

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD IN ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON FRIDAY, 27 JUNE 2008 AT 2.00PM

Present:-

Representing Bridgend County Borough Council

Councillor E Dodd
Councillor D Pugh
Councillor R Shepherd
Councillor K Watkins

Representing Vale of Glamorgan County Borough Council

Councillor V C Vaughan

Representing Rhondda Cynon Taff County Borough Council

Councillor G E Hopkins
Councillor R K Turner

Officers:

Mr R Fletcher	-	Technical Officer
Mrs J Hamilton	-	Crematorium Superintendent and Registrar
Ms S Hooper	-	Principal Bereavement Officer
Mr K Fowler	-	Group Accountant
Mrs R Harries	-	Cabinet and Committee Officer

1 APPOINTMENT OF CHAIRPERSON

Members agreed to continue the rotation of Chairperson between the represented County Councils for the forthcoming year. Councillor G A Cox, representing the Vale of Glamorgan County Borough Council, was nominated for the position of Chairperson of the Coychurch Crematorium Joint Committee.

RESOLVED: That Councillor G A Cox be appointed to the Chair of the Coychurch Crematorium Joint Committee for the forthcoming year, but due to his absence, Councillor K Watkins be appointed to the Chair for the duration of this meeting.

2 APPOINTMENT OF VICE-CHAIRPERSON

RESOLVED: That Councillor J Spanswick, representing Bridgend County Borough Council, be appointed to Vice-Chairperson of the Coychurch Crematorium Joint Committee for the forthcoming year.

3 APOLOGIES FOR ABSENCE

Apologies were received from the following Members:-

Councillor G A Cox	-	Other Council business
Councillor J Spanswick	-	Other Council business

4 DECLARATIONS OF INTEREST

None.

5 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 1 February 2008, be approved as a true and accurate record.

6 APPOINTMENT OF OFFICERS

The Technical Officer presented the report, which outlined the need to review the way in which the Joint Committee was supported by Officers. He noted that there was a need to review the Agreement between the constituent Councils (developed in 1967) and it was proposed that a draft revised agreement be brought to a future meeting of the Joint Committee for consideration.

RESOLVED: That the Joint Committee:

- (a) Approve Bridgend County Borough Council's Head of Street Scene as Clerk and Technical Officer.
- (b) Approve Bridgend County Borough Council's Corporate Director - Resources as Treasurer.
- (c) Approve the presentation of a revised Agreement of the Joint Committee for consideration at a future meeting.

7 THEFT OF COPPER FROM CREMATORIUM ROOF

The Technical Officer presented the above report, which outlined the circumstances surrounding the theft of copper from the roof, the steps taken to make the building watertight, the additional security measures already in place and the steps necessary to replace the copper and upgrade the security systems, including costs involved. Members were advised that the money to undertake the works was available, but it would mean that other, planned works would have to be postponed.

Members expressed their shock and disappointment over the theft.

In response to a query regarding insurance, the Crematorium Superintendent advised that it had not been possible to make an insurance claim, firstly because the value of the copper stolen fell below the minimum amount necessary to make a claim, but also because it was difficult to find a policy that would cover the roof as it was outside and the building had not technically been broken into.

Members queried why a quote had been sought from only one contractor. Officers advised that there were very few contractors with the necessary specialist knowledge and trying to find more than one would prolong the process, increasing the likelihood of damage to the building.

RESOLVED: That the Joint Committee:

- (a) Notes the action taken to date following the theft of copper from the Crematorium roof.

- (b) Authorises the invitation of a quotation from a specialist contractor for the replacement of the stolen copper.

8 VENTILATION OF CRALLO CHAPEL

The Technical Officer outlined the various options for improving the ventilation of the main Crallo Chapel. He noted that Option B was unlikely to get approval from CADW and Option C was the preferred option.

Members welcomed the report.

RESOLVED: That the Joint Committee authorise the invitation of tenders for the purchase and installation of equipment outlined below for installation in early 2009/10.

Option C - Air Conditioning Equipment

This option provides a solution to both the air movement problem in Crallo Chapel and the dysfunctional heating system in Coity Chapel. Heat pumps could be utilised to alternate between air conditioning on warm days and heating as and when required. These types of units are low in noise output, energy efficient and require only minor plumbing works and the proposed installation will have only a minimal effect on the building structure. The estimated cost of the work is £40,000.

9 PERFORMANCE MANAGEMENT

The Technical Officer presented the report, which showed that 100% of respondents had rated the service good or excellent.

In response to a query from Members, the Crematorium superintendent advised that questionnaires had previously been sent to funeral directors, but as they were regularly on site, as were the Officers, any concerns or suggestions were dealt with straight away, and therefore questionnaires were felt to be of limited value in this case.

Members congratulated Officers and commended their good work.

RESOLVED: That the Joint Committee note the level of performance.

10 STATEMENT OF ACCOUNTS 2007/2008

The Treasurer submitted the above report and outlined the Statement of Accounts, as attached at Appendix 1.

Members queried the £81,900 owed by trade debtors. The Treasurer clarified that this related to outstanding invoices to funeral directors as of 31 March, all of which had been paid within a few weeks.

Members also queried a debt outstanding from consistent authorities. The Treasurer advised that in the past, a levy or precept was paid by the constituent authorities. This amount would later be adjusted and a re-payment made if necessary. One such re-payment was too much and as the system of payments then changed, had not yet been reclaimed.

RESOLVED: That the Joint Committee approve its Statement of Accounts for 2007/2008 in accordance with regulation 8(2) of the Accounts and Audit Regulations.

11 ANNUAL GOVERNANCE STATEMENT

The Treasurer outlined the above report. He noted that the Governance Statement was formerly part of the Statement of Accounts, but was now presented separately in preparation for its production becoming mandatory.

RESOLVED: That the Joint Committee approve its Annual Governance Statement for 2007/2008.

12 REVENUE MONITORING STATEMENT 1 APRIL TO 31 MAY 2008

The Treasurer outlined the report and advised Members that the last figure in the Projected Outturn column of the table - 59 - should not be in brackets.

RESOLVED: That the Joint Committee note the report.

The meeting closed at 2.55pm.