

Public Document Pack
Coychurch Crematorium Joint Committee
C y d - B w y l l g o r A m l o s g f a L l a n g r a l l o

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



Coychurch Crematorium
Coychurch
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CF35 6AB

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*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.
We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*

**Gwasanaethau Gweithredol a Phartneriaethol /
Operational and Partnership Services**
Deialu uniongyrchol / Direct line /: 01656 643147
Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:
Eich cyf / Your ref:

Date / Dyddiad: 1 September 2016

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, 9 September 2016 at 2.00 pm.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
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 1st 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 24 June 2016.
4. Green Flag Award 7 - 8
5. Crematorium Roof Repairs 9 - 10
6. Revenue Monitoring Statement 1 April to 30 June 2016 11 - 14
7. Urgent Items
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 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.

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Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Distribution:

Councillors:

E Dodd

E Hacker

G John

CL Jones

AD Owen

DR Pugh

CL Reeves

B Stephens

R Turner

C Westwood

E Williams

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE
HELD IN COUNCIL CHAMBER, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON
FRIDAY, 24 JUNE 2016 AT 2.00 PM

Present

Councillor E Hacker– Chairperson

E Dodd	G John	C L Jones
CL Reeves	B Stephens	E Williams

Officers:

Adele Ahearn	Accountant
Joanna Hamilton	Bereavement Services Manager and Registrar
Zak Shell	Head of Neighbourhood Services
Sarah Daniel	Democratic Services Officer - Committees

133. APPOINTMENT OF CHAIRPERSON

RESOLVED: That Councillor E Hacker be appointed Chairperson of the Coychurch Crematorium Joint Committee for the ensuing year.

The outgoing Chairperson thanked all Officers for their contributions to the Committee and stated the last year had been a pleasure, he asked Officers to pass on thanks to all for the fantastic job they had done in the last year.

134. APPOINTMENT OF VICE-CHAIRPERSON

RESOLVED: That Councillor E Dodd be appointed Vice- Chairperson of the Coychurch Crematorium Joint Committee for the ensuing year

135. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members:

Councillor D R Pugh
Councillor R Turner
Councillor C Westwood
Councillor A D Owen

136. DECLARATIONS OF INTEREST

None

137. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of the Coychurch Crematorium Joint Committee held of 4 March 2016 were approved as a true and accurate record of the meeting.

138. STAFFING STRUCTURE

The Head of Neighbourhood Services submitted a report to the Joint Committee to update them on the staffing structure at Coychurch Crematorium. He stated that on 6 March 2015 the Joint Committee approved the proposed changes to the staffing structure and officer functions at the Crematorium, subject to the relevant consultation with the affected staff.

He informed Members that under the proposal the role of the Crematorium Manager and Registrar had been expanded to include the management and administration functions associated with the Authority's Burial Service with the job title changing to Bereavement Services Manager and Registrar and the grade of the post being increased to accommodate this. He added that the operational aspects of the burials service relating to grave digging and grounds maintenance was proposed to remain with BCBC's Parks Department's ground maintenance managers and operational grounds team.

RESOLVED: The Joint Committee noted the report.

139. ANNUAL REVIEW

The Bereavement Service Manager and Registrar provided the Joint Committee with a report to advise them on the performance of Coychurch Crematorium during 2015/16.

The Bereavement Service Manager and Registrar referred Members to Appendix A of the report. She advised that there were a higher number of cremations carried out in 2015, this was mainly due to a fire at Margam Crematorium. She added that the Crematorium carried out a quarterly review of questionnaire results which fed into an annual assessment of the quality of service. She stated that for 2015/16, this showed that the overall satisfaction level to a standard of good or excellent. In response to the five people that responded with an average rating for the availability of service times, the Bereavement Service Manager and Registrar stated that some families thought that the crematorium did not have much availability, when in fact it was usually what the funeral directors were able to offer them at the crematorium. She added that the Crematorium continued to operate and offer services as normal when the cremators were being replaced

RESOLVED: The Joint Committee noted the report.

140. CREMATOR REPLACEMENT PROGRAMME

The Bereavement Services Manager and Registrar presented a report to the Joint Committee on the progress with the cremator replacement programme in relation to the installation and maintenance agreement, of the new cremators, ancillary equipment and mercury abatement plant.

She advised that the Cremator Replacement Programme had provided two modern bariatric cremators and ash processing equipment, coffin cold storage facilities, a mobile automatic coffin loading machine for the safe charging of bariatric coffins and a mercury abatement system providing 100% abatement of the Crematoriums cremations. She added that the works also included a bespoke ventilation system to provide operator comfort.

The Bereavement Services Manager advised the Joint Committee that the new plant met the highest environmental standards and was housed in the extended, modern crematorium building which was fit for the purpose. The new refrigeration facilities enabled bodies to be stored hygienically and allowed the cremators to be used in the

most efficient and least environmentally detrimental manner. The original part of the crematory had been fully tiled to ensure that it was presented to the highest standard.

