

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
Bridgend
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 643148
Gofynnwch am / Ask for: Mr Mark Anthony Galvin

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

Date / Dyddiad: 28 November 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, 2 December 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 a meeting of the Coychurch Crematorium Joint Committee dated 9 September 2016
4. New Land Extension Infrastructure 7 - 10
5. Green Flag Award 11 - 20
6. Christmas Service 21 - 22
7. Revenue Monitoring Statement 1 April to 30 September 2016 23 - 26
8. 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.

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 COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB
ON FRIDAY, 9 SEPTEMBER 2016 AT 2.00 PM

Present

Councillor – E Hacker

E Dodd	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

COYCHURCH CREMATORIUM JOINT COMMITTEE - FRIDAY, 9 SEPTEMBER 2016

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

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BRIDGEND COUNTY BOROUGH COUNCIL
REPORT OF THE CLERK & TECHNICAL OFFICER
COYCHURCH CREMATORIUM JOINT COMMITTEE
FRIDAY 2 DECEMBER 2016

NEW LAND EXTENSION INFRASTRUCTURE

1. Purpose of the Report

- 1.1 The purpose of this report is to advise the Joint Committee on the progress of the expansion of the infrastructure in the new land extension.

2. Background

- 2.1 On 6th February 2009 the Joint Committee approved the construction of an access road and additional car parking into the new land. Phase 1 of these works was completed in June 2009, which provided an access road to a new memorialisation area and a car park.
- 2.2 At the meeting on 4th March 2016 the Joint Committee approved the Service Level Business Plan for 2016/17 which included design costs of £30,000.00 for the planning of Phase 2 infrastructure, to facilitate the continuation of the access road and an additional car park. Construction work was planned for 2017/18.

3. Current Situation/Proposal

- 3.1 The design work is complete and a plan is included in **Appendix A**.
- 3.2 The construction costs have been estimated at £340,000.00 and can be accommodated in the expenditure budget for 2017/18, which will be presented for approval by the Joint Committee at the meeting on 3rd March 2017.
- 3.3 Tender documents have been prepared and will be issued to contractors in accordance with Bridgend County Borough Council's Contract and Financial Procedures Rules.
- 3.4 The returned tenders will be presented to the Joint Committee meeting on 3rd March 2017 for consideration.
- 3.5 The new infrastructure will provide for the further expansion of the memorial gardens as need dictates.

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 design works are included in the expenditure budget and Service Level Business Plan for 2016/17. The construction works will be accommodated within the 2017/18 annual expenditure budget, to be presented for approval by the Joint Committee on 3rd March 2017.

7. Recommendation

7.1 The Joint Committee is recommended to approve the issue of tenders to potential contractors in accordance with Bridgend County Borough Council's Contract and Financial Procedures Rules.

