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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

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



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*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.
We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*

**Cyfarwyddiaeth y Prif Weithredwr / Chief
Executive's Directorate**

Deialu uniongyrchol / Direct line /: 01656 643148 /
643147 / 643694
Gofynnwch am / Ask for: Gwasanaethau
Democrataidd

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

Date / Dyddiad: Dydd Llun, 7 Mehefin 2021

Annwyl Cynghorydd,

Cyd Bwyllgor Amlogfa Llangrallo

Cynhelir Cyfarfod Cyd Bwyllgor Amlogfa Llangrallo yn o bell trwy Dimau Microsoft ar **Dydd
Gwener, 11 Mehefin 2021** am **14:00**.

AGENDA

1. Ethol Cadeirydd (aelodau Cyngor Bwrdeistref Bro Morgannwg)
2. Ethol Is-Gadeirydd (o aelodau Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr)
3. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
4. Datganiadau o fuddiant
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau /
Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y
Cyngor o 1 Medi 2008.
5. Cymeradwyaeth Cofnodion 3 - 12
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 05/03/2021
6. Adolygiad Blynyddol o Amcanion Cynllun Busnes 2020/21 13 - 26
7. Datganiad Cyfrifyddu Blynyddol 2020-21 27 - 40
8. Materion Brys
I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn
y dylid eu hystyried yn y cyfarfod fel mater o frys yn unol â Rhan 4 (pharagraff 4) o'r
Rheolau Trefn y Cyngor yn y Cyfansoddiad.

Nodyn: Sylwch: Yn sgil yr angen i gadw pellter cymdeithasol, ni fydd y cyfarfod hwn yn cael ei gynnal yn ei leoliad arferol. Yn hytrach, bydd hwn yn gyfarfod rhithwir a bydd Aelodau a Swyddogion yn mynychu o bell. Bydd y cyfarfod yn cael ei recordio i'w ddarlledu ar wefan y Cyngor cyn gynted ag sy'n ymarferol ar ôl y cyfarfod. Os oes gennych unrhyw gwestiwn am hyn, cysylltwch â cabinet_committee@bridgend.gov.uk neu ffoniwch 01656 643147 / 643148.

Yn ddiffuant

K Watson

Prif Swyddog – Gwasanaethau Cyfreithiol, Adnoddau Dynol a Rheoleiddio

Dosbarthiad:

Cynghorwyr:

E Venables

G Cox

S Edwards

G Hopkins

G John

A Pucella

J Spanswick

R Turner

J Williams

S Baldwin

Yn Bresennol

Y Cyngorydd RE Young – Cadeirydd

G Cox	S Edwards	G Hopkins	G John
A A Pucella	J Spanswick	R K Turner	J E Williams

Ymddiheuriadau am Absenoldeb

E Venebles

Swyddogion:

Joanna Hamilton, Rheolwr a Chofrestyrd y Gwasanaethau Profedigaeth
Jessica McLellan, Cynorthwydd Gwasanaethau Democrataidd - Pwyllgorau
Michael Pitman, Swyddog Gwasanaethau Democrataidd - Pwyllgorau
Zak Shell, Pennaeth Gwasanaethau Cymdogaeth
Eilish Thomas, Rheolwr Cyllid, Rheolaeth Ariannol a Chwblhau

81. DATGANIADAU O FUDDIANT

Dim.

82. CYMERADWYO COFNODION 04/09/2020

PENDERFYNIAD: Bod Cofnodion cyfarfod Cydbwyllgor Amlogsgfa Llangrallo â'r dyddiad 4 Medi 2020 yn cael eu cymeradwyo fel cofnod cywir.

83. GOLEUADAU ALLANOL

Mynegodd Pennaeth y Gwasanaethau Cymdogaeth ei ddiolchgarwch i'r tîm amlogsfeydd yn ystod cyfnod digynsail o anodd yn sgil pandemig Covid-19. Dywedodd hefyd fod holl staff yr amlogsfeydd, fel gweithwyr â blaenoriaeth, wedi cael eu brechiad cyntaf yn erbyn Covid-19.

Yna cyflwynodd y Pennaeth Gwasanaethau Cymdogaeth adroddiad ar y bwriad i osod goleuadau allanol newydd ar dir Amlogsgfa Llangrallo, a gymeradwywyd gan y Cydbwyllgor ym mis Mawrth 2019, ac i geisio cymeradwyaeth i ddyfarnu'r tendr o £182,646.70 i South Wales Contractors Cyf ac i'r Cydbwyllgor ddirprwyo grym i'r Clerc a'r Swyddog Technegol i gymeradwyo telerau manwl terfynol y contract mewn ymgynghoriad â'r Prif Swyddogion perthnasol, Cyfreithiol, AD, Gwasanaethau Rheoleiddiol, ayyb. ac i gwblhau unrhyw fanylion angenrheidiol. Dywedodd y byddai'r goleuadau'n gwella'r agwedd sy'n croesawu pobl i'r Amlogsgfa, yn cynorthwyo gyda diogelwch o fewn y safle, ac o bosibl yn caniatáu cynnig rhagor o amseroedd gwasanaeth yn ystod dyddiau byrrach y gaeaf.

Roedd y cynllun wedi'i gyllidebu ar gost o £300,000 ac roedd yn cynnwys yr holl waith dylunio, y ceisiadau cynllunio ac ati, gyda chyllideb adeiladu wirioneddol o £250,000. Cadarnhaodd Pennaeth y Gwasanaethau Cymdogaeth fod y prosiect wedi'i ohirio'r llynedd oherwydd y pandemig.

Er mwyn diweddar, cadarnhaodd Pennaeth y Gwasanaethau Cymdogaeth fod y prosiect wedi mynd allan i dendr ym mis Tachwedd 2020. Dangosodd y Tabl yn adran 4 o'r adroddiad y symiau tendro a ddychwelwyd a'r pwyntiau ansawdd technegol a ddefnyddiwyd i asesu pob un o'r tendrau. Cafwyd cais gan South Wales Contractors Cyf a enillodd y sgôr ansawdd uchaf a'r swm tendr â'r gwerth gorau o £182,646.70, sydd o fewn y swm adeiladu a gyllidwyd o £250,000.

Cadarnhaodd Pennaeth y Gwasanaethau Cymdogaeth fod ymdrechion wedi'u gwneud hefyd i sicrhau y byddai'r goleuadau newydd yn gweddu'r amgylchoedd presennol ac yn cyd-fynd ag estheteg a phensaernïaeth yr Amlogfa.

Gofynnodd Aelod a oedd South Wales Contractors Cyf wedi cael ei ddefnyddio o'r blaen ac a oedd y Swyddog yn fodlon y byddai'r gwaith i safon uchel.

Dyweddodd Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth fod South Wales Contractors Cyf yn gwmni eithaf mawr ac adnabyddus ym Mhen-y-bont ar Ogwr, ac wedi gwneud llawer o waith yn Amlogfa Llangrallo yn y gorffennol, gan gynnwys adeiladu'r ffordd estynedig newydd, y meysydd parcio newydd ar y tir newydd, adnewyddu estyniad yr ystafell aros ac adnewyddu'r toiledau. Dywedodd fod y contractwyr wedi arfer gweithio ar y safle, yn deall natur sensitif gweithio ar safle o'r fath, ac wedi gweithio y tu allan i'r amseroedd gwasanaeth pob amser heb achosi unrhyw broblemau i rediad y gwasanaeth. Cadarnhawyd bod ansawdd eu gwaith yn eithriadol o uchel bob tro.

Gofynnodd Aelod pa mor aml y mae ceisiadau tendro yn derbyn sgôr berffaith, ac a fyddai'r goleuadau allanol arfaethedig yn effeithio ar lygredd golau.

O ran sgorio ansawdd, cadarnhaodd y Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth fod tri Swyddog annibynnol wedi dyfarnu sgorau, a bod pob un wedi nodi'r un sgôr ar gyfer South Wales Contractors Cyf yn annibynnol i'w gilydd. Dywedodd fod y cyflwyniad o safon eithriadol o uchel a'u bod wedi mynegi eu dealltwriaeth o'r safle yn glir. Dywedodd mai'r tendr economaidd isaf sy'n derbyn y sgôr uchaf ar yr agwedd ariannol.

Dyweddodd Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth mai dim ond ar ddiwedd y dydd yn ystod misoedd y gaeaf y byddai'r goleuadau'n cael eu defnyddio ac y byddent ar system amseru; gan ddiffodd ychydig ar ôl 5yh pan fydd y safle'n cau yn y gaeaf. Cadarnhaodd na fyddent wedi'u cynnwys yn ystod y nos, dim ond yn ystod misoedd y gaeaf pan fo'u hangen yn ystod y diwrnod gwaith at ddibenion goleuo a diogelwch. Ar ôl y cyfnod hwnnw, byddent yn cael ei ddiffodd yn awtomatig ac felly ni fyddent yn achosi unrhyw lygredd golau gyda'r nos neu dros nos.

