

COYCHURCH CREMATORIUM JOINT COMMITTEE - FRIDAY, 9 SEPTEMBER 2016

**MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE
HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB
ON FRIDAY, 9 SEPTEMBER 2016 AT 2.00 PM**

Present

Councillor – Chairperson

E Dodd	E Hacker	G John	CL Jones
DR Pugh	C Westwood		

Apologies for Absence

B Stephens and E Williams

Officers:

Adele Ahearn	Accountant
Joanna Hamilton	Bereavement Services Manager and Registrar
Andrew Rees	Senior Democratic Services Officer - Committees
Zak Shell	Head of Neighbourhood Services

144. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members:

Councillor E Williams
Councillor B Stephens
Councillor R Turner

145. DECLARATIONS OF INTEREST

None

146. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of the Coychurch Crematorium Joint Committee of 24 June 2016 were approved as a true and accurate record.

147. GREEN FLAG AWARD

The Clerk and Technical Officer reported on the successful application by the Crematorium for a Green Flag Award in 2016.

He reported that the Green Flag Award is the benchmark national standard for parks and green spaces in England and Wales. The Crematorium received its first award in 2010 and annually thereafter. He stated that the Crematorium had been successful in securing award again for the standards of care and maintenance within the grounds of the Crematorium. The award confirms the commitment to maintaining high standards, which can be appreciated by visitors to the Crematorium. He stated that Coychurch is one of only three crematoria sites in Wales that hold the Green Flag Award and the

Green Flag was now flying for the 7th year in succession. The award required an annual application, and a further submission would be made in January 2017.

The Clerk and Technical Officer informed the Joint Committee that officers are considering more proactive means of publicising the achievement of the Green Flag Award through a press release.

The Committee congratulated staff at the Crematorium for obtaining the award again, and for the excellent standard of maintenance of the Crematorium grounds.

The Committee questioned the impact on the number of funerals taking place at the Crematorium since the opening of a private crematorium in Barry. The Bereavement Services Manager and Registrar informed the Committee that many funerals from the Llantwit Major area continue to take place at Coychurch, although incentives are given to undertakers to take funerals to the crematorium in Barry. She stated that the number of funerals taking place at Coychurch has increased as the population of Bridgend has increased. She also informed the Committee that the facilities offered at Coychurch are advertised regularly in the local press and in bereavement booklets which are available in hospitals.

RESOLVED: That the Joint Committee noted the success of the Crematorium in securing the Green Flag Award for 2016.

148. **CREMATORIUM ROOF REPAIRS**

The Bereavement Services Manager and Registrar reported on the appointment of a contractor to progress with the replacement of the roof surface above the old part of the crematory building.

The Bereavement Services Manager and Registrar informed the Committee that the product specification which had been obtained via Bauder roofing systems is to provide a replacement roof surface system with a 20 year warranty compatible with the existing single ply roof system above the newly constructed crematory extension. Tender documents were prepared and issued to contractors and invited in accordance with Bridgend County Borough Council's Contract and Financial Procedure Rules. Five tenders were received with the contract awarded to the lowest tender received submitted by J Randall Roofing Contacts Limited in the sum of £41,512.82. Work commenced on 31 July 2016 and would be completed shortly with work being undertaken around funerals.

RESOLVED: That the Joint Committee noted the award of the tender to J Randall Roofing Contacts Limited in the sum of £41,512.82.

149. **REVENUE MONITORING STATEMENT 1 APRIL TO 30 JUNE 2016**

The Joint Committee received the report of the Treasurer, the purpose of which was to inform the Joint Committee of income and expenditure for the 2016/17 financial year, and to provide a projection of the final projected outturn.

The Accountant informed the Joint Committee explained the variances between the budget and projected outturn which had increased the overall projected surplus for 2016-17 from £122k to £208k. She stated that this surplus would be added to the Coychurch Crematorium's accumulated reserves, which totaled £735k as at 31 March 2016.

The Accountant informed the Joint Committee that the annual return for the year ended 31 March 2016 had not yet been finalised by the Council's auditor who had advised that the Chairperson of the Joint Committee would be requested to sign off amendments by 30 September 2016 and any changes would be reported to the next meeting of the Joint Committee.

RESOLVED: That the Joint Committee noted the report and that if there were any amendments to be made to the annual return the Chairperson of the Joint Committee would be requested to sign off amendments by 30 September 2016 and any changes would be reported to the next meeting of the Joint Committee.

150. **URGENT ITEMS**

There were no urgent items.

The meeting closed at 2.34 pm