

**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, 2 DECEMBER 2016 AT 2.00 PM**

Present

Councillor E Hacker – Chairperson

E Dodd	G John	DR Pugh	CL Reeves
C Westwood	E Williams		

Apologies for Absence

CL Jones and B Stephens

Officers:

Adele Ahearn	Accountant
Gareth Evans	Parks and Playing Fields Manager
Joanna Hamilton	Bereavement Services Manager and Registrar
Andrew Rees	Senior Democratic Services Officer - Committees

151. DECLARATIONS OF INTEREST

None.

152. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of the Coychurch Crematorium Joint Committee of 9 September 2016 were approved as a true and accurate record.

153. NEW LAND EXTENSION INFRASTRUCTURE

The Bereavement Services Manager and Registrar reported on progress of the expansion of the infrastructure in the new land extension.

She stated that phase 1 of the works which provided an access road to a new memorialisation area and a car park had been completed in June 2009. Phase 2 infrastructure to facilitate the continuation of the access road and an additional car park had been approved by the Joint Committee at its meeting on 4 March 2016.

The Bereavement Services Manager and Registrar informed the Committee that design work was complete and she outlined to the Joint Committee the design layout. Construction costs had been estimated at £340,000 which would be accommodated in the expenditure budget for 2017/18 which would be presented to the Joint Committee for approval on 3 March 2017. Tender documents which had been prepared and issued to contractors in accordance with Bridgend County Borough Council's Contract and Financial Procedure Rules would be presented to the Joint Committee for consideration on 3 March 2017. She stated that the new infrastructure would provide for the further expansion of the memorial gardens to meet need.

**RESOLVED:** That the Joint Committee approved the issue of tenders to potential contractors in accordance with Bridgend County Borough Council's Contract and Financial Procedure Rules.

154. **GREEN FLAG AWARD**

The Parks and Playing Fields Manager advised the Joint Committee on Coychurch Crematorium's 'mystery shop' from a Green Flag assessor. He stated that this was a follow up report following the Joint Committee being advised at its meeting on 9 September 2016 on achieving the Green Flag Award for the seventh consecutive year.

The Parks and Playing Fields Manager informed the Joint Committee that the assessor had found the Crematorium to be a welcoming place, safe and secure. The assessor had also found the Crematorium to be well maintained and clean, focused on sustainability, conservation and heritage and community involvement. The assessor had also commended the marketing of the services at the Crematorium and management. He stated that the Green Flag Award was an excellent reflection on the work undertaken by Crematorium and Parks and Playing Fields staff.

**RESOLVED:** That the Joint Committee noted the contents of the report.

155. **CHRISTMAS SERVICE**

The Bereavement Services Manager and Registrar reported on arrangements for the Christmas Service to be held on 15 December 2016.

She informed the Committee that the Service would be led by Reverend Stephen Pare of the Church in Wales Parishes of Llansantffraid, Bettws and Aberkenfig and that musical support would be provided by the Lewis Merthyr Band. Refreshments would be sponsored by Rosemount Funeral Home, Bridgend (Co-operative Funeralcare).

The Bereavement Services Manager and Registrar advised that invitations had been sent out to the Mayors of Bridgend, the Vale of Glamorgan and Rhondda Cynon Taff County Borough Councils and had been publicised in local libraries, the local press and on Bridgend County Borough Council's website.

The proceeds from the collection taken at the Service would be donated to the Joint Committee's Chairman's Mayor's charity fund. The event would be supported by Co-operative Funeral Group, with the cost of staff and performers estimated at £450, which was included within the Crematorium Revenue budget.

**RESOLVED:** That the Joint Committee noted the report.

156. **REVENUE MONITORING STATEMENT 1 APRIL TO 30 SEPTEMBER 2016**

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

The Accountant explained the variances between the budget and projected outturn which had produced a surplus of £98k, due to an increase in fees and charges, savings on electricity and business rates and a tender being received lower than anticipated.

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She stated that the accumulated surplus would reach £992k should the savings identified be achieved.

The Accountant informed the Joint Committee that the Annual Accounting Return had now been audited by the Wales Audit Office and had been approved with no amendments necessary.

RESOLVED: That the Joint Committee noted the report.

157. URGENT ITEMS

There were no urgent items.

The meeting closed at 2.21 pm