PENDERFYNIAD: Bod y Cydbwyllgor yn:-

- a) Cymeradwyo Tender Rhif 1 gan South Wales Contractors Cyf ar swm o £182,646.70 ac yn dyfarnu'r Contract i'r contractwr hwn.

- b) Dirprwyo grym i'r Clerc a'r Swyddog Technegol i gymeradwyo telerau terfynol y Contract mewn ymgynghoriad â Phrif Swyddog, Gwasanaethau Cyfreithiol, Adnoddau Dynol a Rheoleiddio Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr, ac wedi hynny i drefnu i'r Contract gael ei weithredu ar ran y Cydbwyllgor.

84. CYNLLUN BUSNES A FFIOEDD YR AMLOSGFA

Cyflwynodd y Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth adroddiad yn gofyn i'r Cydbwyllgor gymeradwyo'r Cynllun Busnes a'r rhaglen wariant ar gyfer 2021-22, a oedd yn cynnwys cynnydd arfaethedig mewn ffioedd amlosgi.

Dywedodd fod y Cynllun Busnes yn cael ei gyflwyno'n flynyddol i'r Cydbwyllgor i'w gymeradwyo a'i fod yn cynnwys amcanion gwasanaeth a phrosiectau cynnal a chadw a gwella arfaethedig i wella a chynnal tiroedd ac adeiladau'r Amlogsgfa ar gyfer y flwyddyn ariannol sydd i ddod.

Tynnodd sylw at y ffaith bod y Cynllun Busnes Lefel Gwasanaeth yn dangos y gwobrau a'r cyflawniadau a nodwyd, yn enwedig dyfarniad Gwobr y Faner Werdd eto yn 2020, a bod y gwasanaeth yn parhau i fod yn hunangynhaliol.

Dywedodd y Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth fod dau Dechnegydd Amlogsgfa dros dro wedi'u cyflogi ym mis Mai 2020 i gynorthwyo yn ystod pandemig Covid-19.

Tynnodd sylw at y ffaith bod yr adroddiad wedyn yn manylu ar yr oriau busnes, y mathau o gofebion a ddarparwyd, y gwahanol ffyrdd y mae'r Amlogsgfa yn marchnata ei hun ac yn cyfathrebu â'i ddefnyddwyr gwasanaeth, a'r gwahanol ffyrdd yr oedd yr Amlogsgfa yn parhau i fod yn amgylcheddol gynaliadwy.

Roedd y Cynllun Busnes yn manylu ar gyflawniadau allweddol y 10 mlynedd diwethaf. Yn 2020, gosodwyd system aerdymheru yn ardaloedd gweithredol yr amlogsgfa a'r swyddfa ac adnewyddwyd prif fyrrdau dosbarthu trydanol y safle.

Dywedodd Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth fod yr adroddiad yn cynnwys y dangosyddion perfformiad ar gyfer y 5 mlynedd flaenorol o ran boddhad defnyddwyr; cymerwyd y canlyniadau o'r holiaduron gwasanaeth a anfonir at yr ymgeiswyr amlosgi. Y targed oedd i 100% o lefelau boddhad cyffredinol gyrraedd gradd 'Da' neu 'Ragorol', ac roedd y rhain yn parhau'n gyson ar 100% a'r un targed wedi'i ail-osod ar gyfer 2021-22.

Cadarnhaodd mai cyfanswm yr amlogsiadau ym mlwyddyn galendr 2020 oedd 1,933; gan gynnwys 1,251 o Ben-y-bont ar Ogwr, 141 o Fro Morgannwg a 467 o Rondda Cynon Taf, gyda 74 o bobl nad oeddent yn drigolion. Arweiniodd y cytundeb gydag Amlosgi Ysbyty Tywysoges Cymru ar gyfer amlosgi gweddillion ffoetws anhyfyw at 6 amlogsiad cymunedol ychwanegol, a threfnwyd 12 amlogsiad ffoetws unigol yn uniongyrchol gyda theuluoedd.

Cafodd y tabl cofnodion ystadegol ar gyfer 2019 ei gynnwys at ddibenion cymharu â dangosydd mai cyfanswm nifer yr amlogsiadau ar gyfer 2019 oedd 1,625; cynnydd o 308 o gymharu ag amlogsiadau 2020, gan ddangos effaith pandemig Covid-19 ar ffigyrau. Dangosodd ystadegau a ddadansoddwyd o ddechrau pandemig, o ddechrau mis Mawrth

2020 tan ddiwedd mis Chwefror 2021, o'u cymharu â'r un cyfnod ar gyfer y flwyddyn flaenorol, 2019-20, fod 1,646 o amlosgiadau yn y flwyddyn flaenorol o'i gymharu â 2,056 yn y flwyddyn hon. Dangosodd hyn fod 12 mis diwethaf y pandemig wedi arwain at gynydd o 410 yn nifer yr amlosgiadau, sef tua chwarter yn fwy o farwolaethau nag a ddisgwyliid.

Roedd y Cynllun Busnes yn amlinellu amcanion a datblygiadau'r gwasanaeth ar gyfer cyfnod 2021-22, ac yn sôn eto am amnewid y byrddau dosbarthu trydanol, a ohiriwyd oherwydd newidiadau staffio yn adran peirianeg drydanol y Cyngor ond a gwblhawyd ym mis Medi 2020.

O ran taliadau lleihad mercwri, atgoffwyd y Cydbwyllgor y gall yr amlosgfeydd hynny sydd wedi cyflawni lleihad mewn dros 50% o'u hamlosgiadau werthu gweddill eu hamlosgiadau lleihau mercwri i'r rhai sydd heb gyrraedd y targed hwn, a bod hyn yn cael ei wneud drwy CAMEO. Mae'r rhai sydd wedi lleihau mwy na'r galw yn cael incwm, a'r rhai nad ydynt wedi gwneud hynny yn rhannu'r baich ariannol. Er cefndir, yn 2015/2016, talodd yr Amlogfa £41,000 o ganlyniad i gostau rhannu beichiau ar gyfer amlosgiadau heb leihad, ac yn 2016-17 pan gwblhawyd y gwaith o osod yr offer lleihad mercwri, lleihawyd mwy na 50% o amlosgiadau a chynhyrchwyd incwm o £5,950.10. Cynhyrchwyd incwm tebyg ar gyfer y blynyddoedd dilynol, ac ar gyfer 2019-20 cynhyrchwyd incwm o £5,830. Disgwylir cadarnhad o swm yr incwm disgwylidig a gynhyrchwyd ar gyfer 2020-21. Fodd bynnag, nododd y Rheolwr Profedigaeth a Gwasanaethau y byddai'n disgwyl gweld gostyngiad yn yr incwm hwn yn y dyfodol wrth i fwy o amlosgfeydd osod gweithfeydd lleihau mercwri.

Cadarnhaodd mai prif ffocws amcanion y gwasanaeth yn 2021-22 fyddai:

1. Gosod gwaith uwchraddio systemau cerddoriaeth a chyfryngau cyfrifiadurol y Capel, a gymeradwywyd yn y cyfarfod ar 6 Mawrth 2020. Mae'r pandemig wedi gohirio'r prosiect hwn ond gobeithir y gellid eu gosod ym mlwyddyn ariannol 2021-22, ac mae'r costau gosod wedi'u cynnwys yng nghyllideb refeniw 2021-22.
2. Gwaith ymestyn y cwrt blodau yn mynd rhagddo. Derbyniwyd yr holl gymeradwyaethau statudol, caniatâd cynllunio, caniatâd adeilad rhestredig, rheoliadau draenio ac adeiladu cynaliadwy erbyn diwedd 2020. Mae cwblhad y cam dylunio wedi'i ohirio oherwydd y pandemig, ond mae'r pensaer wedi llwyddo i oresgyn hyn; mae'n adeiladu prototeip ac yn profi elfennau strwythurol y to. Mae gwaith caffael yn mynd rhagddo, a bydd adroddiad pellach yn cael ei gyflwyno i'r Cydbwyllgor mewn cyfarfod diweddarach i geisio cymeradwyaeth derfynol ar gyfer cam adeiladu'r prosiect. Mae amcangyfrif o swm y gyllideb wedi'i gynnwys yng nghyllideb 2021-22.
3. Gosod y goleuadau allanol; yr adroddiad a gymeradwywyd gan y Cydbwyllgor yn gynharach yn y cyfarfod. Disgwylir i'r gwaith ddechrau ar ddechrau'r flwyddyn ariannol newydd hon.

Cadarnhaodd Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth fod arian wrth gefn ar gyfer eiddo hefyd wedi'i gynnwys yng nghyllideb refeniw'r Amlogfa i dalu am waith sydd heb ei gynllunio, gwaith atgyweirio, a chynnal a chadw cyffredinol. Atgoffwyd y Cydbwyllgor bod y gronfa dros ben wedi'i chynllunio i fod yn gronfa wrth gefn ar gyfer amnewid yr amlosgyddion a'r gwaith ategol yn y dyfodol, ymhen oddeutu 12 mlynedd, yn ogystal ag ariannu'r holl welliannau i'r gwasanaeth yn y dyfodol. Dywedodd y Rheolwr Profedigaeth a Gwasanaethau y bydd cynnal a chadw'r gronfa wrth gefn yn sicrhau bod gan yr Amlogfa ddigon o arian hirdymor ar gyfer y ddau beth ynghyd ag unrhyw achosion annisgwyl a allai ddigwydd.

