

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 643147  
Gofynnwch am / Ask for: Andrew Rees

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

**Date / Dyddiad: 23 February 2017**

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, 3 March 2017 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 the 2 December 2016.
4. New Land Extension Infrastructure 7 - 8
5. Crematorium Business Plan and Cremation Fees 9 - 26
6. Programme of Meetings 2017/18 27 - 28
7. Proposed Revenue Budget 2017-18 29 - 36
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, 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. 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

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## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT OF THE CLERK & TECHNICAL OFFICER

### COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 3 MARCH 2017

#### 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 and to request approval to award the Contract resulting from the tender process as detailed in the report.

##### 2. Background

- 2.1 On 6<sup>th</sup> 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 4<sup>th</sup> 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.
- 2.3 At the meeting on 2<sup>nd</sup> December 2016 the Joint Committee approved the issue of tenders to potential contractors in accordance with Bridgend County Borough Council's Contract and Financial Procedures Rules. The construction costs had been estimated at £340,000.00.

##### 3. Current Situation/Proposal

- 3.1 Tender documents were issued to six contractors and the returned tenders have been checked and are detailed below:

CONTRACTOR	Tender Sum (£)	Corrected Tender Sum (£)
1	£269,500.66	£269,498.68
2	Declined	Declined
3	£312,322.11	£312,323.00
4	£293,627.20	£293,698.67
5	£373,690.12	£373,680.21
6	£314,777.16	No corrections

3.2 The lowest tender was submitted by Alun Griffiths Contractors Ltd at a corrected total of £269,498.68.

#### 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 construction works are included in the expenditure budget and Service Level Business Plan for 2017/18.

#### 7. **Recommendation**

7.1 The Joint Committee is recommended to approve Tender Number 1 from Alun Griffiths Contractors Ltd in the sum of .£269,498.68 and to award the Contract to this contractor.

7.2 The Joint Committee delegates to the Clerk and Technical Officer the power to approve the final terms of the Contract in consultation with Bridgend County Borough Council's Corporate Director of Operations and Partnerships, and thereafter arranges for the execution of the Contract by the Corporate Director of Operations and Partnerships on behalf of the Joint Committee.

**Zak Shell**  
**CLERK AND TECHNICAL OFFICER**  
**March 2017**

**Contact Officer:**

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

E-mail: [joanna.hamilton@bridgend.gov.uk](mailto:joanna.hamilton@bridgend.gov.uk)

**Background Papers:**

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



**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT OF THE CLERK & TECHNICAL OFFICER**  
**COYCHURCH CREMATORIUM JOINT COMMITTEE**  
**FRIDAY 3 MARCH 2017**

## **CREMATORIUM BUSINESS PLAN AND CREMATION FEES**

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

- 1.1 The purpose of this report is to approve the Business Plan and expenditure programme for 2017/18, which includes proposed increases in cremation fees.

### **2. Background**

- 2.1 A Business Plan is presented annually to the Joint Committee for approval which includes service objectives and proposed maintenance, and improvement projects to enhance and maintain the Crematorium grounds and buildings for the forthcoming period.

### **3. Current Situation/Proposal**

- 3.1 The total number of cremations for 2016 was 1589, made up of 950 from Bridgend, 190 from Vale of Glamorgan and 366 from Rhondda Cynon Taff, with 83 non-residents. An agreement with the Princess of Wales Hospital for the cremation of non-viable foetal remains (NVF) has resulted in an additional 6 communal cremations. A further 9 individual NVF cremations were arranged directly with families. Statistical records for the period from January to December 2015 and 2016 are included in the Business Plan for comparison.
- 3.2 The proposed Service Level Business Plan for 2017/18 is attached as **Appendix 1** which outlines the service objectives for the period.
- 3.3 The current cremation charge places the Crematorium at 230 out of 278 cremation authorities in a national fee league table published in summer 2016 (where the highest cost is detailed first). The funding strategy included in previous Business Plans recommended an increase to the cremation charge by inflation plus £25 each year. This was for a temporary period to ensure that sufficient funding was available to support the future programme of improvements works but still retain the Crematorium's competitive position. The cremation charge increase did not include this £25 fee for 2016/17. The fees have been reviewed and it is not considered necessary to increase the cremation fee by an additional £25 this year but the need to do this will

continue to be reviewed on an annual basis. It is recommended that the cremation charge is increased by inflation from £623.00 to £636.70. This is based on a general increase in fees of 2.2% (1% plus CPI at 1.2% in line with the most recent CPI figure published in November 2016). The table below indicates comparison on current cremation fees for adjoining crematoria:

<b>Crematorium</b>	<b>Cremation Fee 2016/17</b>
Vale of Glamorgan (Barry)	£735.00+ (excl. organist)
Glyntaff (Pontypridd)	£655.00 (excl. organist)
Llwydcoed (Aberdare)	£655.00 (excl. organist)
Llanelli	£655.00
Gwent	£651.00 (excl. organist)
Coychurch (Bridgend)	£623.00
Swansea	£610.00 (excl. organist)
Margam	£585.00
Narberth	£564.00
Cardiff	£530.00 (excl. organist)

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

4.1 There is no effect.

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

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

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

6.1 All variations to expenditure and income, as outlined in the Service Level Business Plan, have been incorporated into the Treasurer's Report.

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

7.1 The Joint Committee is recommended to:

- Approve the Service Level Business Plan 2017/18
- Confirm the cremation fee for 2017/18 at £636.70

**Zak Shell**  
**CLERK AND TECHNICAL OFFICER**  
**March 2017**

**Contact Officer:**

Joanna Hamilton, Bereavement Services Manager & Registrar, Telephone No. 01656 656605  
 E-mail: [joanna.hamilton@bridgend.gov.uk](mailto:joanna.hamilton@bridgend.gov.uk)

**Background Papers:** Equalities Impact Assessment Toolkit

# COYCHURCH CREMATORIUM

## SERVICE LEVEL BUSINESS PLAN

2017/18



**Mission Statement:**  
*To provide an efficient and effective service for the bereaved that is sympathetic and caring.*

# **COYCHURCH CREMATORIUM JOINT COMMITTEE**

## **Introduction...**

The Crematorium was opened in 1971 to satisfy the requirement for a cremation service within a 15 mile radius of Bridgend. The management of the Crematorium is overseen by a Joint Committee, comprising of elected members of Bridgend County Borough Council, the Vale of Glamorgan Council and Rhondda Cynon Taff County Borough Council.

