

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD  
IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON FRIDAY, 29  
JUNE 2012 AT 2.00PM

Present:

Representing Bridgend County Borough Council

Councillor E Dodd  
Councillor C Westwood  
Councillor P White

Representing Vale of Glamorgan County Borough Council

Councillor K J Geary  
Councillor G John

Representing Rhondda Cynon Taff County Borough Council

Councillor B Stephens  
Councillor R K Turner

Officers:

S Hooper - Bereavement Services Manager  
J Hamilton - Crematorium Manager and Registrar  
N Evans - Business Manager Financial Planning  
J Monks - Democratic Services Officer

1 APPOINTMENT OF CHAIRPERSON

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

RESOLVED: That Councillor K J Geary be appointed to the Chair of the Coychurch Crematorium Joint Committee for the forthcoming year.

2 APPOINTMENT OF VICE-CHAIRPERSON

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

Councillor Geary then took the Chair and welcomed everyone to the meeting.

The Crematorium Manager and Registrar tabled for Members the brochure entitled Bridgend Bereavement Services Guide, which had been developed by the Bereavement Services Team, and also the Service Level Business Plan 2012/13.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members:

Councillor E Hacker - Other Council Business  
Councillor C Jones - Work Commitments  
Councillor D Pugh - Work Commitments

4 DECLARATIONS OF INTEREST

None.

5 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of a meeting of the Coychurch Crematorium Joint Committee held on 2 March 2012, be approved as a true and accurate record.

6 CREMATORIUM ANNUAL REVIEW 2011/12

The Bereavement Services Manager introduced the Crematorium Manager and Registrar to the new Members of the Committee and advised that Richard Fletcher, the Head of Street Scene had recently retired from the Authority. Chris Howell had been appointed as the new Head of Street Scene within the Communities Directorate, with responsibility for Coychurch Crematorium.

The Bereavement Services Manager presented the report of the Clerk and Technical Officer which advised the Joint Committee on the performance and operation of the Crematorium during 2011/12.

Appendix A to the report identified the performance of Coychurch Crematorium relating to the:

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

Where any works were postponed, these had been incorporated into the budget for 2012/13. Out of 336 responses to the questionnaire there were only eight adverse comments, which had been responded to by the Crematorium Manager and Registrar.

The Bereavement Services Manager outlined the programme of planned expenditure for 2011/12 and 2012/13 and reported on the new car park and access road which leads to the Memorial Garden. She advised that the additional signage is to be completed and further work was due to be carried out to link up the footpaths with the grounds around the Crematorium. Work on the Chapel improvements had been postponed as they were awaiting approval of the designs, which it was anticipated would be available soon.

The Bereavement Services Manager reported that following the theft of metal from one of the roofs at the Crematorium, CCTV had been installed both internally and externally. She further reported that a new sound system had been put in place which included a web camera and web link, to enable those living away to view a funeral on line. Also, air conditioning and heating had been installed.

She then advised Members of new legislation being introduced on the mercury abatement filter system, due to take effect from the 1<sup>st</sup> January 2013. This Government led initiative is targeted nationwide to remove at least 50% of mercury emissions to the atmosphere from cremations. The Joint Committee had taken the decision some time ago to delay the

process in order to observe how others were dealing with the issue. She informed Members that in order to comply with this new legislation a national scheme had been set up called the CAMEO , which was non-profit making, to assist those who could not abate to achieve their 50% compliance by purchasing “abated cremations” from other CAMEO members. She advised that paying into this Scheme would cost the Crematorium £60,000 per annum.

The Bereavement Services Manager then referred Members to the new private Crematorium in the Vale of Glamorgan and reported that since it opened in October 2011, the number of cremations at Coychurch Crematorium had reduced by 139. However, she reported that various Funeral Directors had indicated that they would still use Coychurch Crematorium for the larger funerals which the private Crematorium in Barry was unable to accommodate. A full report would be presented to the Joint Committee in December to inform Members of the financial impact this new Crematorium has had on Coychurch Crematorium.

### Questionnaire Responses

The report indicated examples of responses to the questionnaires received throughout the past year. The Crematorium Manager and Registrar provided Members with an explanation to a particular complaint in which the wrong selection of music was provided at a funeral. She advised that the organist responsible for delivering the music had followed the instructions given to him by the Funeral Director, and was able to show the family concerned the music he had been asked to play. Fortunately, the organist was able to adapt the music system and provide the family with their choice of music.

Members referred to the flooding in the Chapel, which had caused £6,000 worth of damage and asked if it had been covered by insurance. The Crematorium Manager and Registrar explained that insurance for the Crematorium formed part of the BCBC insurance scheme and unfortunately there was no cover at that level. She advised that the new carpet for the Chapel was more expensive than anticipated and the cedar doors had also needed replacing.

One Member asked if alternative levels of insurance cover were being considered. The Crematorium Manager and Registrar advised that she had expressed her extreme concern to the Insurance Officer at the time the roof was stolen and was informed that nothing could be done.

The chairperson thanked Officers for the courtesy which had been shown to Members when they visited Coychurch Crematorium earlier that day.

RESOLVED: That the Joint Committee:

- 1) Noted the Annual Review report.
- 2) Agreed that the Bereavement Services Manager would contact the insurance company regarding the policy and procedure and report back to the Joint Committee.

## 7 STATEMENT OF ACCOUNTS 2011/12

The Business Manager Financial Planning presented the unaudited Statement of Accounts for the financial year 2011/12, which the Joint committee was required to approve in accordance with the Accounts and Audit Regulations. Once approved, the accounts, attached at Appendix 2 to the report, would be subject to audit by KPMG, the auditors appointed for the Joint Committee by the Wales Audit Office. Once, audited, the accounts would be presented again to the Joint Committee for final approval.

She advised Members that Coychurch Crematorium had made a net surplus of £93,000 and explained that the main reason for the overall variance in budget was the reduction in income received during the year as a result of the reduced number of cremations carried out following the opening of the Crematorium in Barry. The reduction would be reflected in the budget going forward.

RESOLVED: That the Joint Committee approved the Statement of Accounts for 2011/12.

The meeting closed at 2.35pm.