

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
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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 643148 /
643147

Gofynnwch am / Ask for: Andrew Rees

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

Date / Dyddiad: Thursday, 22 February 2018

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 March 2018 at 14:00.**

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 15/09/17
4. Crematorium Business Plan and Cremation Fees 7 - 26
5. Programme of Meetings 2018/19 27 - 28
6. Proposed Revenue Budget 2018-19 29 - 36
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.

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Distribution:

Councillors:

G Cox

S Edwards

G Hopkins

G John

AA Pucella

JC Spanswick

R Turner

E Venables

DBF White

JE Williams

RE Young

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
R Turner

G John
E Venables

AA Pucella
JE Williams

JC Spanswick

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

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE CLERK & TECHNICAL OFFICER

COYCHURCH CREMATORIUM JOINT COMMITTEE

2 MARCH 2018

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 2018/19, which includes proposed increases in cremation fees.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 This report is prepared and takes into consideration the following Corporate Improvement Objectives as outlined in the Councils Corporate Plan: -

- Priority one – Supporting a successful economy
- Priority two – Helping people to be more self-reliant
- Priority three – Smarter use of resources

3. Background

- 3.1 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.

4. Current situation/proposal

- 4.1 The total number of cremations for 2017 was 1620, made up of 995 from Bridgend, 180 from Vale of Glamorgan and 379 from Rhondda Cynon Taff, with 66 non-residents. An agreement with the Princess of Wales Hospital for the cremation of non-viable foetal remains (NVF) has resulted in an additional 8 communal cremations. A further 11 individual NVF cremations were arranged directly with families. Statistical records for the period from January to December 2016 and 2017 are included in the Business Plan for comparison.
- 4.2 The proposed Service Level Business Plan for 2018/19 is attached as **Appendix 1** which outlines the service objectives for the period.
- 4.3 The Crematorium's cremation charge was placed at 241 out of 284 cremation authorities in a national fee league table published in summer 2017 by the Cremation Society of Great Britain (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 has not included this £25 fee since 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 £636.70 to £662.20. This is based on a general increase in fees of 4% (1% plus CPI at 3% in line with the most recent CPI figure published in December 2017). The table below indicates comparison on **current** cremation fees for adjoining crematoria:

Crematorium	Cremation Fee 2017/18
Vale of Glamorgan (Barry)	£750.00+ (excl. £40 organist)
Llanelli	£745.00
Croesyceiliog (Gwent)	£671.00 (excl. organist)
Glyntaff (Pontypridd)	£670.00 (excl. organist)
Llwydcoed (Aberdare)	£670.00 (excl. organist)
Morrison (Swansea)	£650.00 (excl. £28 organist)
Coychurch (Bridgend)	£636.70
Margam	£585.00
Narberth	£581.00
Thornhill (Cardiff)	£540.00 (excl. organist)

5. Effect upon Policy Framework and Procedure Rules

5.1 There is no effect on 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 All variations to expenditure and income, as outlined in the Service Level Business Plan, have been incorporated into the Treasurer's Report.

8. Recommendation:

8.1 The Joint Committee is recommended to:

- Approve the Service Level Business Plan 2018/19
- Approve the cremation fee for 2018/19 at £662.20

Zak Shell

CLERK AND TECHNICAL OFFICER

8th February 2018

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

COYCHURCH CREMATORIUM

SERVICE LEVEL BUSINESS PLAN

2018/19



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

8th February 2018

COYCHURCH CREMATORIUM JOINT COMMITTEE

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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 2010/11/12/13/14/15/16/17
- 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