Coychurch Crematorium was designed by the late Maxwell Fry, an architect of international acclaim. The building is regarded as being one of the most important buildings of architectural note in the county borough of Bridgend and is Grade II\* listed. The Crematorium is made up of Coity Chapel, Crallo Chapel, Chapel of Remembrance, a crematory and offices. The stained glass windows were designed by internationally recognised artists with contributions from artists associated with Swansea College of Art.

Cremation is now used for more than 70% of all deaths and is accepted by most religious denominations. The procedures are controlled by the Federation of Burial and Cremation Authorities of which the Joint Committee is a member. The Federation has a Code of Cremation Practice, which it regularly reviews. All apparatus is operated and monitored in accordance with the Environmental Protection Act 1990.

The Crematorium's operations are managed by Bridgend County Borough Council's Street Works Group within the Communities Directorate, consequently, management practice is influenced by the Council's and internal policies. This Business Plan has been developed from the plan for Street Works and includes details and objectives from that plan which affect Coychurch Crematorium.

**Zak Shell**  
**Clerk and Technical Officer**  
**for Coychurch Crematorium Joint Committee**

**March 2017**

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# COYCHURCH CREMATORIUM JOINT COMMITTEE

## 1: Serving our Community

### **Service Profile & Resources**

#### *Awards & Achievements*

**The crematorium has received various Awards over the years:-**

- Green Flag Award 2010/11/12/13/14/15/16
- Level 5 of the Green Dragon Award for sustainability awarded in 2011/12/13/14/15/16 - the highest level of the Green Dragon Environmental Standard Award. This award is a stepped standard relevant to the specific needs of organisations. Each step contributes towards achievement of the International and European environmental standards ISO 14001. During the appraisal and audit processes for the Green Dragon Standard, there is an evaluation of costs as well as environmental performance - this means that at each stage the organisation will have an outline environmental management system that relates to its 'bottom line'
- Recognised as an attractive and well maintained crematorium which is acknowledged by user satisfaction questionnaires
- Committed, well qualified and experienced staff, focused on customer care
- Service generates sufficient income to remain self-financing

#### *Financial resources / systems*

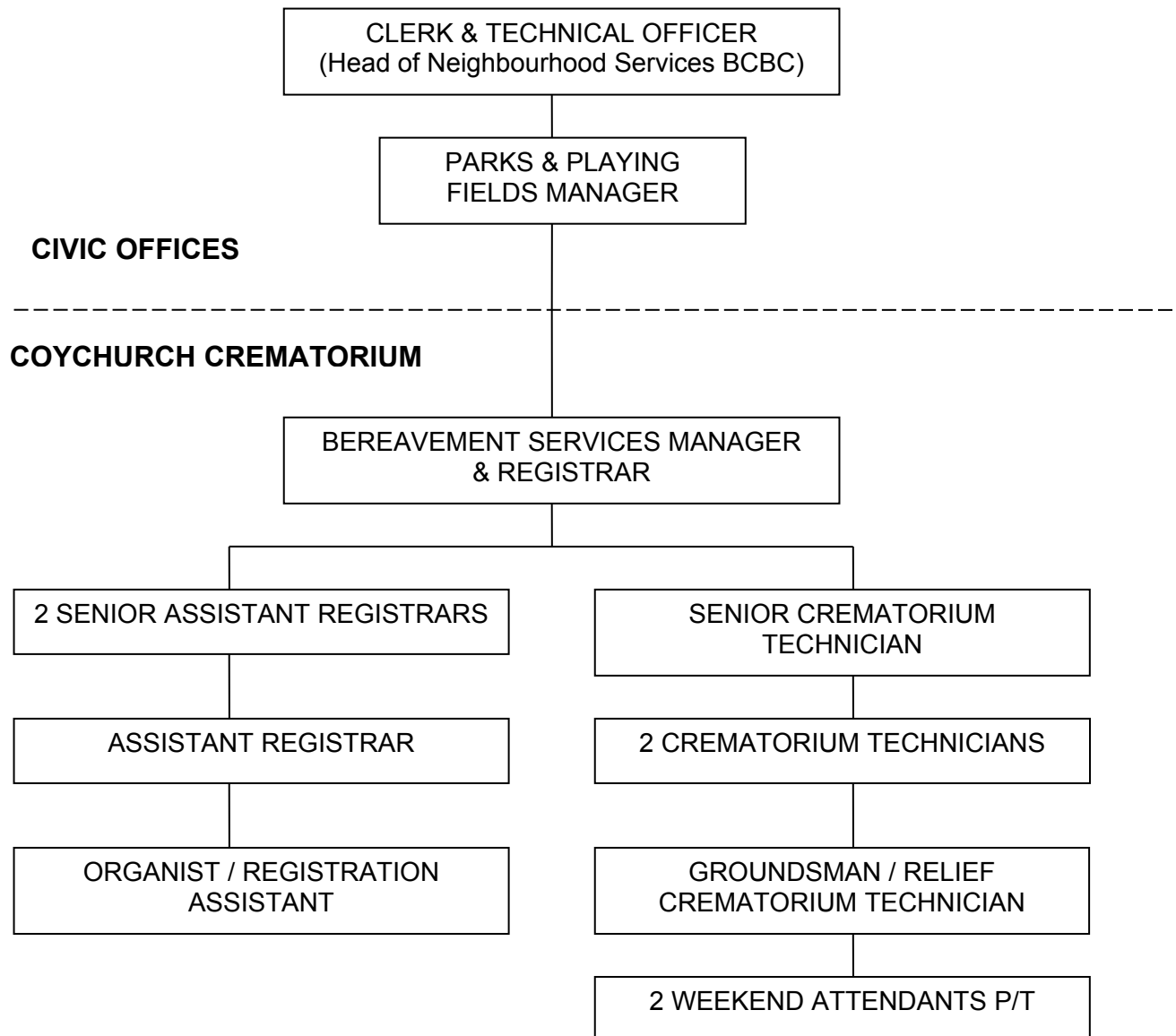
- The service has a net revenue budget of £36k for 2017/18. A breakdown of this budget by cost centre is given in **Section 3**.
- ICT systems used by the Service are:
  - Gower Sequel
  - Cedar Financials