Yna tynnodd y Rheolwr Gwasanaethau Profedigaeth a'r Cofrestrydd sylw at y Tabl a oedd yn crynhoi'r costau rhagamcanol ar gyfer gwaith a gynlluniwyd, y Tabl a oedd yn rhoi manylion ar gyfer y gyllideb arfaethedig gyffredinol ar gyfer 2021-22, a'r Tabl a oedd yn crynhoi'r amserlenni a chyfrifoldebau Swyddogion ar gyfer y prosiectau dros y flwyddyn ariannol ddiwethaf a'r flwyddyn ariannol gyfredol ac ar gyfer yr amcanion newydd a adroddwyd ar gyfer 2021-22.

Dywedodd Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth fod y ffi amlosgi ar gyfer y flwyddyn ariannol gyfredol yn gosod yr Amlogfa yn safle 272 o'r 308 awdurdod amlosgi, ac argymhellwyd cynyddu'r ffi amlosgi trwy chwyddiant o £696.40 i £707.50, yn seiliedig ar gynnydd cyffredinol o 1% mewn ffioedd ynghyd â'r ffigur chwyddiant presennol o 0.6% yn unol â phrotocol Cyngor Pen-y-bont ar Ogwr. Roedd y tabl ym mharagraff 4.3 o'r adroddiad yn dangos cymhariaeth ar ffioedd amlosgi cyfredol (2020-21) ar gyfer amlogsfeydd cyfagos.

Nododd Aelod â phryder fod y ffioedd amlosgi a godir gan Fro Morgannwg £248.60 yn fwy na Phen-y-bont ar Ogwr yn ôl y ffigurau presennol, a mynegodd nad oedd trefnwyr angladdau yn rhoi'r dewis i deuluoedd o ran cynnal amlogsiadau ym Mro Morgannwg neu Ben-y-bont ar Ogwr, a'u bod yn cael eu cyfeirio at Fro Morgannwg am gost llawer uwch. Manteisiodd yr Aelod hefyd ar y cyfle i fynegi cefnogaeth i waith y tîm Amlogfa yn ystod cyfnod anodd iawn.

Dywedodd Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth fod trefnwyr angladdau yn rhedeg busnesau preifat ac yn gweithio er lles teuluoedd, ond y byddant hefyd yn ceisio'r dull mwyaf effeithlon o redeg eu busnesau. Nododd mai'r bwriad yn hyn yw cynyddu argaeledd eu fflyd ac efallai y byddant yn dewis mynd i'r amlogsfeydd agosaf.

Dywedodd hefyd, cyn y pandemig (cyn y cyfyngiadau ar y niferoedd a gaiff fynychu angladdau) ei bod yn amlwg iawn fod Llangrallo yn cael ei ddewis yn ddieithriad pan fo presenoldeb mawr yn cael ei ddisgwyl ar gyfer angladd o Fro Morgannwg, gan fod y safle'n gallu darparu'r lefel o wasanaeth sy'n ofynnol ar gyfer nifer fawr o bobl. Gall y safle a'r tiroedd ddarparu ar gyfer hynny yn Llangrallo, o gymharu â'r amlogfa yng nghapel Bro Morgannwg, a'r gallu i letya cerbydau. Cydnabu nad oedd rhai trefnwyr angladdau yn rhoi'r dewis o amlogsfeydd i deuluoedd gan achosi iddynt dalu mwy, ond dywedodd ei bod yn anodd newid hynny gan mai'r trefnwyr angladdau oedd yn arwain y teulu a dim ond hyn a hyn y gellir ei wneud i roi gwybod am ffioedd Pen-y-bont ar Ogwr.

Rhoddodd yr Aelod ganmoliaeth i'r Swyddog a'i thîm am redeg yr Amlogfa yn effeithlon, yn enwedig yn ystod y flwyddyn ddiwethaf. Nododd yr Aelod fod y Swyddog wedi dadansoddi'r ffigurau ar gyfer y flwyddyn ddiwethaf, a chwestiynodd effaith y ffigurau ar weithrediad yr Amlogfa yn ystod y 12-24 mis nesaf o ystyried marwolaethau a allai fod wedi digwydd lawer cynharach na'r disgwyl heb y pandemig.

Nododd Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth y byddai effaith wedi bod, ond ei bod yn amlwg bod nifer yr amlogsiadau wedi bod yn cynyddu yn Llangrallo flwyddyn ar ôl blwyddyn, cyn y pandemig. Dywedodd, felly, nad oedd disgwyl gostyngiad mawr yn y nifer ar ôl y pandemig pan fo'r marwolaethau o ganlyniad iddo wedi dod i ben. Cydnabu'r Swyddog ei bod yn debygol y byddai rhywfaint o effaith fach oherwydd bod rhai o'r henoed iawn wedi huno yn gynharach oherwydd y pandemig. Dywedodd nad oes astudiaethau yn y maes hwn ar hyn o bryd ond dywedodd, er ei bod yn debygol y bydd effaith, fod y boblogaeth ym Mhen-y-bont ar Ogwr yn cynyddu a bod nifer y marwolaethau a dderbyniwyd

yn Llangrallo o flwyddyn i flwyddyn wedi cynyddu y bydd hynny efallai'n gorbwysio newidiadau mewn demograffeg.

Cydnabu Pennaeth y Gwasanaethau Cymdogaeth fod nifer o bobl wedi marw'n gynt na'r disgwyl, ac y byddai hyn yn debygol o achosi gostyngiad, er nad yw'r manylion yn hysbys gan nad oes astudiaethau wedi'u cwblhau. Dywedodd, o'r rhai a fu farw, eu bod wedi marw'n sydyn iawn, a phryd bynnag y byddent wedi cyrraedd diwedd eu hoes yn naturiol, byddai wedi bod ar wahanol adegau a thros gyfnod hirach. Aeth ymlaen i ddweud y byddai'r marwolaethau a ddaeth mewn cyfnod byr iawn yn ystod y flwyddyn ddiwethaf wedi dod i'r Amlogfa rywbryd yn y dyfodol. I grynhoi, byddai wedi'i ledaenu, felly roedd yr effaith yn debygol o fod yn fychan ac ni ddisgwylir unrhyw ddipliau sylweddol.

Manteisiodd aelod ar y cyfle i ddiolch i'r Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth a'i thîm am eu gwaith gan gydnabod, yn enwedig, y 10 mlynedd o wobrau Baner Werdd y maent wedi'u derbyn.

PENDERFYNIAD: Fod y Cydbwyllgor yn:

- a) Cymeradwyo Cynllun Busnes Lefel Gwasanaeth 2021-22.
- b) Cymeradwyo'r ffi amlogsi o £707.50 ar gyfer 2021-22 a chynnydd cyffredinol o 1.6% ym mhob ffi.

85. RHAGLEN GYFARFODYDD 2021-22

Cyflwynodd y Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth adroddiad a oedd yn gofyn am gymeradwyaeth gan Aelodau ar gyfer rhaglen arfaethedig cyfarfodydd y Cydbwyllgor ar gyfer blwyddyn 2021-22. Cadarnhaodd fod disgwyl i'r Cydbwyllgor gynnal o leiaf ddau gyfarfod ym mhob blwyddyn ddinesig a'r cyfarfod cyntaf ar ôl cyfarfodydd blynyddol y Cynghorau fyddai'r Cyfarfod Cyffredinol Blynyddol lle bydd y Cadeirydd a'r Is-gadeirydd ar gyfer y flwyddyn i ddod yn cael eu dewis.

Roedd y cyfarfodydd arfaethedig hyn fel a ganlyn:-

Dydd Gwener 11 Mehefin 2021 – Cyfarfod Cyffredinol Blynyddol;
Dydd Gwener 3 Medi 2021;
Dydd Gwener 4 Mawrth 2022.

Holodd Aelod a fyddai cyfarfodydd yn y dyfodol yn cael eu cynnal mewn person, neu a fyddai'n well gan Aelodau osgoi teithio a pharhau â chyfarfodydd rhithiol.

Cadarnhaodd Pennaeth y Gwasanaethau Cymdogaeth fod y posibiladau'n cael eu hystyried ond bod Llywodraeth Cymru yn gyffredinol yn debygol o anelu at fodel o 30%; gyda phobl yn gweithio gartref 30% o'r amser, a bod hyn yn debygol o gael ei ailadrodd ar draws awdurdodau. Cydnabu ei fod yn ffordd newydd o weithio y mae pobl wedi arfer â hi, ond ei bod yn debygol mai modelau cyfunol a ddefnyddir wrth symud ymlaen. Dywedodd fod trafodaethau'n cael eu cynnal ynghylch gosod offer fideo-gynadledda mewn ystafelloedd cynadledda i alluogi presenoldeb rhannol gyda rhai yn bersonol a rhai i gysylltu o bell.

