

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON FRIDAY, 2 DECEMBER 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 D Pugh  
Councillor C Westwood  
Councillor P White

Representing Vale of Glamorgan County Borough Council

Councillor A J Preston  
Councillor R P Thomas

Officers:

R Fletcher - Clerk and Technical Officer  
S Hooper - Bereavement Services Manager  
J Hamilton - Crematorium Manager and Registrar  
N Evans - Business Manager Financial Planning  
G P Jones - Democratic Services Manager

132 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor RK Turner, (RCT CBC) who was on other Council business.

133 DECLARATIONS OF INTEREST

None.

134 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of a meeting of the Coychurch Crematorium Joint Committee held on 09 September 2011 be approved as a true and accurate record.

135 AUDIT INSPECTION

The Clerk and Technical Officer presented a report which informed the Joint Committee of a recent internal audit of the administrative processes within the Crematorium. He explained that an audit review of the Crematorium was undertaken as part of Bridgend County Borough Council's 2011/12 Annual Internal Audit Plan. The objective of the audit was to provide assurance to the Joint Committee that satisfactory internal controls are operating at the Crematorium.

The audit concluded that the effectiveness of the internal control environment was classed as 'reasonable'. This overall opinion was based on the identification of risks in some areas of the system, which although not substantial in nature could compromise the overall control environment. Coychurch Crematorium has responded to the comments raised and has already made minor adjustments to current practices to address the issues raised in the internal audit report.

Members clarified the requirements and provision of first aiders at the Crematorium and they were advised that there was a requirement for one suitably trained member of staff, who would receive an allowance. It was corporate policy that no other member of staff would receive an allowance, so there was no incentive to undertake training. Consideration will be given to sending staff on a one day first aid course to ensure that there was additional first aid cover.

RESOLVED: The Joint Committee noted the report.

136 CHRISTMAS SERVICE

The Clerk and Technical Officer presented a report which advised the Joint Committee on arrangements for the Christmas Service 2011. He explained that this year's Christmas Service has been arranged for Thursday 15 December at 7.00pm. The service would be led by Father William Isaac of St Mary's Roman Catholic Church, Bridgend and Reverend Michael Komor, Church In Wales - Parish of Coity, Nolton and Brackla. Musical entertainment will be provided by Cantorion Coety. The refreshments for the event will be funded from donations by the Co-operative Funeral Group.

He added that invitations had been sent to the Mayors of Bridgend and the Vale of Glamorgan County Borough Councils and the Chairman of Rhondda Cynon Taff County Borough Council, Members of the Joint Committee and local Councillors. The event would be advertised with posters in local libraries and Council offices and publication in the Glamorgan Gazette and Glamorgan Gem, and on Bridgend County Borough Council's web site.

RESOLVED: The Joint Committee noted the report.

137 CRUSE NOMINATIONS

The Clerk and Technical Officer presented a report which sought the Joint Committee's approval for the request from CRUSE Bereavement Care (Morgannwg) for the nomination for charitable funding.

He explained that Coychurch Crematorium participates in the national scheme for the Recycling of Metals, which are derived from cremation processes and profits from the sale of these metals are distributed to charities associated with bereavement services, via the Institute of Cemetery and Crematorium Management (ICCM).

CRUSE Bereavement Care (Morgannwg) is a voluntary organisation operating in Bridgend, Neath Port Talbot and Swansea area and it has requested nomination for funding from the national scheme. CRUSE are "committed to breaking the stigma around grief and ensuring that everyone can access the highest quality support following a bereavement".

The Clerk and Technical Officer concluded that a large proportion of the charities supported by this scheme were national charities and this would be the first local charity in South Wales that would benefit from donations as part of this scheme.

RESOLVED: The Joint Committee approved the nomination of CRUSE Bereavement Care (Morgannwg) as a beneficiary of the National Recycling of Metals Scheme.

138 REVENUE MONITORING STATEMENT 1 APRIL – 31 OCTOBER 2011

The Business Manager Financial Planning presented a report which informed the Joint Committee of the projected income and expenditure for this financial year as compared to the budget set in March 2011.

Members were requested to note the projected shortfall in income compared to budget. This was due to a combination of a reduction in the number of deaths as compared to the same period last year, along with the projected impact of the new crematorium in the Vale of Glamorgan which opened on 3<sup>rd</sup> October 2011. The overall figures indicated that the projected surplus for this year would be reduced from £146k to £88k which would reduce the brought forward accumulated balance to £388k.

The impact of this reduction in income would mean a reduction in the planned contribution to the accumulated balance which was to have been used for works in 2012/13. It will be necessary to review the proposed use of this reserve when agreeing the budget for 2012/13.

The Crematorium Manager and Registrar provided additional information regarding the comparative costs between Coychurch Crematorium and the new crematorium in the Vale of Glamorgan. She also provided provisional figures for the drop in the number of cremations since the new crematorium opened and how this would impact on the finances of the service. A further report would be presented to the next meeting which would provide a more detailed view of the impact that the new crematorium had on the service.

RESOLVED: The Joint Committee noted the report.

The meeting closed at 2.25pm.