#### *Staffing*

The Service employs 9 full time employees and 2 part time employees, working at Coychurch Crematorium. The Bereavement Services Manager & Registrar is responsible for the day to day activities on site and the overall management of the Crematorium and also has management responsibility for the administration of burials in Bridgend County Borough Council's municipal cemeteries and churchyards. The Crematorium Joint Committee's Clerk & Technical Officer and Bridgend Council's Parks and Playing Fields Manager support the service and are located at Bridgend County Borough Council's Civic Offices.

Bridgend County Borough Council's Parks Department assists with the maintenance of the grounds via a service level agreement. There are usually two daily attendants but numbers of staff fluctuate depending on work requirements. A cleaner is supplied through the Council's Corporate Service to take care of public waiting areas, toilets and the Office, which ensures back up support if necessary.

# COYCHURCH CREMATORIUM JOINT COMMITTEE



## Opening Hours

The Crematorium office hours of opening are:-

Monday to Thursday	9.00 a.m. to 5.00 p.m.
Friday	9.00 a.m. to 4.00 p.m.

The Crematorium grounds hours of opening are:-

**SUMMER PERIOD** - From last Sunday in March to the last Saturday in October.

Monday to Friday	9.00 a.m. to 7.00 p.m.
Saturday	9.00 a.m. to 5.00 p.m.
Sunday and Bank Holidays	10.30 a.m. to 5.00 p.m.

# COYCHURCH CREMATORIUM JOINT COMMITTEE

**WINTER PERIOD** - From last Sunday in October to the last Saturday in March

Monday to Thursday	9.00 a.m. to 5.00 p.m.
Friday & Saturday	9.00 a.m. to 4.00 p.m.
Sunday and Bank Holidays	10.30 a.m. to 4.00 p.m.

## ***Memorialisation and Resting Places for Cremated Remains***

The following are the resting places available for cremated remains and associated memorialisation available to the service:-

- Scatter lawns
- Burial plots with memorial plinths
- Rose garden plots with Welsh slate plaques (re-openings only)
- Columbaria vaults with granite plaques
- Memorial courtyard
- Book of remembrance
- Tree dedication
- Memorial garden seat
- Wall tablets
- Vase blocks
- Glass window memorials (re-inscriptions only)

## ***Memorialisation***

An annual memorial service is arranged for Christmas and the date and time is advertised in local newspapers and on notice boards around the crematorium.

## ***Marketing & Feedback***

- Newsletters to professionals
- Information pack to applicants after cremation
- Leaflets available around chapels
- Newspaper reports
- Bereavement Guide
- Details included in brochures circulated to doctors surgeries & hospitals
- Questionnaires circulated to all Applicants
- Website and Email feedback from website
- Consult staff
- Hospital contacts/Bereavement Officers
- Press releases
- Open Day
- Daily communication with public

## ***Sustainability***

- Level 5 of the Green Dragon Award for sustainability awarded in 2011
- Metal Recycling by Orthometals (revenue proceeds donated to charity)
- Plastic Recycling with Agriplass
- Mulching bed materials controlled by the Forest Stewardship Council



# COYCHURCH CREMATORIUM JOINT COMMITTEE

- Separate collection of compostable waste
- Monitoring of utilities
- Borehole water feed to support pond
- Annual service and maintenance contract for cremators
- Collection of waste for recycling
- Grass mowers fitted with grass mulching deck
- Management of Coed Brynglas ancient woodland with Natural Resources Wales.
- Replacement of cremators and installation of mercury abatement plant
- Installation of refrigeration to enable the cremators to be used in the most efficient and environmentally positive way and preparation for heat exchange.

## *Key Achievements over the past 5 years*

- High level of public satisfaction maintained
- National recognition of architectural and landscape standards
- Green Flag Award 2010, 2011, 2012, 2013, 2014, 2015 and 2016
- Upgrade of all toilet facilities
- Extending memorialisation into adjoining land & plans to further extend infrastructure in 2017.
- Refurbishment of sound system in chapels, cloisters and external speakers
- Replacement of Waiting Room seating
- Replacement of lectern and choir stalls in Crallo Chapel incorporating commissioned lit stained glass panels
- Restoration of the original slate flooring in Crallo Chapel
- Construction of an extension to the crematory to provide space for new cremators and mercury abatement plant
- Installation of new cremators and mercury abatement plant to meet highest environmental standards
- Installation of refrigeration for environmentally positive cremating.
- Installation of new paths in memorial areas & periphery fencing.

## *Local Performance Indicators*

As part of Bridgend County Borough Council's performance management procedures, a local performance indicator has been identified for Coychurch Crematorium. The indicator relates to user satisfaction which is reported annually to the Joint Committee. The current targets and achievements are:-

<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Actual 2014/15</b>	<b>Actual 2015/16</b>	<b>Actual 2016/17</b>	<b>Target 2017/18</b>
100%	100%	100%	100%	100%	100%

# COYCHURCH CREMATORIUM JOINT COMMITTEE

## *Annual Statistics*

The following table indicates the annual usage of the crematorium for 2016. A copy of the details for 2015 are also included for comparison purposes. The total number of cremations for **2016** was **1589**, made up of **950 from Bridgend**, **190 from Vale of Glamorgan** and **366 from Rhondda Cynon Taff**, with **83 non-residents**. This is a increase of 8 cremations from the 2015 figures.