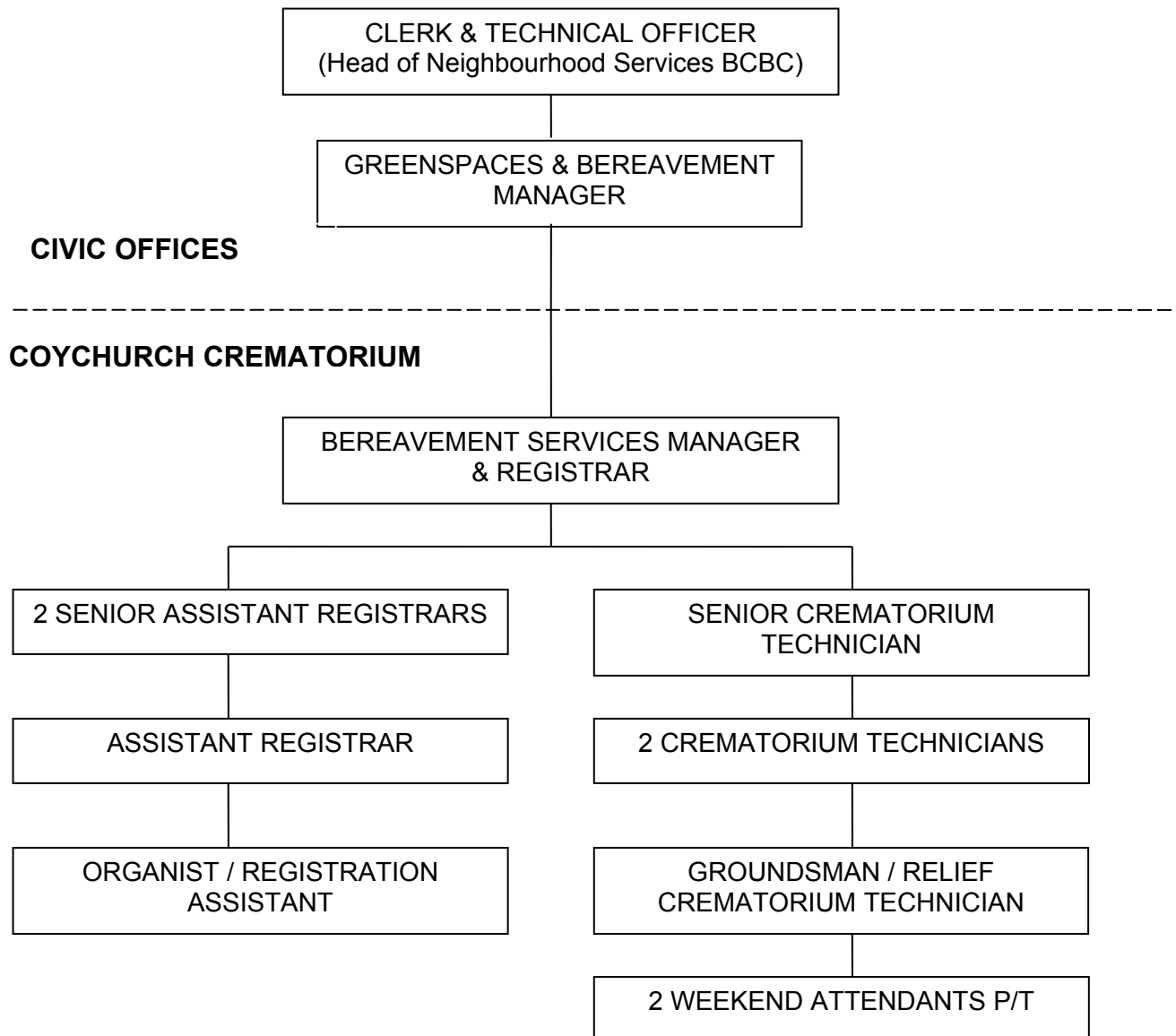
- The service has a net revenue budget of **-£373k** for 2018/19. A breakdown of this budget by expenditure type is given in **Section 3**.
- ICT systems used by the Service are:
 - Gower Sequel
 - Cedar Financials

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 strategy and 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 Green Spaces and Bereavement Manager support the service and are located at Bridgend County Borough Council's Civic Offices.

