

Amlosgfa Llangrallo  
Llangrallo  
Pen-y-boath ar Ogwr  
CF35 6AB



Coychurch Crematorium  
Coychurch  
Bridgend  
CF35 6AB

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Legal and Regulatory Services /  
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Our ref / Ein cyf:  
Your ref / Eich cyf:

**Date / Dyddiad:** 1<sup>st</sup> December 2014

Dear Councillor

**COYCHURCH CREMATORIUM JOINT COMMITTEE**

A meeting of the Coychurch Crematorium Joint Committee will be held in Committee Rooms 2/3, Civic Offices, Angel Street, Bridgend CF31 4WB on **Friday, 5 December 2014 at 1.30 pm.**

**AGENDA**

1. Apologies for Absence  
To receive apologies for absence (if any) from Members/Officers.
2. Declarations of Interest  
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1<sup>st</sup> September 2009.
3. Approval of Minutes 3 - 6  
To receive for approval the Minutes of the meeting of the Coychurch Crematorium Joint Committee held on the 19<sup>th</sup> September 2014.
4. Revenue Monitoring Statement 1 April to 31 October 2014 7 - 10
5. Cremator Replacement Programme 11 - 12
6. Green Flag Award Award 13 - 20
7. Christmas Service 21 - 22
8. Urgent Items  
To consider any other item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should, by reason of special circumstances, be transacted at the meeting as a matter of urgency.

Yours faithfully

**P A Jolley**

Assistant Chief Executive Legal and Regulatory Services

***Distribution:***

**Representing Bridgend County Borough Council -**

Councillor P J White  
Councillor A Owen  
Councillor D Pugh  
Councillor C L Jones  
Councillor E Dodd  
Councillor C Westwood

**Representing Vale of Glamorgan County Borough Council -**

Councillor G John  
Councillor K J Geary  
Councillor E Hacker

**Representing Rhondda Cynon Taff County Borough Council -**

Councillor B Stephens  
Councillor R K Turner

**Officers:**

**Clerk and Technical Officer,  
Treasurer,  
Crematorium Manager and Registrar**

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON FRIDAY, 19 SEPTEMBER 2014 AT 2.00PM

Present:

Councillor C L Jones - Chairperson in the Chair

Representing Bridgend County Borough Council

Councillor E Dodd  
Councillor A Owen  
Councillor D R Pugh  
Councillor C Westwood  
Councillor P J White

Representing Rhondda Cynon Taff County Borough Council

Councillor R K Turner

Representing Vale of Glamorgan Council

Councillor K J Geary  
Councillor G John

Officers:

Z Shell - Head of Neighborhood Services  
S Hooper - Bereavement Services Manager  
J Hamilton - Crematorium Manager and Registrar  
F Mantle - Finance Manager Technical and Corporate  
A Rees - Senior Democratic Services Officer - Committees

69 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members for the reasons so stated:

Councillor E Hacker - Unwell  
Councillor B Stephens - Other Council Business

70 DECLARATIONS OF INTEREST

None.

71 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the Coychurch Crematorium Joint Committee of the 13 June 2014 were approved as a true and accurate record.

72 APPOINTMENT OF CLERK AND TECHNICAL OFFICER

The Bereavement Services Manager introduced to the Committee Mr Zac Shell who had recently taken up the position of Head of Neighbourhood Services.

The Bereavement Services Manager reported on a proposal to appoint a Clerk and Technical Officer in line with Clause 7 of the Memorandum of Agreement. She stated that the role of Clerk and Technical Officer had historically been carried out by the Head of Street Scene and following his resignation, the role of Clerk and Technical Officer had

been temporarily undertaken by the Group Manager Street Works. A replacement Head of Service had now been appointed into the re-designated post of Head of Neighbourhood Services.

RESOLVED: That the Head of Neighbourhood Services be appointed as the Clerk and Technical Officer to the Coychurch Crematorium Joint Committee.

#### 73 RECYCLING OF METALS SCHEME DONATIONS

The Bereavement Services Manager presented a report, which sought nominations and approval of organisations to receive charitable funding from the Institute of Cemetery and Crematorium Management (ICCM) Scheme for the recovery of metals arising from cremations.

She reported that the crematorium participated in a national scheme for the Recycling of Metals, which were derived from cremation processes. Any surplus monies after deduction of costs from the sale of metals were distributed to charities associated with bereavement services, via the ICCM. The charities which receive support are nominated by member authorities of the Institute. The Joint Committee had previously supported applications from CRUSE (West) and Bridgend Samaritans.