# COYCHURCH CREMATORIUM JOINT COMMITTEE

## Crematorium Statistics for Year Ending 31st December 2016

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CREMATIONS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Borough of Bridgend	80	74	96	92	70	83	63	84	83	65	89	71	950	
Vale of Glamorgan	17	8	20	20	16	16	14	19	10	16	20	14	83	
Rhondda-Cynon-Taff	40	26	40	33	35	20	23	28	30	29	36	26	366	
Others	7	7	8	8	5	8	6	6	6	8	7	7	190	
TOTALS	144	115	164	153	126	127	108	137	129	118	152	118	1589	
NVF CREMATIONS (INDIVIDUAL)														
	1		1		1			1	1		2	2	9	
NVF CREMATIONS (COMMUNAL)														
	1	1			1		1				2		6	
DISPOSAL OF CREMATED REMAINS														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	From Away
Interred in Burial Plot	17	18	26	25	10	14	15	21	16	15	18	14	209	7
Interred in Rose Garden	8	7	2	8	4	5	3	5	8	8	5	7	70	6
Scattered in Garden of Remembrance	10	6	11	10	12	11	11	11	8	1	10	4	105	15
Placed in Columbarium Vault											1		1	
Taken Away by Funeral Director	111	85	126	110	102	97	78	101	98	94	122	94	1218	
On Hold												1	1	
TOTALS	146	116	165	153	128	127	107	138	130	118	156	120	1604	28
MEMORIALS														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Plaques - Burial Plot/Rose Garden/Bench	23	24	44	40	22	15	18	20	25	37	27	18	313	
Book of Remembrance & Mini Book of Rem.	3	5		2	3	2	1	1	3	8	5	1	34	
Lease - Columbarium Vault (includes plaque)											1		1	
Lease - Wall Tablet/Vase Block (includes plaque)	2	2	4				4	2	1	1	4	3	23	
Lease - Tree Dedication/Shrub Bed (inc. plaque)						1		1					2	
Lease - Vase Block Space									1	2		1	4	
Memorial Bench Lease - New/Renewal	1			1									2	
External Chapel Wall Space					1								1	
TOTALS	29	31	48	43	26	18	23	24	30	48	37	23	380	

# COYCHURCH CREMATORIUM JOINT COMMITTEE

## Crematorium Statistics for Year Ending 31st December 2015

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<b>CREMATIONS</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Borough of Bridgend	120	109	86	80	56	72	76	60	69	68	57	80	933	
Vale of Glamorgan	25	13	26	7	12	20	16	20	12	14	18	16	199	
Rhondda-Cynon-Taff	34	30	33	34	26	26	31	34	37	25	32	33	375	
Others	7	5	7	8	8	5	8	3	5	8	6	4	74	
<b>TOTALS</b>	<b>186</b>	<b>157</b>	<b>152</b>	<b>129</b>	<b>102</b>	<b>123</b>	<b>131</b>	<b>117</b>	<b>123</b>	<b>115</b>	<b>113</b>	<b>133</b>	<b>1581</b>	
<b>NVF CREMATIONS (INDIVIDUAL)</b>	2	1	2		1	1	1				1		<b>9</b>	
<b>NVF CREMATIONS (COMMUNAL)</b>	2	2	1			1	1	2		1		1	<b>11</b>	
<b>DISPOSAL OF CREMATED REMAINS</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	From Away
Interred in Burial Plot	22	20	16	23	11	18	22	16	16	20	11	12	207	10
Interred in Rose Garden	9	7	9	6	3	4	4	3	3	1	7	9	65	10
Scattered in Garden of Remembrance	14	15	6	9	4	15	7	7	4	5	2	7	95	10
Placed in Columbarium Vault						1							1	
Taken Away by Funeral Director	145	118	124	91	85	87	100	93	100	90	94	106	1233	
On Hold													0	
<b>TOTALS</b>	<b>190</b>	<b>160</b>	<b>155</b>	<b>129</b>	<b>103</b>	<b>125</b>	<b>133</b>	<b>119</b>	<b>123</b>	<b>116</b>	<b>114</b>	<b>134</b>	<b>1601</b>	<b>30</b>
<b>MEMORIALS</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Plaques - Burial Plot/Rose Garden/Bench	43	33	30	27	15	21	26	37	29	24	23	28	336	
Book of Remembrance & Mini Book of Rem.	6	3	5	3	4	9	6	4	5	1	2	1	49	
Lease - Columbarium Vault (includes plaque)						1							1	
Lease - Wall Tablet/Vase Block (includes plaque)	3	4	2	3		1	2						15	
Lease - Tree Dedication/Shrub Bed (inc. plaque)									1		1		2	
Lease - Vase Block Space	2	1	2	1	1	1							8	
Memorial Bench Lease - New/Renewal	2				1		2	1		2		1	9	
External Chapel Wall Space													0	
<b>TOTALS</b>	<b>56</b>	<b>41</b>	<b>39</b>	<b>34</b>	<b>21</b>	<b>33</b>	<b>36</b>	<b>42</b>	<b>35</b>	<b>27</b>	<b>26</b>	<b>30</b>	<b>420</b>	

# COYCHURCH CREMATORIUM JOINT COMMITTEE

## 2: Service Developments

### *Mercury Abatement (CAMEO)*

In 2005 the Department of Environment, Food and Rural Affairs (DEFRA) announced its plan to reduce mercury emissions from UK crematoria by 50%, effective from 31<sup>st</sup> December 2012. This was later revised and eventually commenced in January 2013.