Zak Shell
CLERK AND TECHNICAL OFFICER
December 2016

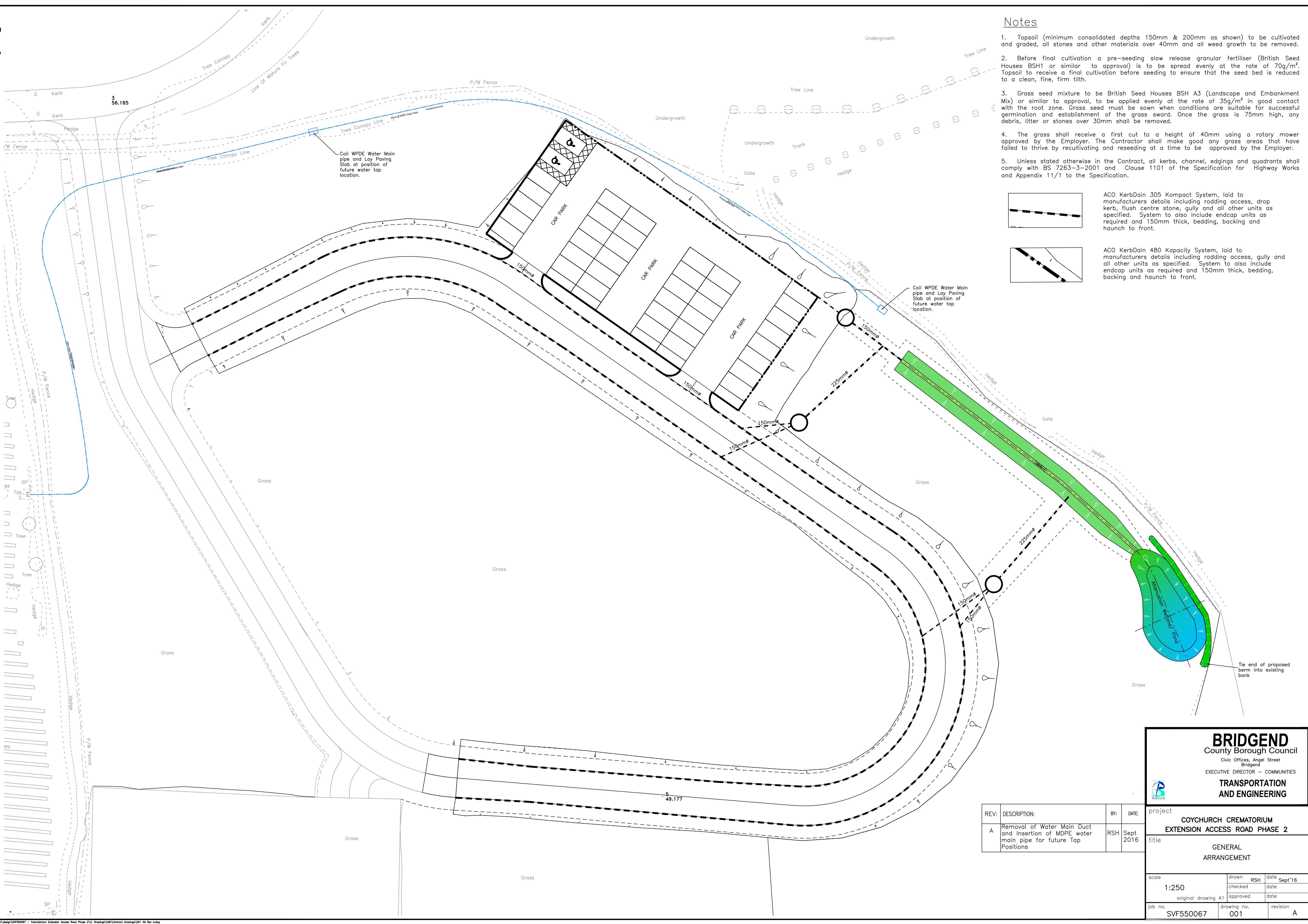
Contact Officer:

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

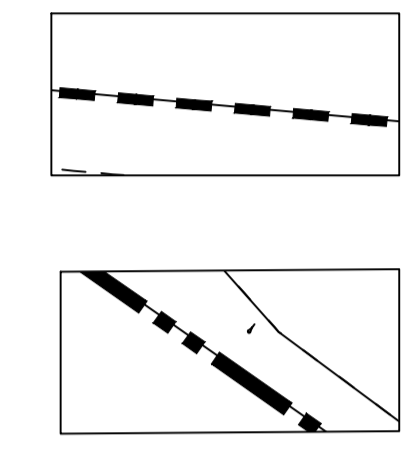
E-mail: joanna.hamilton@bridgend.gov.uk

Background Papers:

- Equalities Impact Assessment Toolkit.
- Joint Committee Report 6th February 2009, Access Road to Grounds Extension Contract.
- Joint Committee Report 11th September 2009, Access Road Contract.



- ### Notes
1. Topsoil (minimum consolidated depths 150mm & 200mm as shown) to be cultivated and graded, all stones and other materials over 40mm and all weed growth to be removed.
 2. Before final cultivation a pre-seeding slow release granular fertiliser (British Seed Houses BSH1 or similar to approval) is to be spread evenly at the rate of 70g/m². Topsoil to receive a final cultivation before seeding to ensure that the seed bed is reduced to a clean, fine, firm tilth.
 3. Grass seed mixture to be British Seed Houses BSH A3 (Landscape and Embankment Mix) or similar to approval, to be applied evenly at the rate of 35g/m² in good contact with the root zone. Grass seed must be sown when conditions are suitable for successful germination and establishment of the grass sward. Once the grass is 75mm high, any debris, litter or stones over 30mm shall be removed.
 4. The grass shall receive a first cut to a height of 40mm using a rotary mower approved by the Employer. The Contractor shall make good any grass areas that have failed to thrive by recultivating and reseeding at a time to be approved by the Employer.
 5. Unless stated otherwise in the Contract, all kerbs, channel, edgings and quadrants shall comply with BS 7263-3-2001 and Clause 1101 of the Specification for Highway Works and Appendix 11/1 to the Specification.



ACO KerbDain 305 Kompact System, laid to manufacturers details including rodding access, drop kerb, flush centre stone, gully and all other units as specified. System to also include endcap units as required and 150mm thick, bedding, backing and haunch to front.

ACO KerbDain 480 Kapacity System, laid to manufacturers details including rodding access, gully and all other units as specified. System to also include endcap units as required and 150mm thick, bedding, backing and haunch to front.