The Bereavement Services Manager reported that currently, the nomination of charities to benefit from the sale of metals were presented year on year to Committee for consideration and whilst every effort was made to ensure that equitable arrangements were in place, this approach could lead to an uneven distribution of the funding between the partner councils to the Joint Committee. She stated that in order to overcome this, it was proposed that a more proactive approach be undertaken in seeking funding opportunities for local charities and which would also be more efficient. It was proposed that the Joint Committee considers a list of organisations it wishes to support and to rotate these on a cyclical basis. The suggested charities are:-

- Eye to Eye (RCT)
- Macmillan Cancer Support
- Bridgend Samaritans
- CRUSE.

The Bereavement Services Manager reported that nominations would be for one charity per year and that further nominations were requested from the Joint Committee to be added to the list.

RESOLVED: That the above charities be supported and Y Bont be added to the list for funding from the National Recycling of Metal Scheme and that Members of the Joint Committee be requested to nominate further charities.

#### 74 GREEN FLAG AWARD

The Bereavement Services Manager reported on a successful application by the Crematorium for a Green Flag Award in 2014. She stated that the Green Flag Award is a benchmark national standard for parks and open spaces and green spaces in England and Wales. The Crematorium received its first Award in 2010 and had been awarded annually thereafter. A re-submission for the Green Flag Award was made in January 2014 and Awards were formally announced in July 2014.

The Bereavement Services Manager reported that the Crematorium had once again been successful in securing this nationally recognised award for the standards of care and maintenance within the grounds of the Crematorium, confirming the commitment to maintaining high standards which could be appreciated by all visitors. She stated that the Award required an annual application and a further submission would be made in January 2015.

RESOLVED: That :-

- (1) The Joint Committee noted the success of the Crematorium in securing the Green Flag Award for 2014.
- (2) The Joint Committee congratulated the staff at the Crematorium for impressive grounds.

75 STAFFING ISSUE

The Bereavement Services Manager reported that at the end of September, the Crematorium's Organist/General Assistant will retire after 40 years' service and had proved an asset to the services held at the crematorium and would be sadly missed. She stated that the Organist assists with the administration processes and especially the co-ordination of music for each service, which is an integral part of the facilities ongoing reputation and value to the public and the bereaved. The ongoing commitment to providing this level of service is core to the Business Model and services of the Crematorium.

- RESOLVED:
- (1) The Joint Committee noted the retirement of the Crematorium's Organist/General Assistant and approved the recruitment of a replacement.
  - (2) That a letter be sent on behalf of the Joint Committee thanking the post holder for his contribution to the Crematorium and wishing him well in his retirement be sent.

76 AUDITED STATEMENT OF ACCOUNTS 2013/14

The Finance Manager Technical and Corporate presented the Statement of Accounts for the Financial Year ending 31 March 2014 which was due to be signed off by the external auditors, KPMG and to receive the Auditors report to those charged with governance.

The Finance Manager Technical and Corporate reported that the external auditors had carried out their audit of the 2013-14 Statement of Accounts and had made some minor amendments, including some suggested minor presentational adjustments. She stated that the net movement on the general fund (after adjustments between accounting basis and funding basis under regulations) of £481k had been added to the accumulated reserve for the Crematorium bringing the total of that reserve to £1.019m which is being held to fund future works. The total reserves as at the 31 March 2014 were £3.287m.

The Finance Manager Technical and Corporate reported that the only significant change to the Statement of Accounts was an accrual of £19k in respect of a credit note for an insurance payment paid in the year in error and subsequently refunded during 2014-15 and a net adjustment of £2k for cash in transit. The inclusion of these adjustments along with an adjustment in respect of an upward asset revaluation of £63k increased the surplus in the Comprehensive Income and Expenditure Statement from £464k to £549k and after accounting for adjustments between accounting basis and funding basis under regulations increased the accumulated surplus from £1,002m to £1,019m.

The Finance Manager Technical and Corporate reported that the accounts had been adjusted to reflect the requirements of IAS 1 "Presentation of Financial Statements", with the change in accounting policy being applied retrospectively. The amendments of IAS 1 were only a change in the presentation requirements of the Comprehensive Income and Expenditure Statement.

The Finance Manager Technical and Corporate reported that the letter of representation confirmed to the best of knowledge and belief and having made appropriate enquiries of other officers of the Coychurch Crematorium Joint Committee, certain assurances to the Auditors regarding the Financial Statements for the Joint Committee for the year ending 31 March 2014.