The Federation of British Cremation Authorities (FBCA) and the Cremation Society formulated a proposal to offset the costs for those crematoria that installed abatement plant to reduce mercury emissions by contributions from those that did not. This proposal was overseen by the Crematoria Abatement of Mercury Emissions Organisation (CAMEO) and was accepted by DEFRA. Coychurch Cremation opted to burden share the costs until such time as their cremators were replaced. The charge for 2015/16 related to the total number of cremations in 2015 and equated to £41k for that period. The installation of abatement plant, which was completed to schedule by April 2016, will reduce this figure to zero for 2016/17. Those crematoria that have abated more than 50% of their cremations can sell the excess mercury abated cremations to those which have abated less than the target, via CAMEO. Those who have abated derive an income, and those who have not share the financial burden. Consequently, Coychurch Crematorium is awaiting confirmation of the potential amount of income it can expect to generate in 2017/18.

### *Cremators*

The mercury abatement process required a larger crematory area for additional plant/equipment to 'scrub' the emissions of mercury and dioxins, before release into the atmosphere. Due to the Grade 2\* listing of the building, there were limitations on how the crematorium could be developed to satisfy planners and CADW. Planning permission was granted in early 2014 and in the autumn of 2014 the construction of a flat roof extension into the yard area was completed, beside the existing crematory.

Tender invitations were issued at the end of February 2015 to reputable cremator manufacturers. The installation of new cremators and mercury abatement plant commenced in August 2015 and was completed by April 2016, in line with the cremator replacement schedule. This has ensured that the Crematorium meets the highest environmental standards, is able to cremate larger sized bodies and operates the most efficient plant in a modern building fit for the purpose. Refrigeration facilities were also installed to enable bodies to be stored hygienically, enabling the cremators to be used in the most efficient and least environmentally detrimental way.

### *Expand Infrastructure in New Land Extension*

In 2009 the Committee approved the construction of an access road and additional car parking into the new land, and the layout for the extension to the memorial gardens inside the new land extension. Phase 1 of these works was carried out at that time and the new memorial gardens have been well received. At the meeting on 4<sup>th</sup> March 2016 the Joint Committee approved the Service Level Business Plan for 2016/17, which

# COYCHURCH CREMATORIUM JOINT COMMITTEE

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. At the meeting on 2<sup>nd</sup> December 2016 the Joint Committee approved the issuing of tenders for the construction works, which are planned for 2017/18.

## Upgrade/Repairs to Organ

The pipe organ was built by the distinguished company N P Mander in 1970 and other than remedial work and the addition of pipes, the instrument remains as built. As such the electro-mechanical switching sited in the rear of the console is failing and causing additional costs during tuning visits. Future reliability is only possible if the failing components are replaced with modern Solid State. The chests would have to be removed to allow for rewiring which would provide the opportunity to fit supports under the passage board to improve safety when accessing the Great organ during tuning. The repairs were postponed from 2016/17 in order to avoid any disruption during the crematorium installation period.

## Footpaths and landscaping

Improved landscaping to the concrete burial plots and landscaping of Phase 2 of the new land infrastructure. The upgrade to the landscaping in the concrete burial plot section was postponed from 2016/17 in order to combine it with the landscaping to the new land infrastructure.

## Periphery fencing

The replacement of the failing fencing adjacent to the public footpath to match the higher quality fencing already installed at the exit gate and along the main car park. This will improve security and make the area more aesthetically pleasing.

## Flat roofs – safe access systems

The Crematorium has a series of flat roofs with drainage channels that require regular pedestrian access to enable maintenance due to the amount of debris that gathers from nearby trees. In order to comply with current health and safety laws the Crematorium has been investigating the various safe access systems available for permanent installation on the roofs that would be unobtrusive in order to comply with the planning requirements of the Crematorium's Grade 2\* listing. Bridgend County Borough Council's Health and Safety Department is advising on the most efficient and cost effective method.

## Property Contingency

An allowance is made for the general maintenance and upkeep of buildings to cover minor unplanned works.

## COYCHURCH CREMATORIUM JOINT COMMITTEE

### 3: Revenue Budgets

#### Planned works

Narrative	Expenditure	
	2016/17	2017/18
	£000	£000
Organ Repairs (moved from 2016/17)		20
Burial plots: Pathway installation, Landscaping (moved from 2016/17)	10	10
Land extension: Phase 2 design works Infrastructure Landscaping	30	270 10
Periphery fencing: Main car park Adjacent to public footpath	20	20
Flat roof repairs	50	
Flat roof safe access system		20
<b>TOTAL PLANNED WORKS</b>	<b>110</b>	<b>350</b>

## COYCHURCH CREMATORIUM JOINT COMMITTEE

### Proposed Budget 2017/18

Narrative	2016/17	2017/18
	Budget	Budget
	£000	£000
Employees	297	311
Premises	331	217
Supplies, Services and Transportation	170	159
Agency/Contractors	89	90
Administration	41	48
Capital Financing	50	429
Gross Expenditure	978	1254
Fees and Charges	(1100)	(1218)
Surplus(-)/Deficit	(122)	36
Transfer to/from (-) Reserve	122	(36)
Total	0	0