REV:	DESCRIPTION:	BY:	DATE:
A	Removal of Water Main Duct and Insertion of MDPE water main pipe for future Tap Positions	RSH	Sept 2016

BRIDGEND
County Borough Council
Civic Offices, Angel Street
Bridgend
EXECUTIVE DIRECTOR - COMMUNITIES

**TRANSPORTATION
AND ENGINEERING**

project	COYCHURCH CREMATORIUM EXTENSION ACCESS ROAD PHASE 2		
title	GENERAL ARRANGEMENT		
scale	1:250	drawn	RSH date Sept'16
	original drawing A1	checked	date
job no.	SVF550067	approved	date
		drawing no.	001
		revision	A

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BRIDGEND COUNTY BOROUGH COUNCIL
REPORT OF THE CLERK & TECHNICAL OFFICER
COYCHURCH CREMATORIUM JOINT COMMITTEE
FRIDAY 2 DECEMBER 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 'mystery shop' from a Green Flag assessor.

2. Background

- 2.1 At the meeting on 9th September 2016 the Joint Committee was informed of the Crematorium's success in achieving the Green Flag Award for the seventh consecutive year.

3. Current Situation/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 2017.

4. Effect upon Policy Framework and Procedure Rules

- 4.1 There are no effects.

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 contents of the report.

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

Contact Officer:

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

E-mail: Joanna.Hamilton@bridgend.gov.uk

Background Papers: - Joint Committee Report, 9th September 2016, Green Flag Award
- Equalities Impact Assessment Toolkit

Green Flag Mystery Shopping
Interim Quality Assessment
2016/17



Name of green space	Coychurch Crematorium
Managing organisation	Bridgend County Borough Council
Judge(s)	Simon Beacham
Date, time and duration of visit	19.07.16 at 11:30am – 2 hours
Weather Conditions	Sunny

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

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

Yes

The site was very well signposted off all major and minor routes and also entrance to crematorium.

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

Yes

The approach to the site was very tidy and welcoming. The lawns were very neat and the marigold flower bed in full bloom. No litter evident.

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

Yes

Very good quality signage with all relevant information for visitors displayed such as guide dogs only, contact number and opening / closing times.

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

Yes

Very good access with ramped access from pavements to crossing points. All footways and carriageways were in a very good condition. There was also ample disabled access parking which was well signposted.

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

Yes

The entrances and car parks were all in a very clean and litter / graffiti free condition.

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

Yes

The majority of signs within the crematorium were in excellent condition. There was a blue 'one way' sign and a 10mph sign below it which was faded so should be renewed.

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

Yes

All paths were hazard free, in a clean and safe condition with appropriate DDA access points.

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

Yes

There was a number of staff on site. All had appropriate Protective clothing which identified them as Bridgend CBC operatives. I spoke with Wayne who was based at the crematorium. He was very knowledgeable and helpful. It was clear that Wayne and his team take great pride in the work they do. Wayne explained the Hand-arm Vibration system and watches they are currently using whilst operating plant and machinery.

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

Yes

All toilet facilities were open and were to the highest standard of both materials and cleanliness that I have come across. Excellent.

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

Yes

Having viewed the Management Plan it was pleasing to see that the original Maxwell Fry design has been maintained to the highest standard. There was no evidence of litter or graffiti. The small touches such as the leaf design on the water points were an excellent touch.

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

Not applicable at this location.

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

Yes

There was a high level of bench and litter bin provision. All were to a very high standard especially the new granite benches.

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

Yes

There was a safety lifebuoy adjacent to the water / fountain feature.

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

Yes

There were signs at the entrance and throughout the crematorium confirming the site was covered by CCTV.

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

Yes

All litter bins had the BCBC logo and had new bin liners. There was no evidence of litter anywhere within the site or the outside lawned verges on the main road.

16. Was dog and other animal fouling adequately controlled?

Yes

The site allows only guide dogs. There was no evidence of any dog fouling at all.

17. Were horticultural standards being maintained?

Yes

The site was maintained to an excellent standard. The lawns are cut on a weekly basis and fertilised and treated for weeds. The rose beds were in full bloom and due to be mulched. The on site staff confirmed that the garden of remembrance areas are regularly checked for faded flowers (this was evident as they all looked fresh). Hedge cutting on site was ongoing. The peat-free hanging baskets had just been watered and were in full bloom.

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

Yes

A visual inspection of the tree stock showed no evidence of any trees in distress or in need of any immediate work.

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

Not applicable at the time of the visit.

20. Did you feel safe during your visit?

Yes

There was plenty of on-site staff and visitors at the time of the visit. I felt completely safe.

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

Yes

The Green Flag was flying and was in good condition. The Green Flag Certificates were on display at the entrance and in the noticeboard.