Cydnabu Pennaeth y Gwasanaethau Cymdogaeth hefyd effaith teithio ychwanegol ar yr agenda carbon ac a ellid ei osgoi er budd amgylcheddol.

Nododd Aelod fod un o gyfarfodydd y flwyddyn fel arfer yn cynnwys ymweliad â'r Amlogfa, ac er ei bod yn cydnabod bod hwn yn gyfarfod defnyddiol iawn derbyniodd y byddai cyfarfodydd rhithwir hefyd yn ddefnyddiol ar adegau.

Dywedodd y Cadeirydd ei bod yn ychwanegiad defnyddiol i gael cyfarfodydd cyfunol, ond cydnabu hefyd pa mor ddefnyddiol oedd yr ymweliad â'r Amlogfa i weld beth sy'n digwydd y tu ôl i'r llenni.

Dywedodd y Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth y bydd yn derbyn arweiniad y Cabinet a'r Gwasanaethau Democraidd o ran hyn, a'i bod yn debygol o fod yn system gymysg, ac i'r rhai sydd gerllaw ac sy'n dymuno bod yn bresennol gael mynychu, a'r rhai ymhellach i ffwrdd gael bod yn bresennol drwy fideo-gynadledda.

Fodd bynnag, nododd y byddai'r ymweliad safle fel arfer yn digwydd cyn y Cyfarfod Cyffredinol Blyneddol ym Mehefin, a bod hynny'n fuddiol iawn. Dywedodd ei fod yn caniatáu i Aelodau weld beth sydd wedi digwydd ar y safle yn ystod y cyfnod o 12 mis blaenorol, ac iddynt gael gwell dealltwriaeth o'r papurau y maen nhw ar fin penderfynu arnyn nhw. Cadarnhaodd hefyd fod y rhan fwyaf o'r ymweliad yn digwydd y tu allan, a'i bod yn gobeithio y gallai barhau yn y dyfodol.

PENDERFYNIAD: Bod y Cydbwyllgor wedi cymeradwyo'r Rhaglen Gyfarfodydd ar gyfer 2021-22, fel yr amlinellir yn Adroddiad y Swyddog.

86. PERFFORMIAD ARIANNOL 2020-21 A CHYLLIDEB REFENIW ARFAETHEDIG 2021-22

Cyflwynodd y Rheolwr Cyllid, Rheolaeth Ariannol a Chwblhau adroddiad, a'i ddiben oedd rhoi gwybod i'r Cydbwyllgor am berfformiad ariannol rhagamcanol yr Amlogfa ar gyfer 2020-21, a chael cymeradwyaeth gan y Cydbwyllgor ar gyfer Cyllideb Arfaethedig a Ffioedd a Thaliadau 2021-22.

Cymeradwywyd cyllideb refeniw 2020-21 gan y Cydbwyllgor ar 6 Mawrth 2020. Dangosodd Tabl 1 ym mharagraff 4.1 y gymhariaeth rhwng y gyllideb a'r gwariant rhagamcanol ar 31 Ionawr 2021. Dywedodd, pan osodwyd y gyllideb, fod diffyg cyllidebol disgwylidig o £395,000, mai gwarged o £517,000 oedd yr alldro a ragwelir ar ddiwedd mis Ionawr.

Rhoddodd paragraff 4.2 o'r adroddiad rywfaint o fanylion am y prif amrywiannau a nodwyd ar orwariant o £36,000 ar weithwyr oherwydd bod dau dechnegydd amlogfa ychwanegol yn cael eu cyflogi o fis Mehefin 2020, a gafodd ei wrthbwysu gan danwariant o £8,000 ar gostau gweithwyr eraill. Tanwariant o £11,000 ar safleoedd, sy'n cynnwys tanwariant ar gynnal a chadw ac ardrethi busnes, a wrthbwyswyd gan orwariant bach ar drydan. £51,000 o orwariant ar gyflenwadau, gwasanaethau, a thrafnidiaeth, gyda'r rhan fwyaf ohonynt o ganlyniad i fwy o wariant ar eitemau i'w hailwerthu.

Dywedodd fod tanwariant o £832,000 ar waith cynnal a chadw cyfalaf wedi'i gynllunio a bod Tabl 2 ym mharagraff 4.2 o'r adroddiad yn dangos dadansoddiad o'r gyllideb cynnal a chadw arfaethedig ynghyd â'r alldro a'r amrywiannau rhagamcanol ar gyfer y flwyddyn. Dywedodd y Swyddog fod tanwariant oherwydd gohirio prosiectau o ganlyniad i'r pandemig.

Roedd pob un o'r tri phrosiect gohriedig bellach wedi'u cynnwys yn y gyllideb gyfalaf ar gyfer 2021-22.

Nododd y Rheolwr Cyllid, Rheolaeth Ariannol a Chwblhau fod incwm £160,000 yn uwch na'r gyllideb o ganlyniad i gynnydd mewn amlosgiadau yn ogystal â derbyn cronfa caledi Covid-19 Llywodraeth Cymru.

Dangoswyd y gyllideb arfaethedig ar gyfer 2021-22 sydd i'w gweld yn Nhabl 3, paragraff 4.3 o'r adroddiad. Roedd y gyllideb arfaethedig yn dangos diffyg o £451,000. Roedd y cyfan o'r cyllidebau nad oedd yn gysylltiedig â'r gweithwyr ar gyfer 2020-21 wedi'u hadolygu ac roedd unrhyw gymwysiadau angenrheidiol wedi'u gwneud i ymateb i'r gwariant disgwylidig ar gyfer 2021-22.

Cadarnhaodd y Rheolwr Cyllid, Rheolaeth Ariannol a Chwblhau fod cyllidebau ar gyfer gweithwyr wedi'u haddasu i adlewyrchu ychwanegiad cyflog lle bo hynny'n berthnasol, er nad oedd lwfans wedi'i wneud ar gyfer dyfarniad cyflog.

Roedd Tabl 4 ym mharagraff 4.6 o'r adroddiad yn manylu ar y gofynion gwariant arfaethedig ar gynnal a chadw cyfalaf. Cyllidwyd y tri chynllun a nodir yn y Tabl ar £845,000 a byddent yn cael eu talu o'r gyllideb costau ariannu cyfalaf a nodir yn Nhabl 3.

Paratowyd y cyllidebau incwm gan dybio cynnydd cyffredinol o 1.6% mewn ffioedd ac roeddent yn seiliedig ar y lefelau gweithgarwch arferol. Amgawyd Tabl Ffioedd arfaethedig 2021-22 yn Atodiad 1 i'r adroddiad.

Dangoswyd yr effaith ar gydbwysedd cronodig y gyllideb arfaethedig ar gyfer 2021-22 yn Nhabl 5 o'r adroddiad. Rhagwelwyd y byddai balans cronodig o £2,120,000 ar 31 Mawrth 2022. Ystyriwyd bod Balans y Cronfeydd Wrth Gefn ar 31 Mawrth 2021 ar lefel ddigonol i gynnal a diogelu'r gwasanaeth pe bai unrhyw ofynion neu argyfyngau anhysbys.

Cadarnhaodd y Rheolwr Cyllid, Rheolaeth Ariannol a Chwblhau na fyddai'r gwariant cyfalaf ar gyfer 2021-22 yn gofyn am unrhyw dâl benthyciad na chyfraniad gan yr awdurdodau cyfansoddol yn 2021-22. Byddai eitemau o natur gyfalaf yn Nhabl 4 ym mharagraff 4.6 o'r adroddiad yn cael eu hariannu'n uniongyrchol o gyfraniadau refeniw a'r gwarged cronodig o flynyddoedd blaenorol.

Nododd Aelod fod yr adroddiad yn gadarnhaol iawn a'i fod yn adlewyrchiad o ba mor dda yr oedd yr Amlogfa'n cael ei chynnal o ran cynnig gwasanaeth i'r cyhoedd, ei chyfrifoldebau cyllidol, a'r gofal a gymerir wrth ei rhedeg. Nododd yr Aelod ymhellach nad oedd angen unrhyw fuddsoddiad pellach gan yr awdurdodau lleol cyfansoddol, ac na fyddai angen i unrhyw waith Cyfalaf angenrheidiol dynnu ar adnoddau'r tri awdurdod lleol cyfansoddol.

Nododd Aelod na wnaed unrhyw lwfans ar gyfer dyfarniad cyflog ym mharagraff 4.5 o'r adroddiad a holodd ble y byddai'r arian yn dod ar gyfer hynny pan wnaed dyfarniad cyflog.

Cadarnhaodd y Rheolwr Cyllid, Rheolaeth Ariannol a Chwblhau, pan wnaed penderfyniadau ar ddyfarniad cyflog, y byddai'r gyllideb yn cael ei hail-broffilio i ystyried hynny ac y byddai cynnydd yng nghyllideb y gweithwyr yn dangos hynny.