The Auditors had prepared an audit of Financial Statements Report for 2013-14 which summarised the key issues identified during the consideration of the Statement of Accounts and Annual Governance Statement.

RESOLVED: That the Joint Committee:-

- (1) Approved the audited Statement of Accounts for 2013-14.
- (2) Noted and agreed the Letter of Representation to be provided to KPMG and the Wales Audit Office.
- (3) Noted the Auditors audit of Financial Statements Report for 2013-14.

77 REVENUE MONITORING STATEMENT 1 APRIL TO 31 JULY 2014

The Finance Manager Technical and Corporate reported on the details of the income and expenditure for the financial year and give a projection of the final projected outturn. She provided an explanation of the variances between the budget and projected outturn and informed the Joint Committee that now that Margam Crematorium was fully operational again, the level of cremations appeared to have returned back to those of 2012-13 and it was therefore prudent that at this stage to reduce the income projection for the year by £100k to reflect this. The overall projected surplus for 2014-15 had decreased from £112k budgeted amount to £4k after allowing for the budget variations.

In response to a question from the Joint Committee, the Bereavement Services Manager gave an update on the current works being carried out to replace the cremators and that it was hoped to present a progress report to the next meeting of Joint Committee. She stated that the next major piece of work to be undertaken at the Crematorium would be the installation of the cremators.

In response to a question from the Joint Committee, the Crematorium Manager and Registrar stated that the effect of the Crematorium in Barry was as anticipated and that projected income levels were based on 2012/13 financial year when the full effects of the Barry crematorium had created a 20% reduction in the number of cremations. She stated that whilst there had been an impact on the number of cremations from residents in Barry itself, funerals of residents living near the boundary of the County Borough continued to be held at Coychurch Crematorium as well as very large funerals.

In response to a question from the Joint Committee in relation to the sound system at the Crematorium, the Crematorium Manager and Registrar informed the Joint Committee that an opportunity had arisen when replacing the sound system to upgrade the system with additional speakers installed to enable people attending very large funerals who were unable to get into the Crematorium building itself to hear the funeral outside of the main building.

RESOLVED: That the Joint Committee noted the Revenue Monitoring Statement 1 April to 31 July 2014.

The meeting closed at 2.30pm.

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT OF THE TREASURER

#### COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 5 DECEMBER 2014

#### REVENUE MONITORING STATEMENT 1 APRIL TO 31 OCTOBER 2014

##### 1. **Purpose of the Report**

- 1.1 The purpose of this report is to inform the Joint Committee of details of income and expenditure for this financial year and give a projection of the final projected outturn.

##### 2. **Connection to Corporate Improvement Objectives and Other Corporate Priorities**

- 2.1 None

##### 3. **Background**

- 3.1 Revenue Estimates 2014-15 were approved by the Committee at its meeting of 7 March 2014 and the following statement shows the current position.

##### 4. **Current Situation /Proposal**

Table 1 below shows detail of income and expenditure for this financial year and gives a projection of the final projected outturn.

**Table 1 – Crematorium Financial Position 2014-15**

Actual Spend 2013-14 £'000		Budget 2014-15 £'000	* Adjusted Actual 01/04/2014 to 31/10/2014 £'000	Projected Outturn 2014-15 £'000	Projected Over/ (Under) Spend £'000
	<b><u>Expenditure</u></b>				
240	Employees	247	125	248	1
249	Premises	389	123	384	(5)
170	Supplies, services & transport	140	80	139	(1)
86	Agency / contractors	90	51	87	(3)
42	Administration	43	23	40	(3)
50	Capital financing costs	50	21	50	0
<b>837</b>	<b>Gross Expenditure</b>	<b>959</b>	<b>423</b>	<b>948</b>	<b>(11)</b>
	<b><u>Income</u></b>				
(1,221)	Fees & charges	(1,071)	(478)	(971)	100
(97)	Miscellaneous Income	0	0	0	0
<b>(1,318)</b>	<b>Gross Income</b>	<b>(1,071)</b>	<b>(478)</b>	<b>(971)</b>	<b>100</b>
<b>(481)</b>	<b>Surplus(-)/Deficit</b>	<b>(112)</b>	<b>(55)</b>	<b>(23)</b>	<b>89</b>
<b>481</b>	<b>Transfer to/from (-) Reserve</b>			<b>23</b>	

\*Adjusted to include pro-rata commitments during the year.