## COYCHURCH CREMATORIUM JOINT COMMITTEE

### 4. BUSINESS PLAN REVIEW

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SERVICE OBJECTIVES	PLANNED ACTIONS	TARGET/DESIRED OUTCOME	RESP OFFICER	METHOD OF MEASUREMENT	Resource Implications £k		
					15/16	16/17	17/18
<b>New cremators &amp; associated plant</b>	<ul style="list-style-type: none"> <li>Install new cremators</li> </ul>	<b>July 2016</b>	Joanna Hamilton	<b>Regular progress meetings</b>	<b>890</b>		
<b>Organ Maintenance</b>	<ul style="list-style-type: none"> <li>Organ repairs</li> </ul>	<b>Delayed from April 2017 to April 2018</b>	Joanna Hamilton	<b>Regular progress meetings</b>			<b>20</b>
<b>Burial plots</b>	<ul style="list-style-type: none"> <li>Install pathway</li> <li>Upgrade landscaping</li> </ul>	<b>Delayed from April 2017 to April 2018</b>	Joanna Hamilton	<b>Regular progress meetings</b>		<b>10</b>	<b>10</b>
<b>Land Extension</b>	<ul style="list-style-type: none"> <li>Phase 2 design works</li> <li>Install infrastructure</li> <li>Landscaping</li> </ul>	<b>April 2017</b> <b>April 2018</b> <b>April 2018</b>	Joanna Hamilton	<b>Regular progress meetings</b>		<b>30</b>	<b>270</b> <b>10</b>
<b>Periphery Fencing</b>	<ul style="list-style-type: none"> <li>Repair/Replace</li> </ul>	<b>April 2018</b>	Joanna Hamilton	<b>Regular progress meetings</b>		<b>20</b>	<b>20</b>
<b>Flat roof repairs</b>	<ul style="list-style-type: none"> <li>Replace crematory surface</li> <li>Install safe access system</li> </ul>	<b>April 2017</b> <b>April 2018</b>	Joanna Hamilton	<b>Regular progress meetings</b>		<b>50</b>	<b>20</b>
<b>Budget Strategy</b>	<ul style="list-style-type: none"> <li>Exercise service charge</li> <li>Review works programme</li> <li>CAMEO repayments</li> </ul>	<b>Annually</b> <b>Annually</b> <b>April. 2018</b>	Joanna Hamilton	<b>Annual report to Joint Committee</b>	<b>41</b>	<b>0</b>	<b>(10)</b>

# COYCHURCH CREMATORIUM JOINT COMMITTEE

## 5: Contact Points for Crematorium Service

If you require further information about the services – please contact:

Group Manager - Street Works

- Andrew Hobbs (tel: 01656 643416) / email:  
[Andrew.Hobbs@bridgend.gov.uk](mailto:Andrew.Hobbs@bridgend.gov.uk)

Parks and Playing Fields Manager

- Gareth Evans (tel: 01656 642720 / email:  
[Gareth.Evans@bridgend.gov.uk](mailto:Gareth.Evans@bridgend.gov.uk)

Bereavement Services Manager & Registrar  
(for Coychurch Crematorium)

- Joanna Hamilton (tel: 01656 656605 /email:  
[Joanna.Hamilton@bridgend.gov.uk](mailto:Joanna.Hamilton@bridgend.gov.uk)

Finance Officer for Coychurch Crematorium

- Adele Ahearn (tel: 01656 643358 / email:  
[Adele.Ahearn@bridgend.gov.uk](mailto:Adele.Ahearn@bridgend.gov.uk)

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT OF THE CLERK & TECHNICAL OFFICER**  
**COYCHURCH CREMATORIUM JOINT COMMITTEE**

**FRIDAY 3 MARCH 2017**

**PROGRAMME OF MEETINGS 2017/18**

**1. Purpose of the Report**

- 1.1 The purpose of this report is to seek approval for the proposed programme of meetings for 2017/18.

**2. Background**

- 2.1 The Memorandum of Agreement for the Coychurch Crematorium Joint Committee states that:-

- The Joint Committee shall hold two meetings at least in each municipal year (one of which is to be the Annual General Meeting mentioned in the next sub-clause) for the transaction of general business and may hold such other meetings at such intervals as they find necessary or convenient.
- The first meeting of the Joint Committee after the annual meetings of the Councils shall be the Joint Committee's Annual General Meeting. At that meeting the Joint Committee shall elect a Chairman and Vice Chairman for the ensuing year. The Joint Committee shall also receive a report reviewing performance against the Business Plan for the preceding year.

**3. Current Situation/Proposal**

- 3.1 In previous years there have been four meetings of the Crematorium Joint Committee which have taken place in June (AGM), September, December and March.
- 3.2 A review of the business needs and previous agenda reports for the Crematorium has been carried out and it is considered appropriate to reduce the number of meetings a year in line with the Memorandum of Agreement.
- 3.3 The following programme of meetings is now proposed:-

Friday 15<sup>th</sup> September 2017 - Annual General Meeting & Site Visit

Friday 2<sup>nd</sup> March 2018

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

4.1 There is none.

5. **Equalities Impact Assessment**

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

6. **Financial Implications**

6.1 There are none.

7. **Recommendation:**

7.1 The Joint Committee is recommended to approve the programme of meetings for 2017/18.

**ZAK SHELL  
CLERK AND TECHNICAL OFFICER  
March 2017**

**Contact Officer:**

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

E-mail: [Joanna.Hamilton@bridgend.gov.uk](mailto:Joanna.Hamilton@bridgend.gov.uk)

**Background Papers:** Equality Impact Assessment Toolkit

## BRIDGEND COUNTY BOROUGH COUNCIL

### REPORT OF THE TREASURER

#### COYCHURCH CREMATORIUM JOINT COMMITTEE

3 MARCH 2017

#### PROPOSED REVENUE BUDGET 2017-18

##### 1. Purpose of the Report

- 1.1 The purpose of this report is to inform the Joint Committee of the projected financial performance for the Crematorium for 2016-17, and to obtain approval from the Joint Committee for the proposed budget and fees and charges for 2017-18.

##### 2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 There are no direct connections to the Council's Corporate priorities, although the ongoing monitoring of budget and performance form part of ensuring a better use of resources.

##### 3. Background

- 3.1 The 2016-17 Revenue Budget was approved by the Committee at its meeting on 4 March 2016. The current budget position and projected outturn for 2016-17 is outlined below, together with the proposed budget for 2017-18.

##### 4. Current Situation

###### Estimated Revenue Outturn 2016-17

- 4.1 Table 1 below shows the financial position at 31 January 2017 and the projected outturn for 2016-17.

