

COYCHURCH CREMATORIUM JOINT COMMITTEE - FRIDAY, 15 SEPTEMBER 2017

**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, 15 SEPTEMBER 2017 AT 14:00**

Present

Councillor RE Young – Chairperson

G Cox	G John	AA Pucella	JC Spanswick
R Turner	E Venables	JE Williams	

Apologies for Absence

S Edwards, G Hopkins and DBF White

Officers:

Adele Ahearn	Accountant
Philip Beaman	Green Space and Bereavement Services Manager
Mark Galvin	Senior Democratic Services Officer - Committees
Joanna Hamilton	Bereavement Services Manager and Registrar

10. DECLARATIONS OF INTEREST

None.

11. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of the Coychurch Crematorium Joint Committee dated 30 June 2017, be approved as a true and accurate record.

12. GREEN FLAG AWARD

The Bereavement Services Manager and Registrar presented a report, the purpose of which, was to advise the Joint Committee on Coychurch Crematorium's successful application for a Green Flag Award in 2017.

The report highlighted that 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.

The Bereavement Services Manager and Registrar confirmed that Coychurch was one of only three crematoria sites in Wales that hold a Green Flag Award, and had received this award now for the eighth year in succession.

The Award requires an annual application and a further submission will be made in January 2018.

Finally, the Bereavement Services Manager and Registrar confirmed that the submission for the award cost was £350, and that this would be met from the Revenue Budget.

The Chairperson and Members thanked the Officer and her staff in the achievement once more of this Award.

RESOLVED: That the Joint Committee noted the success of the Crematorium in securing the Green Flag Award for 2017.

13. CHRISTMAS SERVICE

The Clerk and Technical Officer submitted a report, that advised the Joint Committee of the arrangements for the Christmas Service 2017.

The details regarding this were outlined in paragraph 4.1 of the report.

The Bereavement Services Manager and Registrar confirmed that invitations will be 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, including Town/Community Councillors.

She added that the event would be advertised as appropriate, including on the Council's web site.

The Bereavement Services Manager and Registrar further added, that in accordance with normal practice, the proceeds from the monetary collection taken on the evening would be donated to the Joint Committee's Chairman's Mayor's Charity Fund.

In terms of the report's financial implications, the Bereavement Services Manager and Registrar advised Members that the events refreshments would be supported by the Co-operative Funeral Group. The cost of staff and performers, estimated at £450, was accounted for within the Crematorium revenue budget.

RESOLVED: That the Joint Committee noted the report.

14. REVENUE MONITORING STATEMENT 1 APRIL TO 30 JUNE 2017

The Treasurer submitted a report, the purpose of which, was to inform the Joint Committee of details of income and expenditure for the first quarter of the 2017-18 financial year, and give a projection of the final outturn,

The Accountant – Returns System advised that there were minor changes to the budget for the year, due to the recruitment of security staff to cover a member of staff on long term sickness absence. This was reflected in the difference between the employee and premises budget section of the report.

She further added that there had been an increase in premises budget Business Rates.

The Premises projected outturn overspend of £11k is made up of a Business Rates overspend of £18k due to a Rateable Value revaluation.

The Accountant – Returns System also advised Members that there had been minor underspends in respect of repairs and clothing costs in the sum of around £6k.

She then confirmed that Capital costs amounted to £429k with Capital works cost as agreed by the Joint Committee amounting to £315k of this amount.

In respect of the Capital Works Budget 2017-18 as reflected in Table 2 contained in paragraph 4.2 of the report, there was a balance of £79k which will be used to pay off the outstanding loan balance, which was approved by the Joint Committee previously on 3 March 2017.

In terms of the Annual Return for 2016-17, this was shown in Appendix 1 to the report and submitted to Wales Audit Office at the end of June 2017, showing a surplus of £347k for the year, and an accumulated balance of £1,082,000 for use in the Crematorium. Appendix 2 to the report showed that the Return had been audited and that there were no changes to this.

The Bereavement Services Manager and Registrar clarified the current status of the Crematorium Lodge, in response to questions on this from Members.

RESOLVED: That the Joint Committee noted the report.

15. URGENT ITEMS

None.

The meeting closed at 14:25