An explanation of the variances between the Budget and Projected Outturn is detailed below:

- The premises outturn reflects a reduction in the rates payable for 2014-15 of £1,000 and a reduction in the projected costs for gas and electricity. A substantial amount of spend on planned improvements for 2014-15 has yet to be made.
- There is a projected underspend of £1,000 in relation to supplies, services & transport. There is an increase in audit fees payable for the 2013-14 accounts and a similar provision being shown at present for the current financial year 2014-15, totalling £14,000. This increase has been offset by savings on medical expenses (£5,000), office furniture (£4,000) and on Printing, Advertising and Licencing (£1,000 each). There has also been a decrease on a few smaller budgets totalling £1,000.
- The Agency/contractors outturn shows an underspend of £3,000. This relates to the removal of the budget for exam fees not required for 2014-15 and a reduction in waste disposal charges.



- When the 2014-15 income budget was set Margam Crematorium was still closed. Now that it is fully operational again the level of cremations appears to have returned back to those of 2012-13. At this stage it is considered prudent to retain the reduced income projection for the year by £100,000 to reflect this situation.

**5. Effect upon Policy Framework and Procedure Rules**

- 5.1 There is no impact on the Policy Framework and Procedure Rules.

**6. Equalities Impact Assessment**

- 6.1 There are no equality implications arising from this report.

**7. Financial Implications**

- 7.1 The overall projected surplus for 2014-15 has decreased from £112,000 budgeted amount to £23,000 after allowing for the above changes.

**8. Recommendation:**

- 8.1 The Joint Committee is requested to note the report.

**NESS YOUNG CPFA  
CORPORATE DIRECTOR RESOURCES, S151 OFFICER  
BRIDGEND COUNTY BOROUGH COUNCIL  
TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE  
DECEMBER 2014**

**Contact Officer:** Frances Mantle Tel No (01656) 643286  
Finance Manager Technical & Corporate, BCBC  
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**Background Papers:** Report of the Treasurer  
Revenue Estimates 2014-15  
Coychurch Crematorium Joint Committee

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**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT OF THE CLERK & TECHNICAL OFFICER**  
**COYCHURCH CREMATORIUM JOINT COMMITTEE**  
**FRIDAY 5<sup>TH</sup> DECEMBER 2014**

## **CREMATOR REPLACEMENT PROGRAMME**

### **1. Purpose of the Report**

- 1.1 The purpose of this report is to advise the Joint Committee of progress in the cremator replacement programme and for approval to appoint a consultant to oversee the final preparation of specifications and the tendering and selection process.

### **2. Background**

- 2.1 The Joint Committee approved the cremator replacement programme on 7<sup>th</sup> June 2013. The contract for extending the crematory building was later approved on 13<sup>th</sup> June 2014 and the building works are now complete.

### **3. Proposal**

- 3.1 Discussions are on-going on the specification for and procurement of replacement cremators and mercury abatement equipment. This is a specialised area and there are a limited number of companies that can provide this service.
- 3.2 Coychurch Crematorium has benefited from observing how cremator replacements were managed at other locations and has the opportunity to reduce the risks involved in this process. Whilst the Council's mechanical and electrical department has assisted in guiding the process so far, a lack of available internal resources to continue this project has been identified.
- 3.3 It has been noted that other local crematoria have appointed a consultant at this stage to assist them in selection and appointment of a manufacturer. An external consultant would be familiar with other installations and contracts and offers experience in preparing a suitable tender and specification. The crematorium service would benefit from their experiences and have a dedicated supervisor for the more intricate stage of the replacement programme.
- 3.4 The cost for a Consultant is estimated to be £10,000 and should be incorporated into the overall cost of the works which was originally

estimated at £1,060,000. The accumulated usable financial reserves for Coychurch Crematorium at the end of March 2014 were £1,019,000. The estimated transfer to reserves for this year is estimated to be a further £23,000.

- 3.5 The procurement of consultancy services will adhere to Bridgend Council's procedures and in particular the Council's Contract Procedure Rules and, to avoid any delays to the programme, the Joint Committee is asked to approve the authorisation of the delegation of the Consultant's appointment to the Chairman.

#### **4. Effect upon Policy Framework and Procedure Rules**

- 4.1 There are no effects.

#### **5. Equalities Impact Assessment**

- 5.1 There are no effects.

