Chapels and Crematory are grade 2 listed buildings so tight controls are in place overseen by CADW. There is a plentiful supply of signage and notice boards. Also plenty of bins in place. Bridgend Council are contracted to maintain pathways and assist with snow clearance, as well as the parks department who assist with the grounds maintenance. The pond has the requisite safety signage in place and the pool itself is maintained by a specialist contractor.</p>	<p>Minor point, a number of the notice boards were affected by condensation making it difficult to read some of the information displayed.</p>

<p>Litter, cleanliness, vandalism</p>	<p>Plenty of bins are placed around the site. These are regularly emptied and Bridgend Council remove this waste from site. A plastic waste recycling company dispose of plastics flower displays and flower wrappings. The site based staff have taken ownership and contribute to the high standard of cleanliness. There is no evidence of vandalism.</p>	
<p>Environmental Sustainability</p>	<p>All plant material from memorial flowers is composted on site. Arising from grounds maintenance are taken away by the council team to their depot where it is collected by a recycling company. Time limits on memorial flowers are in place. A National Plastic Recycling Scheme for crematoria has been introduced by Agriplas. Biodegradable or natural products are used whenever possible in relation to caskets and carry-all bags. Green Dragon Environmental Standard Award Level 5 has been achieved. Annual licence for emissions from the cremators is issued annually. New more efficient cremators are being installed within the next year. Parks Department do use herbicides twice a year. (necessary evil!) Any bark mulch sourced is controlled by FSC. No peat use on site.</p>	<p>Could introduce more recycling bins. New cremators will benefit site greatly.</p>

<p>Conservation of heritage & nature</p>	<p>Grade 2 listed building overseen by CADW. New office block built in sympathy with the rest of the buildings.</p> <p>Coed Brynglas is designated SINCs</p> <p>Crematorium site is set in Landscape Conservation Area (LCA)</p> <p>The Forestry Commission's Better Woodlands for Wales management agreement is in place for the woodland. This is managed by Coed Cymru.</p> <p>The woodland is consistent with a National Vegetation Classification of W* Woodland Type.</p> <p>Three hedgerows that border the crematorium have been classed as important under the Hedgerows Regulations (1997)</p> <p>Regular tree inspections are undertaken.</p>	
<p>Community Involvement</p>	<p>All faiths are accommodated.</p> <p>Open days are arranged every few years.</p> <p>Volunteering is limited to the woodland area under close supervision due to nature of site.</p> <p>Annual Remembrance Christmas Service is organised.</p> <p>Crematorium is available for inspection by hospital nurses, hospice staff, families etc.</p>	<p>If possible look to organise an annual open day, constraints allowing.</p>
<p>Marketing Strategy</p>	<p>Plenty of information available.</p> <p>Due to nature of site, this is a sensitive issue and what is in place appears to be totally appropriate.</p>	
<p>Overall management</p>	<p>Joint Committee of representatives from Bridgend Council, Vale of Glamorgan and RCT meet quarterly.</p> <p>The management of this site is excellent and is carried out by people who care about this site</p>	

Additional comments

.
Well laid out management plans by a dedicated and sympathetic staff who put the stakeholders and environment at the heart of their operation. Well done.

Field Assessment Feedback
Band score –

Criteria	Strengths	Recommendations
<p>A Welcoming Place</p>	<p>Good clear signage from road. Entrance very well maintained. On entering the site is open an welcoming with signs to guide to areas you need to find. Disabled access available.</p>	<p>Minor issue, one sign on main road is slightly covered by vegetation.</p>
<p>Healthy, Safe and Secure</p>	<p>CCTV in operation Uniformed staff present on site when grounds are open. Gates locked at night. Good clear vistas Benches are in good condition and inspected regularly. Roads and pathways all clean and well maintained. Speed limits in operation throughout site</p>	
<p>Clean and Well Maintained</p>	<p>Benches are in good condition and inspected regularly. Roads and pathways all clean and well maintained. Plenty of bins available Dog mess is not an issue Very clean site throughout. Benches not fixed to ground enabling more consistent grass cutting around bases.</p>	<p>Some of the notice boards are suffering with condensation making it difficult to read some information.</p>
<p>Sustainability</p>		

	<p>By definition a crematorium is not the most environmentally friendly place, notwithstanding this, new greener cremators are to be installed imminently.</p> <p>Herbicides used sparingly and noted that herbicide wipes are used in preference to sprayers.</p> <p>No use of peat.</p> <p>Woodland management in very good hands (Coed Cymru)</p> <p>Composting of floral memorials on site.</p> <p>Plastics removed for recycling</p> <p>Green Dragon level 5 achieved</p>	
Conservation and Heritage	<p>Grade 2 listed building (CADW)</p> <p>Woodland is listed as a Site of Importance for Nature Conservation (SINC). This managed by Coed Cymru.</p> <p>Stained glass is internationally recognised.</p> <p>"Important" classed hedgerows present on site.</p>	
Community Involvement	<p>Cadw involvement</p> <p>Three local authorities make up the joint committee (Brdgend, Vale of Glamorgan, Rhondda Cynon Taff)</p> <p>Open days organised</p> <p>Memorial services take place at Christmas time</p> <p>Very difficult to organise too much community involvement due to nature of site.</p> <p>Notwithstanding this volunteers have good involvement with the management of the woodland</p> <p>Questionnaires sent out to users of the site for feedback on facilities.</p>	<p>Possibly look to organise more frequent open days (If operationally possible)</p>
Marketing	<p>Newsletter produced twice yearly.</p> <p>Customer questionnaires sent out.</p> <p>Information available on notice boards around site.</p> <p>Triannual open days organised.</p> <p>Information about site placed in funeral directors hospitals etc.</p>	<p>Possibly look to organise more frequent open days (If operationally possible)</p>
Management		