Nododd Aelod fod y gwariant a'r gofynion cynnal a chadw cyfalaf arfaethedig a ddangosir yn Nhabl 4 yr adroddiad yn nodi swm goleuadau safle fel £250,000, ond holodd a fyddai

angen addasu hynny er mwyn ystyried y dyfynbris o £182,646.70 a dderbyniwyd ar gyfer y goleuadau.

Cadarnhaodd Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth fod y £250,000 yn caniatáu ar gyfer yr holl gostau peirianyddol, cynllunio, ceisiadau ac ati. Cydnabu fod y ffigur yn debygol o fod yn ddarbodus, a chadarnhaodd y bydd unrhyw arian na chaiff ei wario yn cael ei ddychwelyd i gronfeydd wrth gefn y gyllideb. Eglurodd fod yr arian yn cynnwys yr hyn yr oedd yn ofynnol ei dalu i'r contractwyr, ond hefyd yr holl gostau ychwanegol o reoli a chynllunio'r prosiect.

Cadarnhaodd Pennaeth y Gwasanaethau Cymdogaeth mai'r arfer gorau fyddai cadw'r gyllideb lawn a ddyrennir i unrhyw brosiect adeiladu hyd nes y bydd y gwaith wedi'i gwblhau. Cydnabu fod y gwaith yn brosiect peirianeg cymharol syml ond y gellid mynd i gostau ychwanegol ar hyd y ffordd. Cadarnhaodd na fyddai'r arian yn mynd i unrhyw le arall ac y byddai'n dychwelyd i'r swigen ariannol.

Dyweddodd Rheolwr a Chofrestrydd y Gwasanaethau Profedigaeth fod y gyllideb wedi'i haddasu ychydig o £300,000 i £250,000 i ystyried y swm a gyflwynwyd gan y contractwr ar gyfer y swydd a'r costau ychwanegol ar gyfer cynllunio peirianyddol ac ati, ac i sicrhau bod digon wedi'i gyllidebu rhag ofn.

Dyweddodd y Cadeirydd eu bod am ddiolch i Reolwr a Chofrestrydd y Gwasanaethau Profedigaeth a'i thîm a'u llongyfarch am y gefnogaeth barhaus a roddwyd i bobl Pen-y-bont ar Ogwr, Rhondda Cynon Taf a Bro Morgannwg yn anterth y pandemig. Cadarnhaodd y bu cynnydd enfawr ar ddechrau'r pandemig, ac o fis Rhagfyr hyd at y presennol. Mynegodd fod y Cydbwyllgor yn deall y problemau a gafodd y gweithlu, ac yn rhoi ei ddiolchgarwch am y ffordd yr oeddent wedi ymddwyn a chynnal yr Amlogfa.

PENDERFYNIAD: Bod y Cydbwyllgor yn:-

- a) Nodi'r perfformiad ariannol rhagamcanol ar gyfer 2020-21.
- b) Cadarnhau a chymeradwyo'r gyllideb refeniw i'w mabwysiadu ar gyfer 2021-22.
- c) Cymeradwyo'r cynnydd mewn ffioedd a thaliadau o 1 Ebrill 2021 fel yr amlinellir yn Atodiad 1 i'r adroddiad.

87. EITEMAU BRYD

Dim.

Daeth y Cyfarfod i ben am 15:09.

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BRIDGEND COUNTY BOROUGH COUNCIL

COYCHURCH CREMATORIUM JOINT COMMITTEE

11 JUNE 2021

REPORT OF THE CLERK & TECHNICAL OFFICER

ANNUAL REVIEW OF 2020/21 BUSINESS PLAN OBJECTIVES

1. Purpose of report

- 1.1 The purpose of this report is to advise the Joint Committee on the performance of Coychurch Crematorium during 2020/21.

2. Connection to corporate well-being objectives/ other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-

1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county borough.
2. **Helping people and communities to be more healthy and resilient** –taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
3. **Smarter use of resources** – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

3.1 Clause 3.2 of the Joint Authority 'Memorandum of Agreement' relating to the Coychurch Crematorium Joint Committee requires that the Joint Committee shall receive a report at the Annual General Meeting reviewing performance against the Business Plan for the preceding financial year.

4. **Current situation / proposal**

4.1 **Appendix A** identifies the performance of Coychurch Crematorium relating to:

- Number of cremations
- Service standards
- Planned expenditure
- Achievement of Business Plan objectives

5. **Effect upon policy framework and procedure rules**

5.1 None.

6. **Equality Act 2010 implications**

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

7 **Well-being of Future Generations (Wales) Act 2015 Implications**

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. **Financial Implications**

8.1 The Revenue budget for 2021-22 was adjusted in the 2021-22 Business Plan to accommodate variations in the works programme as a result of delays in work being undertaken in 2020-21.

9. **Recommendation:**

9.1 The Joint Committee is recommended to note the report.

**ZAK SHELL
CLERK AND TECHNICAL OFFICER
27TH MAY 2021**

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Bridgend, CF35 6AB
Background Papers: Business Plan Report to the Joint Committee 6th March 2020 and
Business Plan Report to the Joint Committee 5th March 2021.

APPENDIX A

CREMATORIUM ANNUAL PERFORMANCE AND FINANCIAL REVIEW 2020/21

Number of cremations

In 2020/21, the Crematorium carried out the following cremations:

CREMATIONS (residence)	TOTALS
Borough of Bridgend	1353
Vale of Glamorgan	146
Rhondda-Cynon-Taff	512
Others	75
TOTALS	2086

Public Satisfaction

The Crematorium carries out a quarterly review of questionnaire results which feeds into an annual assessment of the quality of service. For 2020/21, this showed that the overall satisfaction level, to a standard of good or excellent, remains at 100%. Where necessary, the Bereavement Services Manager & Registrar has responded to the cremation applicant. An analysis of the responses received is indicated below:

SERVICE FOR THE BEREAVED – CREMATORIUM (RECEIVED APRIL 2020 to JUNE 2020 incl.)

Responses 51

During the implementation of your funeral requirements, how would you rate:

	Excellent	Good	Average	Poor
The availability of service times	58.7	32.6	6.5	2.2
The arrangements on the day of the funeral	86.7	13.3		
The presentation of the cremation plot	77.4	22.6		

In dealing with staff how would you rate: -

Literature and information given	70.7	29.3		
Presentation of personnel	85.4	14.6		
General attitude of staff	83.3	16.7		

How would you rate the following conditions within the crematorium:-

Chapels	91.3	8.7		
Access roads and footpaths	87.5	12.5		
Rose gardens and grounds	88.6	11.4		
Grass cutting around memorials	86.7	13.3		
Toilets	81.3	15.6	3.1	
Water stations and waste bins	75.0	25.0		

OVERALL SATISFACTION	88.00%	12.00%	-	-
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If the cremated remains of the deceased were removed from the crematorium please state why:-

- I wanted my wife at home
- For burial at Cemetery
- I want my husband's urn to stay home with me
- Held by Funeral Director
- To be buried at Limes Cemetery Cowbridge
- Jewellery pieces to be made and then ashes scattered abroad
- To be scattered
- To be scattered in rose bushes in front garden as per the deceased's wishes
- To be interred with my father.
- Interment in Trealow Cemetery
- Scattered elsewhere
- Because the two sons wanted to carry him back for interment
- To be placed in Bridgend Cemetery with husband's ashes.
- Ashes to be scattered elsewhere.
- Family have own resting place.
- For separate interment in a family cemetery plot in deceased hometown Warrington.
- To be scattered elsewhere according to the Will.
- Going to family grave in cemetery.
- To be kept until his wife passes away.

What other form of memorialisation would you like to see: -

- Memorial book (*Note: Further info on the Book of Remembrance has since been issued*).
- More rose bushes

Do you have any further observations or comments: -

- There were only 5 mourners but the service was very enlightening thank you. (*Note 5 mourners was the family's choice & not due to restrictions*).
- The staff were good in the situation, of only having 10 at the service.
- My husband was cremated on 31/03/20 during the restrictions due to Covid but was still given a dignified service.
- Thank you for doing what you can at this very difficult time. Glass of water for readers/eulogy would have been useful (*Note: water glasses had to be withdrawn due to pandemic restrictions but FD's notified that disposable cups and mineral water dispensers still available if required*).
- Just to thank everyone for what they are doing during difficult times and circumstances. We as a family were very pleased with your service.
- During difficult time during a coronavirus lockdown I applaud the staff for doing their best.
- I'm sure an expert may find faults, we cannot, excellent on every point.
- Everything was excellent.
- The service in these difficult times was respectful and well organised.
- We interred dad's ashes yesterday (18.05/20). We just wanted to say how wonderful we enjoyed the service, it was exactly as he wanted it, we provided our own poems and prayer and we played a song quietly, but what we wanted to say was that your staff's contribution is definitely worth writing about. The worker with the wheelbarrow, so respectful to us, and the lady walking with dad's ashes on the cushion, her manner also so respectful. Their gestures, although many would say only doing their jobs, meant the world to us. Many thanks.
- Due to Covid restrictions we are arranging a separate event of memorial in the future. Coychurch was an excellent choice for our needs.
- The quality of the sound from the vicar's microphone was slightly distorted. Covid19 precautions were good.