Bridgend County Borough Council's Greenspaces 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 cleaning 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 the Council's Ecology Officer.
- 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 10 years

- High level of public satisfaction maintained
- National recognition of architectural and landscape standards
- Green Flag Award 2010, 2011, 2012, 2013, 2014, 2015, 2016 and 2017.
- Upgrade of all toilet facilities
- Extending memorialisation into adjoining land & further extension of infrastructure and car parking 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:-

Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Target 2018/19
100%	100%	100%	100%	100%	100%

COYCHURCH CREMATORIUM JOINT COMMITTEE

Annual Statistics

The following table indicates the annual usage of the crematorium for 2017. A copy of the details for 2016 are also included for comparison purposes. The total number of cremations for **2017** was **1620**, made up of **995 from Bridgend**, **180 from Vale of Glamorgan** and **379 from Rhondda Cynon Taff**, with **66 non-residents**. This is an increase of 31 cremations from the 2016 figures.

COYCHURCH CREMATORIUM JOINT COMMITTEE

Crematorium Statistics for Year Ending 31st December 2017

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CREMATIONS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Borough of Bridgend	98	80	96	89	89	75	70	80	67	91	84	76	995	
Others	8	9	4	6	5	7	2	4	5	6	4	6	66	
Rhondda-Cynon-Taff	33	38	29	27	35	38	21	35	30	23	30	40	379	
Vale of Glamorgan	19	18	15	12	11	20	17	14	18	10	16	10	180	
TOTALS	158	145	144	134	140	140	110	133	120	130	134	132	1620	
NVF CREMATIONS (INDIVIDUAL)	4					2	2	1	1		1		11	
NVF CREMATIONS (COMMUNAL)				3			1	1			2	1	8	
DISPOSAL OF CREMATED REMAINS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	From Away
Interred in Burial Plot	23	17	18	18	18	15	17	12	13	20	22	9	202	7
Interred in Rose Garden	5	5	4	6	3	4	4	8	8	4	3	6	60	3
Scattered in Garden of Remembrance	16	6	6	10	9	4	7	11	6	6	3	3	87	10
Placed in Columbarium Vault														
Taken Away by Funeral Director	118	117	116	103	110	119	85	104	94	100	109	115	1290	
On Hold														
TOTALS	162	145	144	137	140	142	113	135	121	130	137	133	1639	20
MEMORIALS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Plaques - Burial Plot/Rose Garden/Bench	24	20	28	24	29	26	26	30	13	28	23	22	293	
Book of Remembrance & Mini Book of Rem.	2		3	3	4	5	4	4	3	6	3	1	38	
Lease - Columbarium Vault (includes plaque)														
Lease - Wall Tablet/Vase Block (includes plaque)		6	2		2	2	2	2		3	1		20	
Lease - Tree Dedication/Shrub Bed (inc. plaque)				1		1					1		3	
Lease - Vase Block Space				51	63	12	11	2	6	2	1		148	
Memorial Bench Lease - New/Renewal											3	1	4	
External Chapel Wall Space										1			1	
TOTALS	26	26	33	79	98	46	43	38	22	40	32	24	507	

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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

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 31st 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 the 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, has reduced 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 generated £5950.10 of income for 2016/17** and is awaiting confirmation of the potential amount of income it can expect to generate for 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 4th 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 2nd December 2016 the Joint Committee approved the issuing of tenders for the construction works, which were planned for 2017/18. At the meeting on 3rd March 2017 the Joint Committee approved the awarding of the contract to Alun Griffiths Contractors in the sum of £269,498.68. At the meeting on 23rd June 2017 the Joint Committee was informed that work had commenced on 24th April 2017, with a scheduled contract completion date of 8th September 2017. During this period the Crematorium remained operational with disruption minimised through the arrangement of site deliveries and intrusive works outside of normal business hours. The works completed ahead of schedule in July 2017 and within budget.

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 2017/18 in order to fully assess the repair strategy and procurement methodology.