	<p>Dedicated caring staff look after this facility who have taken ownership of the site and keep in an immaculate welcoming place. Every effort is made to be as sustainable as possible and sympathetic to the surroundings, working in partnerships with the likes of Cadw, Coed Cymru etc.</p> <p>This is a team who care and do a very good job.</p>	
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Additional Comments

May I offer my congratulations to all who are involved in the running of Coychurch Crematorium. On entering the grounds we were filled with the sense of peace and serenity. It was very difficult to criticise the site on anything and the only things that were picked up on are extremely minor, some of which are probably beyond control.
Keep up the good work!

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE TREASURER

COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 4th DECEMBER 2015

FINANCIAL MONITORING STATEMENT 1 APRIL TO 30 SEPTEMBER 2015

1. **Purpose of the Report**

- 1.1 The purpose of this report is to inform the Joint Committee of details of income and expenditure for this financial year and give an estimate of the final projected outturn.

2. **Connection to Corporate Improvement Objectives and Other Corporate Priorities**

- 2.1 None

3. **Background**

- 3.1 Revenue Estimates 2015-16 were approved by the committee at its meeting of 6 March 2015 and the following statement shows the current position.

4. **Current Situation /Proposal**

- 4.1 Table 1 below shows detail of income and expenditure for this financial year and gives an estimate of the final projected outturn.

Table 1 – Crematorium Financial Position 2015-16

Actual Spend 2014-15 £'000		Budget 2015-16 £'000	* Adjusted Actual 01/04/2015 to 30/09/2015 £'000	Projected Outturn 2015-16 £'000	Projected Over/ (Under) Spend £'000
	<u>Expenditure</u>				
245	Employees	300	138	260	(40)
406	Premises	290	74	288	(2)
140	Supplies, services & transport	1,008	206	1,015	7
82	Agency / contractors	89	37	89	0
41	Administration	41	20	41	0
50	Capital financing costs	50	25	50	0
964	Gross Expenditure	1,778	500	1,743	(35)
	<u>Income</u>				
(1,140)	Fees & charges	(1,006)	(490)	(1,020)	(14)
	BCBC Contribution	(26)	0	0	26
(1,140)	Gross Income	(1,032)	(503)	(1,020)	(14)
(176)	(Surplus)/Deficit	746	(3)	723	(23)
176	Transfer to/(from) Reserve	(746)	3	(723)	

*Adjusted to include pro-rata commitments during the year.

- 4.2 The projected outturn 2015-16 is a deficit of £723,000 which will mean that there will be a transfer from earmarked reserves. The main reason for this planned overspend is the replacement of the Cremators at an estimated cost of £840,000.

An explanation of the main variances between the Budget and Projected Outturn is detailed below:

- The Staffing outturn projects an underspend of £40,000 due to the budgeted re-grading of positions not yet implemented.
- The Premises outturn reflects a reduction in the rates payable for 2015-16 of £2,000.
- The Supplies, Services and Transport budget was increased in 15/16 to cover the costs of the cremators.
- Projected overspend on Supplies, Services and Transport based on 14/15 Outturn.
- BCBC contribution relates to part funding of Crematorium Manager and Senior Assistant Registrar posts. Assuming a nil outturn, as a date for the restructure has not been agreed.

5. **Effect upon Policy Framework and Procedure Rules**

5.1 There is no impact on the Policy Framework and Procedure Rules. .

6. **Equalities Impact Assessment**

6.1 There are no equality implications arising from this report.

7. **Financial Implications**

7.1 The overall projected deficit for 2015-16 has decreased from £746,000 to £723,000 after allowing for the above changes. This deficit includes the Cremator replacement costs and will be funded from Coychurch Crematorium's current reserves.

8. **Recommendation:**

8.1 The Joint Committee is requested to note the report.

NESS YOUNG

SECTION 151 OFFICER AND CORPORATE DIRECTOR -RESOURCES

BRIDGEND COUNTY BOROUGH COUNCIL

TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE

4 DECEMBER 2015

Contact Officer: Mary Williams Tel No (01656) 643605
Group Manager – Chief Accountant, BCBC
Mary.Williams2@bridgend.gov.uk

Background Papers: Report of the Treasurer
Revenue Estimates 2015-16
Coychurch Crematorium Joint Committee

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