- During the current difficult circumstances, as a family we'd like to thank you for a lovely service.
- Disappointed that two members of the family were not allowed to come into the crematorium considering the amount of space inside. Ten members only seems small as it's a large area. *(Note: The Crematorium was at the height of the first wave of the pandemic with the country in full lock down, mourner numbers were restricted to 10 and Funeral Directors informed of all restrictions).*
- Under the present restrictions it went well, thank you.
- Would be a better experience if there was time after the service for people to leave without a rush. There needs to be a space between services *(Note: The Crematorium was at the height of the first wave of the pandemic, services were restricted to 30 minutes in order to provide 14 services per day and Funeral Directors informed of all restrictions).*
- The care and respect of all your staff was exceptional and professional. Please will you thank all your staff. Myself and my family very much appreciated their care and compassion.
- Very clean and tidy and peaceful. Feels like a safe and well-maintained Crematorium.

SERVICE FOR THE BEREAVED – CREMATORIUM
(RECEIVED JULY 2020 to SEPT 2020 incl.)

Responses 44

During the implementation of your funeral requirements, how would you rate:

	Excellent	Good	Average	Poor
The availability of service times	85.4	12.2	2.4	
The arrangements on the day of the funeral	85.4	14.6		
The presentation of the cremation plot	95.8	4.2		

In dealing with staff how would you rate: -

Literature and information given	91.4	8.6		
Presentation of personnel	92.1	7.9		
General attitude of staff	92.1	7.9		

How would you rate the following conditions within the crematorium:-

Chapels	94.9	5.1		
Access roads and footpaths	97.7	2.3		
Rose gardens and grounds	92.3	7.7		
Grass cutting around memorials	94.7	5.3		
Toilets	75.0	25.0		
Water stations and waste bins	83.3	12.5	4.2	

OVERALL SATISFACTION	95.5%	4.5%	-	-
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If the cremated remains of the deceased were removed from the crematorium please state why:-

- We are scattering them
- Remains being laid to rest at St John's Church
- Own arrangement
- Being scattered
- Ashes to glass
- Interment at Maudlam Church
- To be buried with my father in Cardiff
- My husband wanted his ashes taken back to where he grew up and scattered there.
- Family cemetery plot.
- To be interred in Bridgend Cemetery cremation plot.
- Interment at Porthcawl Cemetery.

- I will be retaining the cremated remains of my husband as his remains will be combined with my own and then scattered as per our Will.
- Interred at family plot.
- Mother's and father's remains scattered privately.
- Interred in family burial plot in local cemetery.
- Interred with parents
- Taking them home.
- To be scattered in our garden.
- We are keeping mum at home for the moment.
- To be scattered by the sea.

What other form of memorialisation would you like to see: -

- -

Do you have any further observations or comments: -

- No other than the Crematorium always looks beautiful and is kept immaculate.
- My mother-in-law had a wonderful service. It went the way we wanted. All
- To scatter at sea. Staff professional. No issues.
- Office staff always helpful.
- Only to say that dad and I visited mums plot several times a year since 1987 and every time we were so impressed with Coychurch Crematorium. Immaculate.
- Someone had placed artificial flowers in my dad's flower holder. Not sure there's much you can do other than point out that people should not do this.
- Could have done with slightly more volume during service. Other than that, not one single negative comment. Many thanks.
- Upon my recent visit it was noticed that the rose bush at my dad, mam and brother's plot is not doing well. Would it be possible to get this replaced please? *(Note: rose bushes are replaced free of charge upon request, on a weekly basis from spring to autumn).*
- Organ accompaniment to hymns was excellent.
- Always well-kept grounds.
- Due to restricted numbers at present, people who were specifically invited to attend were asked to leave due to others (who knew they shouldn't be there) thinking they could "gate-crash". Perhaps before asking anyone to leave, the family should be approached regarding this so they can decide who shouldn't be there. *(Note: Referred to Funeral Director. The Crematorium was operating under pandemic regulations, mourner numbers were restricted to 30 and Funeral Directors informed of all restrictions. Funeral Director manages additional attendees as they have been provided with the list of invitees and have been requested to manage attendance/seating arrangements accordingly).*
- Although my mother lived most of her life in Cardiff, Coychurch Crematorium is so beautiful there was no contest as to where the service took place.
- Excellent presentation overall.
- The acoustics in the chapel could be improved.
- Entering the Crematorium grounds under such sad circumstances gives a feeling of peace, the same for entry into the chapel. Thank you.
- The service was just heavenly for me and I will choose Coychurch for when I pass away.
- The location is easy to find. The setting is picturesque. It is a beautiful Crematorium. Well maintained. It was very comforting sitting by the pond with lillies, fish and terrapins and knowing they were being cremated in such a lovely place.
- Lovely grounds.

- The gardens are really beautiful and my mum and dad could not be laid to rest in a more peaceful and beautiful spot. Thank you.
- A good service.
- Respectful and dignified. Thank you.
- The live streaming of the service was excellent for our relatives unable to travel due to Covid.
- Thought only right to bring him back to his place of birth.
- A well-kept resting place, lovely memorial.
- Excellent experience from start to finish. Thank you.
- I am very satisfied with the way I was informed of everything. Well done Coychurch Crematorium.
- It would be nice to have a speaker outside in the flower courtyard for any “overflow” attendees. *(Note: While additional attendees are prohibited by Welsh Government during the pandemic regulations, a flower court speaker has been provided for in the music system upgrade to enable mourners leaving the chapel to continue to hear exit music).*
- Upon arrival we were informed that there were more than 30 people present and that only 30 could enter the chapel. There were in fact 30 people invited along with a bystander. We felt this could have been dealt with differently to eliminate stress for the family *(Note: Referred to Funeral Director. The Crematorium was operating under pandemic regulations, mourner numbers were restricted to 30 and Funeral Directors informed of all restrictions. Funeral Director manages additional attendees as they have been provided with the list of invitees and have been requested to manage attendance/seating arrangements accordingly).*
- None, as everything of the highest standard.
- I would like to thank you and all your staff for the dignified and caring way the ceremony was conducted.
- Everything was excellent, thank you.
- All good keep up the good work. Helpful staff. The grounds are very well maintained.
- No, we were very satisfied with everything. Thank you.
- The webcast was excellent which meant relatives in Australia, Canada, as well as those who were not allowed to travel from within the UK could feel part of the service.
- Thank you for all the kindness shown to my family.

SERVICE FOR THE BEREAVED – CREMATORIUM
(RECEIVED JAN 2021 to MARCH 2021 incl.)

Responses 73

During the implementation of your funeral requirements, how would you rate:

	Excellent	Good	Average	Poor
The availability of service times	65.2	29.0	5.8	
The arrangements on the day of the funeral	90.6	9.4		
The presentation of the cremation plot	81.8	18.2		

In dealing with staff how would you rate: -

Literature and information given	82.3	16.1	1.6	
Presentation of personnel	83.9	14.3	1.8	
General attitude of staff	83.6	16.4		

How would you rate the following conditions within the crematorium:-

Chapels	98.6	1.4		
Access roads and footpaths	91.7	8.3		
Rose gardens and grounds	94.9	5.1		
Grass cutting around memorials	93.0	7.0		
Toilets	84.6	15.4		
Water stations and waste bins	76.2	21.4	2.4	

OVERALL SATISFACTION	89%	11%	-	-
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If the cremated remains of the deceased were removed from the crematorium please state why:-

- Ashes to be scattered, private location.
- His partner wanted them with her.
- Ashes were split.
- Part of the cremated remains were kept to be scattered elsewhere.
- To be returned to his hometown Salisbury.
- To scatter at a place of memories.
- Family to take to his favourite place.
- To be interred at Treorchy Cemetery.
- Father wished them to be scattered.
- To be scattered privately.
- To be interred in cemetery with husband.
- To be interred at local cemetery.
- To be interred in church grounds.
- To take to Portugal as requested.
- Wanted deceased to be at home.
- To be scattered in hometown.
- To be kept at home.
- Family plot in nearby cemetery.
- To be interred in family grave in North England.
- Taken to a place the deceased loved.
- I wanted my husband's ashes at home with me.
- To be taken home before scattering at a later date.
- To be taken to Narberth for interment.
- The family wish to have them at home.
- Personal request from mum within her Will.
- To be kept at home until I decide where to scatter.
- To be scattered.
- To be interred at Laleston Cemetery.