The Bereavement Services Manager and Registrar advised the Joint Committee that the works were included in the expenditure budget and Service Level Business Plan for 2015/16 and accommodated from the accumulated balance of £1,195,000 which was built up over a number of years to meet the planned costs of replacing the plant.

RESOLVED: The Joint Committee noted the report.

141. RECYCLING OF METALS SCHEME DONATIONS

The Bereavement Services Manager and Registrar provided a report to the Joint Committee which sought their approval and nominations of organisations to receive charitable funding from the Institute of Cemetery and Crematorium Management (ICCM) Scheme for the recovery of metals arising from the cremations and to update the Joint Committee on charity donations made by Coychurch Crematorium.

A Member asked if the charitable organisation "2 Wish Upon a Star" could be moved to the top of the list to receive funding. All Members were in agreement with the request. The Bereavement Services Manager and Registrar stated that the ICCM appeared to be requesting charity nominations every six months now instead of annually.

RESOLVED: That the Joint Committee:

1. Noted the charitable donations made by Coychurch Crematorium
2. Recommended that 2 Wish Upon a Star was moved to the top of the list to receive charitable donations
3. Supported the list of suitable charities for submission for funding from the National Recycling of Metals Scheme

142. ANNUAL ACCOUNTING STATEMENT 2015-16

The Accountant for the Crematorium presented a report to the Joint Committee on the unaudited Annual Accounting Statement following closure of the accounts for the financial year 2015-16 to the Joint Committee, and to obtain approval to submit the Statement for Coychurch Crematorium to the Wales Audit Office.

The Accountant referred Members to the Annual Accounting Statement which was attached as appendix 1 to the report that showed in 2015-16 Coychurch Crematorium made a net deficit of £460,000. She explained that the deficit was deducted from the accumulated reserve for the Crematorium budget forward at 31 March 2015, bringing the total of that reserve to £735,000 at 31 March 2016 compared to £1,195,000 in the preceding year

RESOLVED: The Joint Committee approved the Annual Accounting Statement for Coychurch Crematorium for 2015-16 and agreed the submission of the Accounting Statement for Coychurch Crematorium to the Wales Audit Office.

143. URGENT ITEMS

None

The meeting closed at 2.42pm

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE CLERK & TECHNICAL OFFICER

COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 9 SEPTEMBER 2016

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 successful application for a Green Flag Award in 2016.

2. Background

- 2.1 The Green Flag Award is the benchmark national standard for parks and green spaces in England and Wales. It was launched in 1996 to recognise and reward the best green spaces in the country. The first national award was introduced in 1997 and it continues to identify the high standards against which our parks and green spaces are measured. It is also seen as a way of encouraging organisations to achieve high environmental standards, setting a benchmark of excellence in recreational green areas. All green spaces are different and diversity is encouraged with each site being judged on its merits.
- 2.2 Coychurch Crematorium received its first award in 2010 and annually thereafter. A re-submission for the Green Flag Award was made in January 2016 and awards were formally announced in July 2016.

3. Current Situation/Proposal

- 3.1 The Crematorium has once again been successful in securing this nationally recognised award for the standards of care and maintenance of the site and grounds. The award confirms the commitment to maintaining high standards, which can be appreciated by all visitors.
- 3.2 Coychurch is one of only three crematoria sites in Wales that hold a Green Flag Award. Coychurch is flying its Green Flag for the seventh year in succession.
- 3.3 The Award requires an annual application and a further submission will be made in January 2017.

4. Effect upon Policy Framework and Procedure Rules

- 4.1 There is none.

5. Equality Impact Assessment

5.1 There is no impact on specific equality groups and disability duties.

6. Financial Implications

6.1 The submission for the award cost £350 and is met from the revenue budget.

7. Recommendation:

7.1 The Joint Committee is asked to note the success of the Crematorium in securing the Green Flag Award for 2016.

**ZAK SHELL
CLERK AND TECHNICAL OFFICER
September 2016**

Contact Officer:

Joanna Hamilton, Bereavement Services Manager and Registrar,
Telephone No. 01656 656605,
E-mail: Joanna.Hamilton@bridgend.gov.uk

Background Papers: None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE CLERK & TECHNICAL OFFICER

COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 9 SEPTEMBER 2016

CREMATORIUM ROOF REPAIRS

1. Purpose of the Report

- 1.1 The purpose of this report is to advise the Joint Committee on the appointment of a contractor to progress with the replacement of the roof surface above the old part of the crematory building.

2. Background

- 2.1 The roof repairs were listed in the Business Plan as a project for 2016/17.