Landscaping

Improved landscaping to the concrete burial plots and landscaping of Phase 2 of 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 access to facilitate the removal of debris that gathers from nearby trees. 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 has investigated the most efficient and cost effective methods available and has advised that, due to the nature of the buildings, the most efficient and effective method is to continue using a hydraulic mobile work platform. The £20,000.00 allocated within the 2016/17 budget will now be utilised for future works.

COYCHURCH CREMATORIUM JOINT COMMITTEE

Roof repairs

The flat roof above the Waiting Room and porte-cochère has been leaking for a period of time. A recent inspection by a specialist company confirmed that the roof surface requires replacement.

Chapel of Remembrance

The Chapel of Remembrance, which houses the Crematorium's Book of Remembrance and provides flower vases for visitors to place floral tributes, requires repairs and internal redecoration. The roof has been leaking and the walls are displaying signs of damp and peeling paint. The repairs will ensure that the Chapel of Remembrance is maintained to an acceptable standard for those visiting their Book of Remembrance memorial entries and placing flowers.

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	Budget		
	2016/17	2017/18	2018/19
	£000	£000	£000
Organ Repairs (moved from 2017/18)		20	20
Burial plots: Pathway installation, Landscaping	10	10	
Land extension: Phase 2 design works Infrastructure & Retention Landscaping	30	270 10	5
Periphery fencing: Main car park Adjacent to public footpath	20	20	
Flat roof repairs Crematory Waiting Room & Porte-cochère	50		30
Flat roof safe access system		20	
Chapel of Remembrance repairs			20
TOTAL PLANNED WORKS	110	350	75

COYCHURCH CREMATORIUM JOINT COMMITTEE

Proposed Budget 2018/19

Narrative	2017/18	2018/19
	Budget	Budget
	£000	£000
Employees	311	313
Premises	217	234
Supplies, Services and Transportation	159	135
Agency/Contractors	90	102
Administration	48	35
Capital Financing	429	75
Gross Expenditure	1254	894
Fees and Charges	(1218)	(1267)
Surplus(-)/Deficit	36	(373)
Transfer to/from (-) Reserve	(36)	373
Total	0	0

COYCHURCH CREMATORIUM JOINT COMMITTEE

4. BUSINESS PLAN REVIEW

SERVICE OBJECTIVES	PLANNED ACTIONS	TARGET/DESIRED OUTCOME	RESP OFFICER	METHOD OF MEASUREMENT	Resource Implications £k		
					16/17	17/18	18/19
<i>Organ Maintenance</i>	<ul style="list-style-type: none"> Organ repairs 	<i>Delayed from April 2018 to April 2019</i>	Joanna Hamilton	<i>Regular progress meetings</i>		(20)	20
<i>Burial plots</i>	<ul style="list-style-type: none"> Install pathway Upgrade landscaping 	<i>April 2017 April 2018</i>	Joanna Hamilton	<i>Regular progress meetings</i>	10	10	
<i>Land Extension</i>	<ul style="list-style-type: none"> Phase 2 design works Install infrastructure Landscaping 	<i>April 2017 April 2018 April 2018</i>	Joanna Hamilton	<i>Regular progress meetings</i>	30	270 10	5
<i>Periphery Fencing</i>	<ul style="list-style-type: none"> Repair/Replace 	<i>April 2018</i>	Joanna Hamilton	<i>Regular progress meetings</i>	20	20	
<i>Flat roof repairs</i>	<ul style="list-style-type: none"> Replace crematory surface Install safe access system Replace Waiting Room & porte-cochère surface 	<i>April 2017 April 2018 April 2019</i>	Joanna Hamilton	<i>Regular progress meetings</i>	50	(20)	30
<i>Budget Strategy</i>	<ul style="list-style-type: none"> Exercise service charge Review works programme CAMEO payments 	<i>Annually Annually April. 2019</i>	Joanna Hamilton	<i>Annual report to Joint Committee</i>	(6)	(10)	(10)
<i>Chapel of Remembrance</i>	<ul style="list-style-type: none"> Building repairs 	<i>April 2019</i>	Joanna Hamilton	<i>Regular progress meetings</i>			20