What other form of memorialisation would you like to see: -

-

Do you have any further observations or comments: -

- Very pleased with the proceedings and the Crematorium – much nicer than others I've been to.
- No. All excellently done.
- None. All Covid restrictions were followed and adhered to with good instructions.
- Unobtrusive caring during these sad, strange times. Music perfect, as was the arrangement of pews. Thank you.
- None apart from the ability for family and friends to view the service at Coychurch online was invaluable, due to Covid restrictions at this present time.
- No. Service and grounds excellent.
- Could not wish to have a better place to have a service. Thank you.
- Well maintained premises as usual and very pleasant venue for this type of service and cremation. Thank you.
- A few benches around the chapel would be nice. The Crematorium is absolutely beautiful – pristine and clean.
- No – everything to an excellent standard.
- Best send off during current restrictions. Very grateful of streaming option.
- Having had the funeral services of both of my parents and now my husband, I can honestly say Coychurch Crematorium is the best I've been to and we, as a family, are grateful for your service.

- It was extremely well run. Felt taken care of and confident everything was being done in an extremely professional and caring manner.
- No. All satisfactory considering the Covid situation and limitations.
- Perfect.
- A comforting environment has been created at Coychurch. Staff have respectful, calm manner which makes a difficult time slightly easier.
- I continue to be impressed with the general upkeep of the grounds and buildings.

Expenditure for Planned Works 2020/21

The programme of Business Plan expenditure for 2020/21 is indicated below:

<u>Narrative</u>	2020/21		
	Budget	Outturn	Variance
	£'000	£'000	£'000
Flower Court Extension: Design consultants costs & Construction (Delayed due to Coronavirus pandemic. Moved to 2021/22)	520	11	509
External Lighting to Site (Delayed due to Coronavirus pandemic. Moved to 2021/22)	300	8	292
Electrical Distribution Boards Replacement	20	17	3
Upgrade Chapel Music and Media Systems (Delayed due to Coronavirus pandemic. Moved to 2021/22)	42	4	38

Business Plan Service Objectives

A progress report on the service objectives and planned actions is summarised on the following Business Plan Assessment and Review.

2020/21 BUSINESS PLAN ASSESSMENT & REVIEW

SERVICE OBJECTIVES	PLANNED ACTIONS	TARGET/DESIRED OUTCOME	RESP OFFICER	METHOD OF MEASUREMENT	PROGRESS REPORT
<i>Flower Court Extension</i>	<ul style="list-style-type: none"> • <i>Construction</i> 	<i>April 2021</i>	Joanna Hamilton	<i>Report to JC. Regular progress meetings</i>	<ul style="list-style-type: none"> • Reported to meeting 5th March 2021, for completion March 2022.
<i>External Lighting to Site</i>	<ul style="list-style-type: none"> • <i>Install Lighting</i> 	<i>Dec 2020</i>	Joanna Hamilton	<i>Report to JC. Regular progress meetings.</i>	<ul style="list-style-type: none"> • Reported to meeting 5th March 2021, for completion Dec 2021.
<i>Chapel Music and Media Systems</i>	<ul style="list-style-type: none"> • <i>Replace</i> 	<i>March 2021</i>	Joanna Hamilton	<i>Report to JC. Regular progress meetings.</i>	<ul style="list-style-type: none"> • Reported to meeting 5th March 2021, for completion March 2022.
<i>Electrical Distribution Boards</i>	<ul style="list-style-type: none"> • <i>Replace</i> 	<i>Dec 2020</i>	Joanna Hamilton	<i>Regular progress meetings.</i>	<ul style="list-style-type: none"> • Completed Sep 2020.
<i>Budget Strategy</i>	<ul style="list-style-type: none"> • <i>Annually review & revise service charges</i> • <i>Review works programme</i> • <i>CAMEO payments</i> 	<p><i>Annually</i></p> <p><i>Annually</i></p> <p><i>Annually (Commenced Jan. 2014)</i></p>	Joanna Hamilton	<p><i>Annual report to Joint Committee</i></p> <p><i>Annual report to Joint Committee</i></p> <p><i>Annual report to Joint Committee</i></p>	<ul style="list-style-type: none"> • Completed, reported to meeting on 5th March 2021. • Completed, reported to meeting on 5th March 2021. • Completed, reported to meeting on 5th March 2021.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COYCHURCH CREMATORIUM JOINT COMMITTEE

11 JUNE 2021

REPORT OF THE TREASURER

ANNUAL ACCOUNTING STATEMENT 2020-21

1. Purpose of report

- 1.1 The purpose of this report is to present the unaudited Annual Accounting Statement for the 2020-21 financial year to the Joint Committee, and to obtain approval to submit the Annual Accounting Statement for Coychurch Crematorium to Audit Wales.

2. Connection to corporate well-being objectives / other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objective under the **Well-being of Future Generations (Wales) Act 2015**:-

1. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

- 3.1 Under Regulation 14 of the Accounts and Audit (Wales) Regulations 2014, Coychurch Crematorium Joint Committee is required to complete an Annual Accounting Statement as they are classed as a smaller local government body with annual income and expenditure below £2.5 million.
- 3.2 The Accounts and Audit (Wales) Regulations 2018 require that the Joint Committee must formally approve the Annual Accounting Statement by 30 June and certify that they present fairly the financial position of Coychurch Crematorium.
- 3.3 Unless the Annual Accounting Statement needs to be amended, the auditor will certify the Statement and send it back to the Joint Committee for publication with no further approval required by the Joint Committee. If however amendments are required, the auditor will send the Statement back to the Joint Committee for amendment and re-approval before the auditor can certify the Statement. The certified Annual Accounting Statement must be published by no later than the 30 September.

4. Current situation/proposal

4.1 Section 1 of the Annual Accounting Statement (**Appendix 1**) shows that in 2020-21 Coychurch Crematorium made a net surplus of £845,231 (difference between Line 1 'Balances brought forward' and Line 7 'Balances carried forward'). The surplus has been added to the accumulated reserve for the Crematorium brought forward at 31 March 2020, bringing the total of that reserve to £2,898,883 at 31 March 2021 compared to £2,053,652 in the preceding year.

The following table shows a summary of the final financial position for the Crematorium for 2020-21 as compared to the budget set at the start of the financial year.

Table 1 – Crematorium Financial Position 2020-21

Actual 2019-20 £'000		Budget 2020-21 £'000	Actual 2020-21 £'000	Variance 2020-21 £'000
	<u>Expenditure</u>			
315	Employees	324	348	24
249	Premises	314	275	(39)
155	Supplies, Services & Transport	144	156	12
99	Agency/Contractors	104	100	(4)
32	Administration	36	44	8
207	Capital Financing Costs	882	40	(842)
1,057	Gross Expenditure	1,804	963	(841)
	<u>Income</u>			
(1,312)	Crematorium Fees etc.	(1,380)	(1,728)	(348)
(13)	Welsh Government Grant	0	(50)	(50)
(30)	BCBC Contribution	(29)	(30)	(1)
(1,355)	Gross Income	(1,409)	(1,808)	(399)
(298)	(Surplus)/Deficit	395	(845)	(1,240)
(298)	Transfer (to)/from Reserve	395	(845)	

4.2 Explanations for the more significant variances from budget are given below:

- The over spend of £24,000 on Employees is due to two additional Crematorium Technicians being employed from June 2020, offset by an under spend of £20,000 on other employee costs. The additional costs of the two posts have been funded by the Welsh Government COVID 19 Hardship Fund, and is shown in the increased income for 2020-21.
- The under spend of £39,000 on Premises is made up of under spends on Planned Maintenance (£16,000), Day to Day Maintenance (£14,000), Grounds Maintenance (£7,000) and Business Rates (£2,000).

- The over spend of £12,000 on Supplies, Services & Transport is made up of an over spend on Items for Resale (£32,000), offset by under spends on Purchase of Equipment (£10,000), Security Services (£6,500) and Equipment Repairs & Maintenance (£3,500).
- Table 2 below shows a breakdown of the Planned Maintenance Budget along with the Outturn and Variances for 2020-21.

Table 2 – Planned Capital Maintenance 2020-21

2020-21	Budget 2020-21 £'000	Outturn £'000	Variance £'000
Flower Court Extension	520	11	509
Site Lighting	300	8	292
Electricity Distribution Boards	20	17	3
Chapel Sound System	42	4	38
Total	882	40	842

- The under spends on the Flower Court Extension, Site Lighting and Chapel Sound System are due to the projects being delayed as a result of the Coronavirus pandemic. All three projects are planned to proceed in 2021-22 and are included in the Planned Capital Maintenance budget for 2021-22.
 - Income is higher than budgeted by £398,000 due to increases in the number of cremations (£347,000), receipt of the Child Burial Fees (£6,000) and COVID 19 Hardship Fund (£44,000) grants from Welsh Government. 2020-21 saw an increase in the number of cremations of 25% which was largely driven by the COVID 19 pandemic. It is anticipated that income levels will return to normal levels in 2021-22.
- 4.3 In addition to the Annual Accounting Statement, a supplementary Balance Sheet is provided in Table 3 below. This supplementary information provides a further breakdown of the figures recorded in the Annual Accounting Statement. This is for information only, and is not subject to audit at year end.

