

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON FRIDAY, 9 SEPTEMBER 2011 AT 2.00PM

Present:-

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

Representing Bridgend County Borough Council

Councillor K S Hunt  
Councillor E Dodd  
Councillor C Westwood

Representing Vale of Glamorgan County Borough Council

Councillor G A Cox  
Councillor A J Preston  
Councillor R P Thomas

Officers:

S Hooper - Bereavement Services Manager  
J Hamilton - Crematorium Manager and Registrar  
F Mantle - Principal Accountant  
K Baggott - KPMG  
A Rees - Senior Democratic Services Officer - Committees

125 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members / Officers:-

Councillor D Pugh - Work Commitments  
Councillor P White - Unwell  
R Fletcher, Clerk and Technical Officer - Leave

126 DECLARATIONS OF INTEREST

None.

127 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of a meeting of the Coychurch Crematorium Joint Committee held on 10 June 2011 be approved as a true and accurate record.

128 GREEN FLAG AWARD

The Bereavement Services Manager reported on the Crematorium's successful application for a Green Flag Award, which is the benchmark national standard for parks and green spaces in England and Wales. The Crematorium had received its first Green Flag Award in July 2010 and a re-submission for continuation of the award was made in January 2011 to confirm the Crematorium's commitment to maintaining high standards, which can be appreciated by all visitors.

The Bereavement Services Manager reported that the re-submission was successful and the award was presented to her and the Crematorium Manager on behalf of the Joint Committee by John Griffiths AM, the Minister for the Environment, Sustainability and Housing at the Royal Welsh Show in July 2011.

The Bereavement Services Manager outlined to the Joint Committee the Assessment Feedback which illustrated the strengths and recommendation identified by the assessors according to each of the criteria during their visit to the Crematorium. Some of the actions had already been addressed and included within the Business Plan Action List. The assessment concluded that the Crematorium is an “Excellent site and a real credit to management and staff, who obviously work very hard to make this an efficient and attractive facility, one of which fulfils the needs and aspirations of the local community, this site should be very proud to fly its Green Flag”.

The Bereavement Services Manager informed the Joint Committee that the award requires an annual application and a further submission will be made in January 2012.

In response to a question from the Joint Committee, the Crematorium Manager and Registrar informed of the arrangements for the recycling of plastic material from floral tributes which operated under the auspices of the Institute of Cemetery and Crematorium Management.

The Bereavement Services Manager informed the Joint Committee that the report of the Conservation Officer in relation to the comments raised by the Assessment Feedback on sustainability and marketing.

RESOLVED: That the Joint Committee noted the continuation of the Green Flag Award.

129 SOUND SYSTEM

The Bereavement Services Manager reported on an update on the recording / webcasting of funerals using the newly installed sound system. Issues regarding the quality of the broadband connection to the Crematorium had taken time to be resolved between British Telecom and Wesley Music Broadband Provider, which had delayed the commencement of web broadcasts. The relevant documentation was now in place so that the applicant confirms to funeral officiates, live musicians or other contributors that the funeral service is to be recorded or webcast. The recordings will be for private and domestic purposes and no excerpts would be permitted without the participant’s written consent.

The Bereavement Services Manager reported that prior to a funeral being webcasted, the Crematorium will provide an individual user net password to enable the funeral service to be viewed via the internet. The password will be supplied by the Crematorium to the legal Applicant for Cremation only and webcasts will be accessed via the Wesley Music website, by firstly agreeing to the terms and conditions and then inputting the username and password supplied to the applicant. This ensures that only those instructed by the legal Applicant for Cremation can access a live webcast.

RESOLVED: (1) That the report be noted.

(2) That arrangements be made to publicise webcasting facilities at the Crematorium in the free newspapers and on the web-sites of the constituent authorities of the Joint Committee.

130 STATEMENT OF ACCOUNTS 2010 / 2011

The Principal Accountant presented the post audit Annual Return for the financial year 2010/2011. She introduced Katie Baggott of KPMG, the auditors appointed by the Wales Audit Office to the Joint Committee. The unaudited Statement of Accounts were presented to the Joint Committee on 10 June 2011 and then placed on public deposit and subject to audit by KPMG.

The Principal Accountant reported that the amendments made to the Accounts and Audit (Wales) Regulations 2010 result in a joint committee with income and expenditure of less than £1m per annum being defined as a 'minor joint committee'. In this case, the "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide" has been indentified as being proper practice for the preparation of accounts by minor joint committees. The Practitioners' Guide refers to the preparation of an annual return by bodies with income and expenditure of less than £1 million, which includes an income and expenditure account and balance sheet, rather than a Code compliant statement of accounts.

The Principal Accountant reported that minor joint committees that complete an annual return receive a limited assurance audit carried out in accordance with guidance issued by the Wales Audit Office. The external auditors, have carried out their audit and have not made any amendments. The surplus for the year remains at £198,000, which leaves an accumulated surplus of £322,000 as at 31<sup>st</sup> March 2011. The Annual Return for the year ended 31 March 2011 show total useable reserves of £322k. Should the Crematorium's income and expenditure exceed the £1m threshold, Code based accounts will be completed.

The external auditor informed the Joint Committee that the accounts will be presented to the Wales Audit Office to be signed off.

RESOLVED: That the Joint Committee noted and approved:

- The Annual return for the year ended 31 March 2011;
- The auditors "Review of Annual Return".

131 COITY CHAPEL TOILETS

The Chairperson accepted this item as urgent in accordance with Part 4 (paragraph 4) of the Council Procedure Rules by reason of special circumstances on the basis that the refurbishment of the Coity Chapel Toilets was currently being undertaken.

The Crematorium Manager and Registrar informed the Joint Committee that listed building consent had been received to enable refurbishment work to the Coity Chapel Toilets to commence a week ago. She stated that it was a health and safety requirement for the contractor to fence and screen the area during the refurbishment work. The refurbishment was scheduled to take approximately 8 weeks to complete.

The meeting closed at 2.30pm.