

**MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE
HELD IN CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON FRIDAY, 14
SEPTEMBER 2018 AT 14:00**

Present

Councillor R Turner – Chairperson

S Edwards
JE Williams

G John
RE Young

AA Pucella

JC Spanswick

Apologies for Absence

G Cox, G Hopkins and DBF White

Officers:

Adele Ahearn

Accountant

Joanna Hamilton

Bereavement Services Manager and Registrar

Zak Shell

Head of Neighbourhood Services

32. DECLARATIONS OF INTEREST

None.

33. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of the Coychurch Crematorium Joint Committee dated 22 June 2018, be approved as a true and accurate record.

34. GREEN FLAG AWARD

The Clerk and Technical Officer submitted a report, the purpose of which, was to advise the Joint Committee on Coychurch Crematorium's successful application for a Green Flag Award in 2018.

The report gave some background information with regard to the type of Award the Green Flag was, as well as confirming that the Coychurch Crematorium received its first such award in 2010 and has continued to be awarded this annually thereafter.

The Bereavement Services Manager and Registrar advised that the Crematorium had once more been successful in securing this nationally recognised award for the standards of care and maintenance of the site and grounds, hence confirming the commitment to delivering high standards, which are able to be appreciated by all visitors.

She added that the Award had been collected from a ceremony held in the Memorial Hall on 18 July 2018, while on the 25 July 2018 BCBC issued a press release to advise the public of the Green Flag Award successes.

She concluded by advising that the Award requires an annual application, and therefore a further submission would be made in January 2019.

The Clerk and Technical Officer thanked the team at Coychurch Crematorium for their hard work in retaining Green Flag status year on year since 2010.

The Chairperson and the Cabinet Member – Communities echoed these sentiments on behalf of the Joint Committee.

RESOLVED: That the Joint Committee noted with pleasure, the success of the Crematorium in securing the Green Flag Award once more in 2018.

35. VISIT BY THE FEDERATION OF BURIAL AND CREMATION AUTHORITIES

The Clerk and Technical Officer submitted a report that advised the Joint Committee on the outcome of an inspection visit by the Federation of Burial and Cremation Authorities (FBCA) which took place on 3 July 2018.

The Bereavement Services Manager and Registrar advised that the FBCA was formed in 1924, and its Code of Practice sets standards of performance for Crematoria, and Coychurch Crematorium had been a member of the FBCA since opening in 1971 and operates in accordance with its Code of Practice, as is the requirement for all member authorities.

She continued by advising that in July 2018, Coychurch Crematorium received a visit from Officers of the FBCA so as to assess adherence to the requirements of various pieces of legislation relating to cremation, as well as compliance with the Code of Cremation Practice and the general standards of service provided to the bereaved.

She referred Members to paragraph 4.2 of the report, which outlined what was inspected during the course of the visit. The Bereavement Services Manager and Registrar confirmed to Members that the last inspection was made 12 years ago.

Attached at Appendix A to the report were the details of the Federation's findings in the form of a letter and report, which made for extremely positive reading with no negative comments or recommendations, and recognising that the Coychurch Crematorium was an exemplary facility backed-up by a very effective team of employees.

Paragraph 4.4 of the report, outlined some notably positive issues that came out of the Inspection Report.

The Chairperson on behalf of the Joint Committee, once more commended the report and the effort of the staff at the facility in ensuring it operates in such an effective and efficient manner.

RESOLVED: That the Joint Committee noted the report.

36. CHRISTMAS SERVICE

The Clerk and Technical Officer submitted a report, which advised the Joint Committee on arrangements for the Christmas Service 2018.

The report confirmed that the date for this would be Thursday 13 December 2018, with the arrangements for this including who it would be led by and who would be providing musical support being detailed in paragraph 4.1 (of the report).

The Bereavement Services Manager and Registrar confirmed that the Service would be advertised in the usual manner including invitations being sent out to Members and other dignitaries, in due course.

She concluded the report, by stating that as was normal practice, it was proposed that the proceeds from the monetary taken on the evening would be donated to the Joint Committee's Chairman's Mayor's charity fund.

RESOLVED: That the Joint Committee approved the proposals contained within the report.

37. REVENUE MONITORING STATEMENT 1 APRIL TO 30 JUNE

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 2018-19 financial year, and give a projection of the final outturn.

The Accountant Returns Systems and Joint Committees referred Members to Table 1 in paragraph 4.1 of the report which reflected details of income and expenditure for April to June 2018, together with the projected outturn for the financial year.

The above Table reflected that the Projected Outturn for 2018-19 would be £422k at year end.

Below the above Table in the report, an explanation was given of the variances between the Budget and Projected Outturn, which included projected additional Fees and Charges income of £57k, made up of Cremation Fees (£52k) and the Child Burial Fees Grant from Welsh Government (£5k).

The Accountant Returns Systems and Joint Committees then referred to paragraph 4.3 of the report, and referred to the Annual Return for 2017-18 (Appendix 1 to the report) was submitted to Wales Audit Office at the end of June 2018, showing a surplus of £177k for the year, and an accumulated balance of £1,259,000. Wales Audit Office has now written to confirm that the Return has been audited (Appendix 2).

There was an error in the 2016-17 comparative figure for total borrowing, which showed a figure of £79,784 instead of £78,784. She explained this figure was for comparison purposes only, and does not affect the 2017-18 figures.

RESOLVED: The Joint Committee noted the report, and agreed to approve and re-sign the revised Annual Return for 2017-18

38. URGENT ITEMS

None.

The meeting closed at 14:30