#### **6. Financial Implications**

- 6.1 The cost of appointing a Consultant is approximately £10k and will be incorporated into the cost for the cremator replacement programme. Officers will need to consider carefully when setting the 2015-16 Crematorium budget the minimum level of reserves which would be prudent to maintain and to further consider whether or not the Crematorium will need to borrow from the Council, funding to partly finance the costs of the cremator replacement programme. A further report will be presented to the Joint Committee in March 2015 to consider the budgetary and borrowing requirements for the forthcoming financial year.

#### **7. Recommendation:**

- 7.1 The Joint Committee is asked to:-
- Note the completion of the building works.
  - Approve the appointment of an external consultant to oversee the preparation of specifications/tender documentation and select a suitable manufacturer to install replacement cremators and mercury abatement equipment.
  - Approve the delegation of the authorisation of a Consultant's appointment to the Chairman of the Joint Committee.

**Zak Shell**  
**CLERK AND TECHNICAL OFFICER**  
**November 2014**

**Contact Officer:**

Sian Hooper Bereavement Services Manager Telephone No. 01656 643416

E-mail: [Sian.Hooper@bridgend.gov.uk](mailto:Sian.Hooper@bridgend.gov.uk)

**Background Papers:** None

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT OF THE CLERK & TECHNICAL OFFICER

### COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 5<sup>TH</sup> DECEMBER 2014

#### GREEN FLAG AWARD

##### 1. Purpose of the Report

- 1.1 The purpose of this report is to advise the Joint Committee on Coychurch Crematorium's 'mystery shop' from a Green Flag assessor.

##### 2. Background

- 2.1 On 19<sup>th</sup> September 2014, I reported on the crematorium's success in achieving the Green Flag Award for the fifth consecutive year.

##### 3. Proposal

- 3.1 The results from a 'Mystery Shopper' were provided to the service and are included in **Appendix A**.
- 3.2 The details are encouraging and demonstrate the high standards of service received by the visitor. A further application will be submitted in January 2015.

##### 4. Effect upon Policy Framework and Procedure Rules

- 4.1 There are no effects.

##### 5. Equalities Impact Assessment

- 5.1 There are no effects.

##### 6. Financial Implications

- 6.1 There are no effects

##### 7. Recommendation:

- 7.1 The Joint Committee is asked to note the contents of the report

**Zak Shell**

**CLERK AND TECHNICAL OFFICER**

**November 2014**

**Contact Officer:**

Sian Hooper Bereavement Services Manager Telephone No. 01656 643416

E-mail: [Sian.Hooper@bridgend.gov.uk](mailto:Sian.Hooper@bridgend.gov.uk)

**Background Papers:** None

# **APPENDIX A**



## Mystery Shopping - Interim Quality Assessment

Answer the questions below providing detailed feedback that will benefit the site.  
All 'No' responses require comments.

**Name of Site:** Coychurch Crematorium  
**Managing Organisation:** Bridgend CBC  
**Date, time and duration of visit:** 23<sup>rd</sup> September 2014, 14:00  
**Weather conditions:** Warm, cloudy & dry  
**Judge:** Phil Davies

1. Was the site easy to find e.g. directional signage?

Yes  No  N/A

Comments:  
Clear signage from the main road leading into the site

2. On approaching the site were you encouraged to enter?

Yes  No  N/A

Comments:  
The grass areas are well looked after, and the trees, hedges and walls are immaculate.

3. Were entrance signs visible announcing the site and did they provide contact details for complaints/praise?

Yes  No  N/A

Comments:  
Being a crematorium, all information was kept discreet (as it is not a public park), but the signage/information provided was very good

4. Were entrances safe and accessible to people of differing abilities?

Yes  No  N/A

Comments:

Fairly flat site, with tarmacked paths and roads leading through the site.

5. Were entrances and car parks clean, litter free and well maintained?

Yes  No  N/A

Comments:

Absolutely spotless, I didn't see a single item of litter during the visit

6. Were signs throughout the site of good quality, well maintained, and displaying up to date and relevant information?

Yes  No  N/A

Comments:

There are information boards in each memorial garden/section

7. Were paths in good condition, clean, unobstructed and accessible to people of different abilities?

Yes  No  N/A

Comments:

Gentle slope, and in a great condition.