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

Greenspaces and Bereavement Manager

- Philip Beaman (tel: 01656 642720 / email:
Philip.Beaman@bridgend.gov.uk

Bereavement Services Manager & Registrar
(for Coychurch Crematorium)

- Joanna Hamilton (tel: 01656 656605 /email:
Joanna.Hamilton@bridgend.gov.uk

Finance Officer for Coychurch Crematorium

- Adele Ahearn (tel: 01656 643358 / email:
Adele.Ahearn@bridgend.gov.uk

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

2 MARCH 2018

PROGRAMME OF MEETINGS 2018/19

1. Purpose of the Report

1.1 The purpose of this report is to seek approval for the proposed programme of meetings for 2018/19.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

2.1 This report takes into consideration the following Corporate Improvement Objectives as outlined in the Councils Corporate Plan: -

- Priority one – Supporting a successful economy
- Priority two – Helping people to be more self-reliant
- Priority three – Smarter use of resources

3. Background

3.1 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.

4. Current situation/proposal

4.1 The following programme of meetings is now proposed:-

Friday 22nd June 2018 - Annual General Meeting & Site Visit

Friday 14th September 2018

Friday 8th March 2019

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 None.

8. **Recommendation:**

8.1 The Joint Committee is recommended to approve the programme of meetings for 2018/19.

ZAK SHELL
CLERK AND TECHNICAL OFFICER
8th February 2018

Contact Officer:

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

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

Background Papers: Equality Impact Assessment Toolkit

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE TREASURER

COYCHURCH CREMATORIUM JOINT COMMITTEE

2 MARCH 2018

PROPOSED REVENUE BUDGET 2018-19

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 2017-18, and to obtain approval from the Joint Committee for the proposed budget and fees and charges for 2018-19.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The allocation of resources and the on-going monitoring of budget and performance takes into consideration the smarter use of resources.

3. Background

- 3.1 The 2017-18 Revenue Budget was approved by the Committee at its meeting on 3 March 2017. The current budget position and projected outturn for 2017-18 is outlined below, together with the proposed budget for 2018-19.

4. Current Situation

Estimated Revenue Outturn 2017-18

- 4.1 Table 1 below shows the financial position at 31 January 2018 and the projected outturn for 2017-18.

Table 1- Comparison of budget against projected spend at 31st January 2018.

Budget	Category	Adjusted Actual	Projected Outturn	Projected Over (Under) Spend
2017-18		1/4/17 to 31/1/18	2017-18	2017-18
£'000		£'000	£'000	£'000
311	Employees	241	290	(21)
217	Premises	187	225	8
158	Supplies, Services & Transport	121	160	2
90	Agency / Contractors	71	97	7
48	Administration	29	35	(13)
429	Capital Financing Costs	325	399	(30)
1253	Gross Expenditure	974	1206	(47)
(1,190)	Fees & charges	(919)	(1222)	(32)
(28)	BCBC Contribution	(20)	(28)	0
35	(Surplus)/Deficit	35	(44)	(79)
(35)	Transfer to/(from) Reserve	(35)	44	79

4.2 When the budget was set, there was an anticipated budget deficit of £35,000. The actual projected outturn as at the end of January is a surplus of £44,000 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 £21,000 on Employees is mainly due to two positions being vacant for part of the year. One of these positions has been vacant since April 2017, which has meant that Security Services have had to be employed to cover these hours. The additional costs for the Security Services are shown within Supplies, Services & Transport.
- The overspend of £8,000 on Premises is made up an overspend on Business Rates (£18,000), which is offset by underspends on Day To Day Maintenance (£5,000) and Gas (£5,000).
- The overspend of £2,000 on Supplies, Services & Transport is made up of an overspend on Security Services (£20,000), with the majority of this overspend being offset by savings made on Equipment Repairs (£10,000), Protective Clothing (£2,500), Purchase of Equipment (£2,500), and Audit Fees (£2,100).
- The underspend in Administration is due to lower costs in respect of Facilities Management compared to the previous year, following a move to charging based on the number of I-Mail items, which the Crematorium does not use.
- Included in the budget for Capital Financing Costs is the Planned Maintenance budget of £350,000. The underspend of £30,000 is due to a delay in the Organ