**Table 1- Comparison of budget against projected spend at 31<sup>st</sup> January 2017.**

<b>Budget</b>	<b>Category</b>	<b>Adjusted Actual 01/04/2016 to 31/01/2017</b>	<b>Projected Outturn</b>	<b>Projected Over (Under) Spend</b>
<b>2016-17</b>			<b>2016-17</b>	<b>2016-17</b>
<b>£'000</b>		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
297	Employees	220	296	(1)
331	Premises	225	274	(57)
170	Supplies, services & transport	78	135	(35)
89	Agency / contractors	72	111	22
41	Administration	35	41	0
50	Capital financing costs	42	50	0
<b>978</b>	<b>Gross Expenditure</b>	<b>672</b>	<b>907</b>	<b>(71)</b>
(1,074)	Fees & charges	(837)	(1,140)	(66)
(26)	BCBC Contribution	(20)	(25)	1
(122)	(Surplus)/Deficit	(185)	(258)	(136)
122	Transfer to/(from) Reserve	185	258	136

4.2 When the budget was set, there was an anticipated budget surplus of £122,000. The actual projected outturn as at the end of January is a surplus of £258,000 which will require a transfer to earmarked reserves.

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

- The underspend of £57,000 on Premises is made up of Planned Maintenance (£40,000), Gas (£13,000) and Business Rates (£2,000). The underspend in Planned Maintenance is due to a delay in the Organ Repairs (£20,000), Landscaping (£10,000), and underspend on the Flat Roof (£8,625). The Organ Repairs are now scheduled to take place in 2017-18.
- The underspend of £35,000 on Supplies, Services & Transport is made up of savings on Items for Resale (£33,000) and Audit Fees (£4,900). These are offset by small overspends of Uniform/Protective Clothing (£2,000) and Printing (£1,000).
- Also included in the projected outturn for Supplies, Services & Transport is the write off of an unidentified debtor of £2,356, which has been recorded in the accounts since 1999.
- Income has been higher than budgeted by £66,000 resulting from increased cremation fees (£60,000) and income in relation to the sale of items (£6,000). The BCBC contribution is calculated using salary costs of two staff members. As the new structure wasn't in place until June, the charge will be less (£1,000) than was originally budgeted.

## **2017-18 Proposed Budget**

4.3 The following table shows the proposed revenue budget for 2017-18

**Table 2 – Proposed Budget 2017-18**

<b>Category</b>	<b>Budget 2017-18 £'000</b>
<b><u>Expenditure</u></b>	
Employees	311
Premises	217
Supplies, services & transport	158
Agency / contractors	90
Administration	48
Capital financing costs	429
<b>Gross Expenditure</b>	<b>1,253</b>
<b><u>Income</u></b>	
Fees & charges	(1,190)
Contribution from BCBC	(28)
<b>Total Income</b>	<b>(1,218)</b>
Net (Surplus)/Deficit	35
<b>Transfer to/(from reserves)</b>	<b>(35)</b>

4.4 The following table shows the breakdown of the Administration budget for 2017-18

<b>Category</b>	<b>Budget 2017-18 £</b>
Human Resources	3,200
Corporate Services	1,200
Accountancy	6,700
Audit	2,850
Exchequer	1,100
Sundry Debtors	50
Facilities Management	13,750
Procurement	650
Information Technology	6,500
BCBC Administration	12,000
<b>Total</b>	<b>48,000</b>

4.5 Employee budgets have been adjusted to reflect salary increments where applicable. The budget includes a 1% uplift for the 2017-18 pay award, as well as an increase in pension contributions from 17% to 19.4% following an actuarial review.

- 4.6 All 2016-17 non-employee budgets have been reviewed, and any necessary adjustments have been made to meet expected expenditure for 2017-18.
- 4.7 The Business Plan for 2017-18 indicates that there is a capital budget requirement of £350,000 to meet expenditure itemised in the table below:

**Table 4 – Business Plan Capital Spending Requirements**

<b>2017-18</b>	<b>£'000</b>
Organ upgrade	20
Burial Plots Landscaping	10
Periphery Fencing Improvements	20
Flat Roof Safe Access System	20
Phase 2, Land extension Infrastructure	270
Phase 2, Land extension Landscaping	10
<b>Total</b>	<b>350</b>

- 4.8 These costs will be met from the Capital Financing budget identified in Table 2 above. The capital financing budget also includes £79,000 in order to fully repay the outstanding loan amount, generating future revenue savings.
- 4.9 The income budgets have been prepared assuming a general increase in fees of 2.2% (1% plus CPI at 1.2%), and has also been realigned to reflect current levels of activity (based on 1589 cremations). The 2017-18 Fees Table is attached (Appendix 1)
- 4.10 The £28,000 income contribution from BCBC is to cover the costs of time spent by Crematorium staff on BCBC work. This is calculated using 25% of the Bereavement Services Manager & Registrar salary, and 50% of the Senior Assistant Registrar (Burials) salary.

**Accumulated Balance**

- 4.11 The effect on the accumulated balance of the proposed budget for 2017-18 is shown in the Table below:

**Table 5 – Impact on accumulated balance of proposed budget 2017-18**

<b>Accumulated Balance</b>	<b>£000</b>
Balance as at 31 March 2016	(735)
Transfer to Reserves	(258)
<b>Projected Balance as at 31 March 2017</b>	<b>(993)</b>
Transfer from reserves 2017-18	35
<b>Projected Balance as at 31 March 2018</b>	<b>(958)</b>

- 4.12 It is projected that at 31 March 2017, there will be an accumulated balance of £993,000. The balance of reserves at 31 March 2017 is considered a sufficient level to maintain to protect the service in light of unknown demands or emergencies.



## **Capital Expenditure 2017-18**

4.13 Capital expenditure will not require any additional loan charge or contribution from constituent authorities in 2017-18. Items of a capital nature for 2017-18 in Table 4, paragraph 4.7, will be directly funded from revenue contributions.