8. Were any staff on site easily identifiable to the public, knowledgeable and approachable?

Yes  No  N/A

Comments:

All staff were in uniform, and easily approachable

9. Were facilities such as toilets, cafés etc. clean, well maintained and open as advertised?

Yes  No  N/A

Comments:

Toilets are available in the chapel area

10. Were buildings, structures and features such as walls fences etc. in good condition and free from graffiti?

Yes  No  N/A



Comments:

Spotless, and the whole site was in an excellent condition

11. Was all children's play equipment well maintained and clean?

Yes  No  N/A

Comments:

12. Were benches, bins etc. well located, clean and in good condition?

Yes  No  N/A

Comments:

Bins placed at regular intervals and in a good condition. There were many memorial benches, and they were all in a good condition.

13. Was safety equipment present, fit for purpose and in good condition (if provided)?

Yes  No  N/A

Comments:

Safety information surrounding pond was appropriate

14. Was lighting, CCTV and other security measures in good condition (where provided and able to be assessed)?

Yes  No  N/A

Comments:

Site is closed/locked at night

15. Did litter bins appear to be emptied regularly and was the site litter free?

Yes  No  N/A

Comments:

All bins were in a good condition, none were overflowing, and no litter was found on site

16. Was dog and other animal fouling adequately controlled?

Yes  No  N/A

Comments:

No dogs are permitted on site

17. Were horticultural standards being maintained?

Yes  No  N/A

Comments:

All green spaces were well maintained

18. Did trees appear to be safe and in good condition?

Yes  No  N/A

Comments:

19. Were features requiring or undergoing maintenance made safe with appropriate signage?

Yes  No  N/A

Comments:

Repair works were being carried out on one of the buildings, it was fenced off appropriately

20. Did you feel safe during your visit?

Yes  No  N/A

Comments:

21. Was the site flying its Green Flag, and was the flag in good condition and recognisable and was a certificate displayed?

Yes  No  N/A

Comments:

Flag was flying, but couldn't find a certificate on display

22. Did you obtain feedback from park users and/or staff?

Yes  No  N/A

Comments:

3 funerals were in process, so i didn't feel that it was appropriate to approach any of the visitors or staff

23. Would you like to make any additional observations?

Yes  No  N/A

Comments:

Very nice and well looked after site

**Overall is the Green Flag Award standard being maintained on the site?**

Yes  No

If no please indicate the main areas that require action to achieve the standard.

Comments

Very good site, and definitely maintains the standards expected.

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**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT OF THE CLERK & TECHNICAL OFFICER**  
**COYCHURCH CREMATORIUM JOINT COMMITTEE**  
**FRIDAY 5<sup>TH</sup> DECEMBER 2014**

## **CHRISTMAS SERVICE**

### **1. Purpose of the Report**

- 1.1 The purpose of this report is to advise the Joint Committee on arrangements for the Christmas Service 2014.

### **2. Background**

- 2.1 Coychurch Crematorium holds an annual Christmas Service for visitors and bereaved.

### **3. Proposal**

- 3.1 This year's Christmas Service has been arranged for Thursday 18<sup>th</sup> December at 7.00 p.m. The service will be led by Reverend Stephen Pare, Church in Wales Parishes of Llansantffraid, Bettws and Aberkenfig. Musical support will be provided by Bridgend Male Voice Choir. Refreshments sponsored by Rosemount Funeral Home, Bridgend (Co-Operative Funeralcare)
- 3.2 Invitations have been sent to the Mayors of Bridgend and Vale of Glamorgan Borough Councils and the Chairman of Rhondda Cynon Taff, Members of the Joint Committee and local Councillors.
- 3.3 The event will 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.
- 3.4 As is the normal practice, it is proposed that the proceeds from the 'collection' taken on the evening will go to the Joint Committee's Chairman's Mayor's charity fund.

### **4. Effect upon Policy Framework and Procedure Rules**

- 4.1 There are no effects.

### **5. Equalities Impact Assessment**

- 5.1 Bridgend Council's Equalities Impact Toolkit has been utilised, which indicates that the nomination proposed will have no impact on specific equality groups and disability duties.

**6. Financial Implications**

6.1 The event is supported by the Co-operative Funeral Group, with the cost of staff and performers, estimated at £400, included within the crematorium revenue budget.

**7. Recommendation:**

7.1 The Joint Committee is asked to note the contents of this report.

**Zak Shell**  
**CLERK AND TECHNICAL OFFICER**  
**November 2014**

**Contact Officer:**

Sian Hooper Bereavement Services Manager Telephone No. 01656 643416

E-mail: [Sian.Hooper@bridgend.gov.uk](mailto:Sian.Hooper@bridgend.gov.uk)

**Background Papers:** None