Table 3 – Balance Sheet for Years Ended 31 March 2020 & 2021

31 March 2020 £'000	Description	31 March 2021 £'000
	Property, Plant & Equipment	
3,611	- Other Land and Buildings	3,487
1,100	- Community Assets	1,100
4,711	Non-Current Assets	4,587
	Current Assets	
29	Inventories	29
153	Short Term Debtors	165
1,882	Cash and Cash Equivalents	2,717
2,064	Current Assets	2,911
	Short Term Borrowing	
(7)	Short Term Creditors	(6)
(7)	Current Liabilities	(6)
6,768	Net Assets	7,492
	Usable reserves	
2,054	- Accumulated Surplus	2,899
	Unusable reserves	
1,820	- Revaluation Reserve	1,820
2,892	- Capital Adjustment Account	2,767
	- Short-term Accumulating	
2	- Compensated Absences Account	6
6,768	Total Reserves	7,492

4.4 Further information to explain the balances is provided below:

- Property, Plant and Equipment of £4.587 million as recorded on Line 12 of the Annual Accounting Statement represent buildings, land and fixtures and fittings. The decrease in the value of Non-Current Assets is due to the depreciation charged against these assets.
- Inventories of £29,000 relates to stock included in the Balance Sheet at the lower of cost and net realisable value and relate to memorials purchased for future use in the Garden of Remembrance.
- Short term debtors of £165,000 represent the monies owed to the Coychurch Crematorium Joint Committee by trade debtors such as Funeral Directors as at 31st March 2021.

- Cash and cash equivalents of £2.717 million represents cash held by Bridgend County Borough Council, the financial services provider, as part of its general bank account. No separate bank account exists for Coychurch Crematorium.
- Short term creditors of £6,000 represent monies owed by the Coychurch Crematorium Joint Committee for goods/services received in 2020-21 and includes a balance for annual leave not yet taken by staff.
- Reserves are reported in two categories. Usable reserves can be used by the Committee to provide services subject to the need to maintain a prudent level of reserves. The second category, Unusable Reserves, are not available to provide services. This includes a reserve that holds the timing differences between the annual leave entitlement for staff and actual annual leave taken at 31 March 2021 and revaluation of assets and capital adjustments.
- The accumulated surplus of £2.899 million as recorded in Line 11 of the Annual Accounting Statement reflects the surplus for the current year and the balance of any previous year's surpluses/deficits held to fund any future capital works. The accumulated surplus will be the subject of a future report considering its use for proposed improvements and the possible repayment to the Partner Authorities.
- The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions.
- The Accumulated Absences Account absorbs the differences that would otherwise arise on the Accumulated Surplus Fund Balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the Accumulated Surplus Balance is neutralised by transfers to or from the Account. The Account balance was £6,500 as at 31 March 2021 (£2,300 - 31 March 2020).

5. Effect upon policy framework and procedure rules

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

6. Equality Impact Assessment

6.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act have been considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial implications

8.1 These are reflected within the report.

9. Recommendations

9.1 The Joint Committee is recommended to approve the Annual Accounting Statement for Coychurch Crematorium for 2020-21 (Appendix 1), and request that the Chair of the Joint Committee signs the Annual Accounting Statement.

**GILL LEWIS
INTERIM CHIEF OFFICER - FINANCE, PERFORMANCE & CHANGE
BRIDGEND COUNTY BOROUGH COUNCIL
TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE
JUNE 2021**

Contact officer: Eilish Thomas
Finance Manager, Financial Control and Closing BCBC

Telephone: (01656) 643359

Email: Eilish.Thomas@bridgend.gov.uk

Postal address: Bridgend County Borough Council
Wing 4
Ravenscourt
CF31 4AP

Background documents: Report of the Treasurer
Coychurch Crematorium Joint Committee
5 March 2021

Minor Joint Committees in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

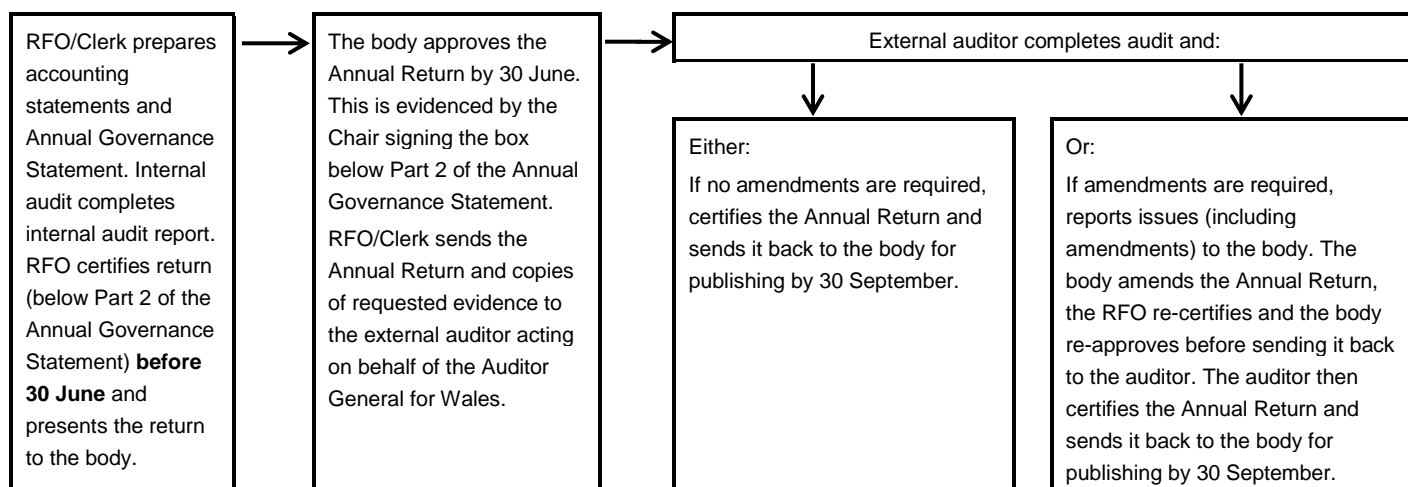
	Yes	No		Yes	No		Yes	No
ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>	WELSH	<input type="checkbox"/>	<input type="checkbox"/>	BILINGUALLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales (including joint committees) to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For minor joint committees with income and expenditure below £2.5 million, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication, **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners’ Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and **complete all sections highlighted pink**.

APPROVING THE ANNUAL RETURN

The Committee must approve the Annual Return **BEFORE** the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

If it is unable to complete the approval process by 30 June 2021 or publish the audited return by 30 September, the Committee must publish notices as required by the Regulations.

The Auditor General for Wales’ Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales’ certificate and report.

Accounting statements 2020-21 for:

Name of body: COYCHURCH CREMATORIUM

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	1,755,451	2,053,652	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	0	0	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	1,355,293	1,807,575	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(315,092)	(347,910)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	(742,000)	(614,434)	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,053,652	2,898,883	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	181,223	193,774	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	1,882,193	2,717,196	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	(9,764)	(12,087)	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	2,0523,652	2,898,883	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	4,711,470	4,586,928	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
<p>3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Committee to conduct its business or on its finances.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
<p>4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
<p>5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
<p>6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
<p>7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Committee approval and certification

The Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2021.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
	Minute ref:
RFO signature:	Chair of meeting signature:
Name:	Name:
Date:	Date:

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

--

Auditor General's report

Audit opinion

[Except for the matters reported below]* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Committee's governance arrangements; and
- that the Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the Committee's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body. / There are no further matters or recommendations that I wish to draw to the Committee's attention.*

External auditor's name:	
External auditor's signature:	Date:
For and on behalf of the Auditor General for Wales	

* Delete as appropriate.

Annual internal audit report to:

Name of body: COYCHURCH CREMATORIUM

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All payments are made through the Council's bank account and ledger system.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All payments made through the Council's financial system. The sample testing confirmed payments were supported by invoices, correctly authorised and VAT have been accounted for correctly.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corporate Risk Management Policy and a Corporate risk assessment is in place. Risk Assessment procedure guidance for risks available to all Council departments.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No precept. Budget and reserves are monitored centrally and reported to the Crematorium Joint Committee.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Charges for the Crematorium were agreed by the Joint Committee on 6th March 2020 and income is recorded on Council's central system
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No petty cash.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff paid on NJC paycales via central payroll system. Testing verified that all staff paid on the crematorium cost code during this year were employed in roles that are related to the Crematorium.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crematorium is included on central asset register.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
					Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crematorium use main Council bank account. Previous audits have confirmed the controls are robust.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Centralised main accounting audit performed regularly, and no recent relevant issues identified.

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
11. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
12. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text


* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Committee are included in my detailed report to the Committee dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Joan Davies – Audit Client Manager
Signature of person who carried out the internal audit: 
Date: 27th May 2021

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **You must send to the external auditor, information to support the assertions made in the Annual Governance Statement.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2021 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?		
	Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Committee's approval of the amendments before re-submission to the auditor?		