3. Current Situation/Proposal

- 3.1 The product specification, obtained via Bauder roofing systems, is to provide a replacement roof surface system with a 20 year warranty that is compatible with the existing single ply roof system installed above the newly constructed crematory extension.
- 3.2 Tender documents were prepared and issued to contractors. The tenders were invited in accordance with Bridgend County Borough Council's Contract and Financial Procedures Rules. The returned tenders were checked and are detailed below:

Tender No.	Tender Sum
1	£41512.82
2	£67540.00
3	£61091.00
4	£44219.24
5	£45633.00

- 3.3 The lowest tender was submitted by J Randall Roofing Contracts Ltd in the sum of £41512.82. The works were originally estimated at £50,000.00. A contingency sum of £3,000.00 is included in the tender sum.
- 3.4 The contract was accordingly awarded to J Randall Roofing Contracts Ltd and work commenced on 31st July 2016, with an estimated contract period of four weeks.
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 These works are included in the expenditure budget and Service Level Business Plan for 2016/17.
7. **Recommendation**
- 7.1 The Joint Committee is asked to note the award of the tender to J Randall Roofing Contracts Ltd in the sum of £41512.82.

Zac Shell
CLERK AND TECHNICAL OFFICER
September 2016

Contact Officer:

Joanna Hamilton, Bereavement Services Manager & Registrar, Telephone No. 01656 656605

E-mail: joanna.hamilton@bridgend.gov.uk

Background Papers: Equalities Impact Assessment Toolkit

BRIDGEND COUNTY BOROUGH COUNCIL

COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 9 SEPTEMBER 2016

REPORT OF THE TREASURER

REVENUE MONITORING STATEMENT 1 APRIL TO 30 JUNE 2016

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 the 2016/17 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 for 2016-17 were approved by the Joint Committee at its meeting of 4 March 2016 and the following statement shows the current position.

4. Current Situation / Proposal

- 4.1 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 2016-17

Actual Spend 2015-16 £'000		Budget 2016-17 £'000	* Adjusted Actual 01/04/2016 to 30/06/2016 £'000	Projected Outturn 2016-17 £'000	Projected Over/ (Under) Spend £'000
	<u>Expenditure</u>				
255	Employees	297	72	292	(5)
165	Premises	331	39	318	(13)
991	Supplies, services & transport	170	20	156	(14)
89	Agency / contractors	89	22	89	0
48	Administration	41	10	41	0
50	Capital financing costs	50	13	50	0
1,598	Gross Expenditure	978	176	946	(32)
	<u>Income</u>				
(1,138)	Fees & charges	(1,074)	(187)	(1,130)	(56)
	BCBC Contribution	(26)	(6)	(24)	2
(1,138)	Gross Income	(1,100)	(193)	(1,154)	(54)
460	Surplus(-)/Deficit	(122)	(17)	(208)	(86)
(460)	Transfer to/from (-) Reserve	122	17	208	

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

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

- The Staffing projected outturn underspend of £5,000 is as a result of the planned restructure not implemented until 06.06.2016.
- The Premises projected outturn underspend of £13,000 is made up of Gas (£11,000) and Business Rates (£2,000).
- The Supplies, Services & Transport projected outturn underspend of £14,000 is made up of Equipment Repairs & Maintenance (£8,000), Audit Costs (£5,000) and Printing (£1,000).
- The Fees & Charges are on target to achieve an additional £56,000 above the budget estimate and the contribution from BCBC is projected to be £2,000 less than the budget estimate due to the late implementation of the new staffing structure.

4.2 The Premises budget of £331,000 includes £150,000 of planned maintenance as shown in the table below. All works are on course to be completed 2016/17

Table 2 – Planned Maintenance 2016-17

2016-17	£000
Organ upgrade	20
CAMEO payments	10
Periphery Fencing Improvements	20
Enhance Landscape below Burial Plot Car Park 1	10
Flat Roof Replacement, Old Crematory	50
Phase 2, Land extension design	30
New path for granite burial plots	10
Total	150

Annual Return

4.3 The annual return for the year ended 31st March 2016 has been audited and agreed with no changes.

5. Effect upon Policy Framework and Procedure Rules

5.1 There is no effect upon the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

7. Financial Implications

7.1 The overall projected surplus for 2016-17 has increased from £122,000 to £208,000 after allowing for the above changes. This surplus will be added to Coychurch Crematorium's accumulated reserves, which totalled £735,000 as at 31 March 2016.

8. Recommendation

8.1 The Joint Committee is requested to note the report.

RANDAL HEMINGWAY
HEAD OF FINANCE, S151 OFFICER
BRIDGEND COUNTY BOROUGH COUNCIL
TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE
9 SEPTEMBER 2016

Contact Officer: Mary Williams Tel No (01656) 643605
Group Manager – Chief Accountant, BCBC
Mary.Williams2@bridgend.gov.uk

Background Papers: Report of the Treasurer
Revenue Estimates 2016-17
Coychurch Crematorium Joint Committee
4 March 2016

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