Repairs (£20,000), and an underspend on the Infrastructure works (£10,000). The Organ Repairs are now scheduled to take place in 2018-19, and £5,000 will need to be provided in 2018-19 for the retention payment due on the Infrastructure works.

Table 2 below shows a breakdown of the Planned Maintenance budget for 2017-18.

Table 2 – Planned Maintenance 2017-18

2017-18	£'000
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
Total	350

- Income is higher than budgeted by £32,000, resulting from increased cremation fees (£25,000) and income in relation to the sale of items (£7,000).

2018-19 Proposed Budget

4.3 The following table shows the proposed revenue budget for 2018-19

Table 3 – Proposed Budget 2018-19

Category	Budget 2018-19 £'000
<u>Expenditure</u>	
Employees	313
Premises	234
Supplies, services & transport	135
Agency / contractors	102
Administration	35
Capital financing costs	75
Gross Expenditure	894
<u>Income</u>	
Fees & charges	(1,238)
Contribution from BCBC	(29)
Total Income	(1,267)
Net (Surplus)/Deficit	(373)
Transfer to/(from reserves)	373

- 4.4 All 2017-18 non-employee budgets have been reviewed, and any necessary adjustments have been made to meet expected expenditure for 2018-19.
- 4.5 Employee budgets have been adjusted to reflect salary increments where applicable and include a 2% uplift for the proposed 2018-19 pay award.
- 4.6 The Business Plan for 2018-19 indicates that there is a budget requirement of £75,000 to meet expenditure itemised in the table below:

Table 4 – Business Plan Spending Requirements

2018-19	£'000
Organ upgrade	20
Phase 2, Land extension Retention	5
Flat Roof Repairs - Waiting Room	30
Chapel of Remembrance Repairs	20
Total	75

These costs will be met from the Capital Financing Costs budget identified in Table 3 above.

- 4.7 The income budgets have been prepared assuming a general increase in fees of 4% (1% plus CPI at 3%), and is based on current levels of activity (1589 cremations). The 2018-19 proposed Fees Table is attached at Appendix 1.

Accumulated Balance

- 4.9 The effect on the accumulated balance of the proposed budget for 2018-19 is shown in the Table below:

Table 5 – Impact on accumulated balance of proposed budget 2018-19

Accumulated Balance	£000
Balance as at 31 March 2017	(1082)
Transfer to Reserves	(44)
Projected Balance as at 31 March 2018	(1126)
Transfer from reserves 2018-19	(373)
Projected Balance as at 31 March 2019	(1499)

- 4.10 It is projected that at 31 March 2019, there will be an accumulated balance of £1,499,000. The balance of reserves at 31 March 2019 is considered a sufficient level to maintain to protect the service in light of unknown demands or emergencies.

Capital Expenditure 2018-19

- 4.11 Capital expenditure will not require any loan charge or contribution from constituent authorities in 2018-19. Items of a capital nature for 2018-19 in Table 3, paragraph 4.6, will be directly funded from revenue contributions and the accumulated surplus from previous years.

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 to be adopted for 2018-19.

(b) Approve the increase in fees and charges with effect from 1 April 2018 outlined in Appendix 1.