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

5.1 None.

### **6. Equality Impact Assessments**

6.1 There are no equality implications attached to this report.

### **7. Financial Implications**

7.1 These are reflected within the report.

### **8. Recommendation**

8.1 The Joint Committee is recommended to

(a) Confirm and approve the revenue budget and capital expenditure to be adopted for 2017-18.

(b) Approve the increase in fees and charges with effect from 1 April 2017 outlined in Appendix 1.

RANDAL HEMINGWAY  
HEAD OF FINANCE, S151 OFFICER  
BRIDGEND COUNTY BOROUGH COUNCIL  
TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE  
15 February 2017

Contact Officer: Adele Ahearn Tel No (01656) 643358  
Accountant, Financial Control and Closing, BCBC  
Adele.Ahearn@bridgend.gov.uk

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

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**Appendix 1**

FEES	2016/17	Increase	2017/18
	£ p	2.20%	£ p
<b>CREMATION FEES</b>			
Under 16 years (Weekday)	Free		
Under 16 years (Saturday)	318.20	325.20	<b>325.20</b>
Over 16 years (Weekday)	623.00	636.71	<b>636.70</b>
Over 16 years (Saturday)	886.40	905.90	<b>905.90</b>
Retained Organs (Cremated at establishment)	95.70	97.81	<b>97.80</b>
Retained Organs (not previously cremated at establishment)	155.50	158.92	<b>158.90</b>
Memorial Service/additional 30 min chapel time - Weekday	68.70	70.21	<b>70.20</b>
Memorial Service/additional 30 min chapel time - Saturday	130.30	133.17	<b>133.20</b>
Recording of funeral service	51.60	52.74	<b>52.70</b>
Videoring of funeral service	62.90	64.28	<b>64.30</b>
Webcasting of funeral service	68.70	70.21	<b>70.20</b>
<b>BURIAL PLOTS</b>			
Concrete plinth burial plot - purchase fee	236.80	242.01	<b>242.00</b>
Granite plinth burial plot - purchase fee 75 yrs	378.50	386.83	<b>386.80</b>
<b>SLATE PLAQUES</b>			
Standard plaque for concrete plinth burial plot/rose beds/trees	207.30	211.86	<b>211.90</b>
Double plaque for plot/rose beds/trees	308.50	315.29	<b>315.30</b>
Small photograph	102.20	104.45	<b>104.40</b>
Large Photograph	152.70	156.06	<b>156.10</b>
Standard slate plaque - blank	32.30	33.01	<b>33.00</b>
Refurbishment of standard plaque lettering	32.30	33.01	<b>33.00</b>
<b>GRANITE PLAQUES</b>			
Standard plaque for granite plinth burial plot	268.10	274.00	<b>274.00</b>
Standard plaque for granite bench	268.10	274.00	<b>274.00</b>
<b>BENCHES</b>			
Wooden bench - purchase fee with 10yr maintenance agreement	927.10	947.50	<b>947.50</b>
Wooden bench - renewal of 10yr maintenance agreement	362.50	370.48	<b>370.50</b>
Granite bench - 10yr lease on shared bench	181.10	185.08	<b>185.10</b>
<b>LEASED MEMORIALS (15 year lease unless otherwise stated)</b>			
Columbaria units - from	483.30	493.93	<b>493.90</b>
Vase blocks lease with plaque - from	320.90	327.96	<b>328.00</b>
Wall plaques and lease (GoR) - from	320.90	327.96	<b>328.00</b>
Tree dedication lease	281.60	287.80	<b>287.80</b>
Shrub bed dedication lease	159.90	163.42	<b>163.40</b>
Vase space lease - Cloisters (3 years)	46.30	47.32	<b>47.30</b>
<b>INTERMENT RELATED FEES</b>			
Interment in rose beds (double if cremated elsewhere)	115.00	117.53	<b>117.50</b>
Interment in burial plot (double if cremated elsewhere)	115.00	117.53	<b>117.50</b>
Exhumation	115.00	117.53	<b>117.50</b>
Placement in columbaria unit	41.90	42.82	<b>42.80</b>
Scattering of cremated remains (double if cremated elsewhere)	21.00	21.46	<b>21.50</b>
Witness of interment/scatter of cremated remains	27.90	28.51	<b>28.50</b>
Cremation Certificate/ Extract from Register	14.10	14.41	<b>14.40</b>
<b>URNS</b>			
Aluminium urn - adult/child	32.30	33.01	<b>33.00</b>
Wooden casket	39.20	40.06	<b>40.10</b>
Polytainer urn	15.40	15.74	<b>15.70</b>

FEES	2016/17	Increase	2017/18
	£ p	2.20%	
<b>OTHER</b>			
External chapel Wall Space (for granite plaque)	292.80	299.24	<b>299.20</b>
Silver coloured flower vase for plots/columbaria units	6.90	7.05	<b>7.10</b>
Lids for flower vase	2.80	2.86	<b>2.90</b>
Service book	26.40	26.98	<b>26.90</b>
<b>BOOK OF REMEMBRANCE</b>			
Reservation in Book 2 Lines	16.90	17.27	<b>17.30</b>
Reservation in Book 5 Lines	33.60	34.34	<b>34.30</b>
Reservation in Book 8 Lines	50.40	51.51	<b>51.50</b>
Entry 2 Lines	47.50	48.55	<b>48.50</b>
Entry 5 Lines	96.60	98.73	<b>98.70</b>
Entry 8 Lines	124.60	127.34	<b>127.30</b>
Special Entry	186.30	190.40	<b>190.40</b>
Floral Emblem	50.40	51.51	<b>51.50</b>
Coat of Arms	64.40	65.82	<b>65.80</b>
Purchase of Miniature Book	46.60	47.63	<b>47.60</b>

\* All fees rounded to the nearest 10p.

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