

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT
COMMITTEE HELD IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET,
BRIDGEND ON FRIDAY, 2 MARCH 2011 AT 2.00PM

Present:-

Councillor M Gregory - Chairperson
(Representing Bridgend County Borough Council)

Representing Bridgend County Borough Council

Councillor E Dodd
Councillor K S Hunt
Councillor C Westwood

Representing Vale of Glamorgan County Borough Council

Councillor A J Preston

Representing Rhondda Cynon Taff County Borough Council

Councillor G E Hopkins

Officers:

R Fletcher	-	Clerk and Technical Officer
S Hooper	-	Bereavement Services Manager
J Hamilton	-	Crematorium Manager and Registrar
N Evans	-	Business Manager Financial Planning
M A Galvin	-	Senior Democratic Services Officer

139 ANNOUNCEMENT

The Clerk and Technical Officer referred to the brochure that had been tabled for Members entitled Bridgend Bereavement Services guide.

He explained that this glossary had been developed by Bereavement Services Team.

140 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members:-

Councillor G A Cox	-	Hospital appointment
Councillor D Pugh	-	Holiday
Councillor P J White	-	Other Council Business

141 DECLARATIONS OF INTEREST

None.

142 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of a meeting of the Coychurch Crematorium Joint Committee held on 2 December 2011, be approved as a true and accurate record.

143 PROGRAMME OF MEETINGS 2012/13

The Clerk and Technical Officer submitted a report, the purpose of which was to seek approval for the proposed programme of meetings for 2012/13.

The dates for the meetings were suggested as follows:-

Friday 8th June 2012 (Annual Meeting)
Friday 7th September 2012
Friday 7th December 2012
Friday 1st March 2013

RESOLVED: That the Joint Committee approved the programme of meetings for the Coychurch Crematorium Joint Committee 2012/13, with it being noted that the scheduling of the Annual meeting will be dependant upon Members being appointed by that date after the forthcoming local Elections.

144 GARDEN OF REMEMBRANCE FOOTPATH

The Clerk and Technical Officer submitted a report which sought approval to award a contract from submitted tenders to surface the footpath within the Garden of Remembrance.

The Clerk and Technical Officer advised, that the lowest tender was submitted by LGA Limited in the sum of £26, 358.00, and that there were sufficient resources within the Revenue Budget for 2011/12 to fund this work.

RESOLVED: That the Joint Committee approved Tender No. 2 from LGA Limited in the sum of £26,358.00 and authorise the award of the contract to the Company.

145 CREMATORIUM BUSINESS PLAN AND CREMATORIUM FEES

The Clerk and Technical Officer presented a report, the purpose of which was to approve the Business Plan and an expenditure programme for 2012/13, which included proposed increases in cremation fees.

He advised that the total number of cremations for 2011 was 1,666 made up of 786 from Bridgend, 499 from the Vale of Glamorgan and 302 from Rhondda Cynon Taf, with 79 non residents. He confirmed that an agreement with the Princess of Wales Hospital for the cremation of non-viable foetal remains had resulted in additional communal cremations and 14 individual cremations.

The Clerk and Technical Officer confirmed that the proposed Service Level Business Plan for 2012/13 was attached at Appendix 1 to the report, which outlined the proposed service objectives for the period. It was recommended that the cremation charge be increased from £450 (by inflation plus £25) to £495. This increase would ensure that sufficient funding was available to support the future programme of improvement works, but would still retain the Crematorium's

position in the bottom quartile within the national league table. Other charges would increase in line with inflation.

The Clerk and Technical Officer then elaborated upon certain areas of the Business Plan including challenges facing the Service.

This covered the establishment of a Private Sector Crematorium to the north east of Barry, that was having an effect in terms of cremations in Coychurch Crematorium being reduced. A further report would be submitted to the Joint Committee in December showing the financial impact of this based on the last 12 months or so.

He also referred to the collaboration of an Emergency Contingency Plan in collaboration with other local authorities to deal with any future pandemic.

He then gave a resumé on the position regarding Mercury Abatement (CAMEO) and of plans to arrange for cremator replacement within the next few years.

The Clerk and Technical Officer then advised the Joint Committee of forthcoming service developments in relation to:-

- Car Park markings (for disabled parking)
- Yard Gate replacement (at the back yard area of the crematoria)
- Construction of Footpaths (to improve access arrangements)
- Redecorate Chapel of Remembrance
- Upgrade of Cremators (further report with estimated expenditure projections to be awaited)

RESOLVED: The Joint Committee:

- (1) Approved the Service Level Business Plan 2012.
- (2) Confirmed the cremation fee for 2012/13 at £495.00

145 PROPOSED REVENUE BUDGET 2012/13

The Treasurer submitted a report, which informed the Joint Committee of the projected financial performance for the Crematorium for 2011/12 and to obtain approval from the Joint Committee for the proposed budget and fees and charges for 2012/13.

Table 1 in Paragraph 4.1 of the report, showed the financial position at 31 January 2012 and the projected outturn for 2011/12.

This table, explained the Business Manager Financial Planning, reflected that the Gross Expenditure from April 2011 to January 2012 as being £573k, with the Projected Outturn for 2011/12 being at £785k. The reduction in death rates coinciding with the new Crematoria opening in the Vale of Glamorgan meant that there was a projected overspend of £54k for 2011/12.

Paragraph 4.2 of the report, then expanded upon the more significant variances between budgets and projections, while Paragraph 4.3 detailed in tabular form the proposed Revenue Budget for the Crematorium for 2012/13. The Budget included a general uplift of 4.2% on non-employee expenditure and specific inflationary increases on expenditure in relation to contractual commitments.

The Business Manager, Financial Planning confirmed that the Budget assumed there would be a pay freeze for the next financial year in line with the current pay policy advocated by Central Government for public sector employees.

She added that a revised Budget would be presented should there be a significant variance in terms of employee salaries as a result of the Job Evaluation proposals.

Paragraph 4.6 of the report, then gave a further Table (i.e.3) which showed Business Plan Spending requirements at Coychurch Crematorium and grounds referred to earlier in the meeting by the Clerk and Technical Officer.

Paragraph 4.7 of the report then advised that income budgets had been prepared assuming a general increase in fees of 4.2%, coupled with an estimated reduction in the number of cremations to 1,350 to reflect the impact of a reduction in the number of cremations. The weekly cremation fee had also increased to £495 which reflected an inflationary increase along with the agreed £25 year increase required to fund the programme of improvement works detailed in the business plan. A schedule of revised fees based on the increase was shown at Appendix 1.

The Business Manager Financial Planning referred them to the Table (i.e.4) in Paragraph 4.10, impact on accumulated balance of proposed budget 2012/13. This table gave an assumption that the Budget would show a surplus of £35k at the year end.

The projected accumulated balance, as at 31 March 2012 was £437k, which would be held along with the budgeted surplus for 2012/13 to help fund the installation of new cremators at an estimated cost of £1.2m.

The report culminated with information being given in relation to Capital Expenditure 2012/13.

RESOLVED: The Joint Committee:

- (1) Approved the Revenue Budget for 2012/13.
- (2) Approved the increase in fees and charges with effect from 1 April 2012 outlined in Appendix 1.

The meeting closed at 2.40pm.