GILL LEWIS
INTERIM HEAD OF FINANCE AND S151 OFFICER
BRIDGEND COUNTY BOROUGH COUNCIL
TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE
2 March 2018

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 2017-18
Coychurch Crematorium Joint Committee
3 March 2017

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FEES	2017/18	Increase	18/19
	£ p	4%	£ p
CREMATION FEES			
Under 16 years (Weekday)	Free		Free
Under 16 years (Saturday)	325.20	338.21	338.20
Over 16 years (Weekday)	636.70	662.17	662.20
Over 16 years (Saturday)	905.90	942.14	942.10
Retained Organs (Cremated at establishment)	97.80	101.71	101.70
Retained Organs (not previously cremated at establishment)	158.90	165.26	165.30
Memorial Service/additional 30 min chapel time - Weekday	70.20	73.01	73.00
Memorial Service/additional 30 min chapel time - Saturday	133.20	138.53	138.50
Recording of funeral service	52.70	54.81	54.80
Videoin of funeral service	64.30	66.87	66.90
Webcasting of funeral service	70.20	73.01	73.00
BURIAL PLOTS			
Concrete plinth burial plot - purchase fee	242.00	251.68	251.70
Granite plinth burial plot - purchase fee 75 yrs	386.80	402.27	402.30
SLATE PLAQUES			
Standard plaque for concrete plinth burial plot/rose beds/trees	211.90	220.38	220.40
Double plaque for plot/rose beds/trees	315.30	327.91	327.90
Small photograph	104.40	108.58	108.60
Large Photograph	156.10	162.34	162.30
Standard slate plaque - blank	33.00	34.32	34.30
Refurbishment of standard plaque lettering	33.00	34.32	34.30
GRANITE PLAQUES			
Standard plaque for granite plinth burial plot	274.00	284.96	285.00
Standard plaque for granite bench	274.00	284.96	285.00
BENCHES			
Wooden bench - purchase fee with 10yr maintenance agreement	947.50	985.40	985.40
Wooden bench - renewal of 10yr maintenance agreement	370.50	385.32	385.30
Granite bench - 10yr lease on shared bench	185.10	192.50	192.50
LEASED MEMORIALS (15 year lease unless otherwise stated)			
Columbaria units - from	493.90	513.66	513.70
Vase blocks lease with plaque - from	328.00	341.12	341.10
Wall plaques and lease (GoR) - from	328.00	341.12	341.10
Tree dedication lease	287.80	299.31	299.30
Shrub bed dedication lease	163.40	169.94	169.90
Vase space lease - Cloisters (3 years)	47.30	49.19	49.20
INTERMENT RELATED FEES			
Interment in rose beds (double if cremated elsewhere)	117.50	122.20	122.20
Interment in burial plot (double if cremated elsewhere)	117.50	122.20	122.20
Exhumation	117.50	122.20	122.20
Placement in columbaria unit	42.80	44.51	44.50
Scattering of cremated remains (double if cremated elsewhere)	21.50	22.36	22.40
Witness of interment/scatter of cremated remains	28.50	29.64	29.60
Cremation Certificate/ Extract from Register	14.40	14.98	15.00
URNS			
Aluminium urn - adult/child	33.00	34.32	34.30
Wooden casket	40.10	41.70	41.70
Polytainer urn	15.70	16.33	16.30

FEES	2017/18	Increase	18/19
	£ p	4%	£ p
OTHER			
External chapel Wall Space (for granite plaque)	299.20	311.17	311.20
Silver coloured flower vase for plots/columbaria units	7.10	7.38	7.40
Lids for flower vase	2.90	3.02	3.00
Service book	26.90	27.98	28.00
BOOK OF REMEMBRANCE			
Reservation in Book 2 Lines	17.30	17.99	18.00
Reservation in Book 5 Lines	34.30	35.67	35.70
Reservation in Book 8 Lines	51.50	53.56	53.60
Entry 2 Lines	48.50	50.44	50.40
Entry 5 Lines	98.70	102.65	102.60
Entry 8 Lines	127.30	132.39	132.40
Special Entry	190.40	198.02	198.00
Floral Emblem	51.50	53.56	53.60
Coat of Arms	65.80	68.43	68.40
Purchase of Miniature Book	47.60	49.50	49.50

* All fees rounded to the nearest 10p.

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