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

Yes

I spoke with Wayne, a member of the grounds staff as described above. He was very accommodating and knowledgeable.

23. Would you like to make any additional observations?

Yes

Having previously carried out a full Green Flag Judging visit prior to the Mystery Shopping visit I was delighted to see the standards have been maintained and in some areas increased. It is clear that all staff including the grounds operatives and management take great pride in the crematorium. I was also joined on my visit by a colleague who manages another high profile Green Flag Award site and is looking to become a Green Flag Judge. He was very impressed with what we saw on the day.

The site should be used as a beacon for anyone aspiring to achieve the Green Flag Award. Well done to everyone involved. You all deserve the Green Flag Award.

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

Yes

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

Comments:

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BRIDGEND COUNTY BOROUGH COUNCIL
REPORT OF THE CLERK & TECHNICAL OFFICER
COYCHURCH CREMATORIUM JOINT COMMITTEE
FRIDAY 2 DECEMBER 2016

CHRISTMAS SERVICE

1. Purpose of the Report

- 1.1 The purpose of the report is to advise the Joint Committee on arrangements for the Christmas Service 2016.

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 15th December at 7.00pm. The service will be led by Reverend Stephen Pare, Church in Wales Parishes of Llansantffraid, Bettws and Aberkenfig. Musical support will be provided by Lewis Merthyr Band. Refreshments will be sponsored by Rosemount Funeral Home, Bridgend (Co-operative Funeralcare).
- 3.2 Invitations have been sent to the Mayors of Bridgend, the Vale of Glamorgan and Rhondda Cynon Taff County Borough Councils, 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 monetary collection taken on the evening will be donated 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 £450, 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
December 2016

Contact Officer:

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

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

Background Papers: Equalities Impact Assessment Toolkit

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE TREASURER

COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 2 DECEMBER 2016

REVENUE MONITORING STATEMENT 1 APRIL TO 30 SEPTEMBER 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 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 2016-17 were approved by the committee at its meeting of 4 March 2016. Revenue Budget Monitoring is important to ensure that significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are investigated. This Report summarises the findings and issues emerging from budget monitoring carried out to 30 September 2016.

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 30/09/2016 £'000	Projected Outturn 2016-17 £'000	Projected Over/ (Under) Spend £'000
	<u>Expenditure</u>				
255	Employees	297	146	297	(0)
165	Premises	331	157	306	(25)
991	Supplies, services & transport	170	43	150	(20)
89	Agency / contractors	89	49	90	1
48	Administration	41	21	41	0
50	Capital financing costs	50	25	50	0
1,598	Gross Expenditure	978	441	934	(44)
	<u>Income</u>				
(1,138)	Fees & charges	(1,074)	(447)	(1130)	(56)
	BCBC Contribution	(26)	(12)	(24)	2
(1,138)	Gross Income	(1,100)	(459)	(1154)	(54)
460	Surplus(-)/Deficit	(122)	(18)	(220)	(98)
(460)	Transfer to/from (-) Reserve	122	18	220	

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

4.2 The above table shows some differences in the budgeted figures for 2016-17 compared with the actual spend in 2015-16. The main differences are:-

- The Employees budget 2016-17 is £42,000 more than the 2015-16 spend because the revised staffing structure has now been implemented. The new structure includes the post of Senior Assistant Registrar (Burials), along with the regrading of 3 other posts.
- The Premises budget 2016-17 is £166,000 more than the 2015-16 spend because the 2016-17 budget includes £150,000 for Planned Maintenance, which is detailed in Table 2 below.
- The Supplies, Services and Transport budget 2016-17 is £821,000 less than the 2015-16 spend because the 2015-16 spend included the payments for the replacement of the Cremators. The total of these payments was £827,782.

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

- The projected underspend on Premises is made up of underspends on Planned Maintenance (£8,625), Electricity (£13,500) and Business Rates (£2,500).

- The projected underspend on Supplies, Services & Transport is made up of underspends on Equipment Repairs (£18,000) and Audit Fees (£4,800), with small overspends on Purchase of Equipment (£2,000) and Advertising (£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.

4.3 The Premises budget of £331,000 includes £150,000 of planned maintenance as shown in the table below. All works are due to be completed within 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

4.3 The Flat Roof Replacement works have now been completed, with a final cost of £41,375.

4.4 **Annual Return Audit**

4.4.1 The Annual Accounting Return has now been audited by Wales Audit Office, and was approved with no amendments necessary. A copy of the certified Return is available at the Crematorium and electronically on the Bridgend CBC website.

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 2016-17 has increased from £122,000 set at the start of the financial year to £220,000 after allowing for the above changes. This will be taken to the Crematorium's reserves at year end.

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
2 DECEMBER 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