

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

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Llangrallo
Pen-y-bont ar Ogwr
CF35 6AB



Coychurch Crematorium
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*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
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We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*

Cyfarywddiaeth y Prif Weithredwr / Chief Executive's Directorate

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Gofynnwch am / Ask for:

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

Date / Dyddiad: Monday, 4 March 2019

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, 8 March 2019 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 14/09/2018
4. Pipe Organ Repairs 7 - 10
5. External Lighting 11 - 14
6. Crematorium Business Plan and Fees 15 - 36
7. Christmas Service 2018 37 - 38
8. Programme of Meetings 2019/20 39 - 40
9. Proposed Revenue Budget 2019-20 41 - 48
10. 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

K Watson

Head of Legal and Regulatory 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 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
Mark Galvin	Senior Democratic Services Officer – Committees

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

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BRIDGEND COUNTY BOROUGH COUNCIL
COYCHURCH CREMATORIUM JOINT COMMITTEE
FRIDAY 8TH MARCH 2019
REPORT OF THE CLERK & TECHNICAL OFFICER

PIPE ORGAN REPAIRS

1. Purpose of the Report

- 1.1 The purpose of this report is to advise the Joint Committee on repairs required to the pipe organ in Crallo Chapel at Coychurch Crematorium and to seek approval for improvement and maintenance works.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate priorities:-

- **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 The Crematorium is an important work by a British architect of international reputation (Maxwell Fry) and is Grade 2* listed. As such, any work to the existing fixtures and fittings must be carefully considered.
- 3.2 The pipe organ located in Crallo Chapel (the larger chapel) was assembled during the construction of the Crematorium in 1970. The organ was built by the distinguished company N P Mander (of St Peters Square, London) and other than minimal remedial work and the addition of pipes, the instrument remains as built.
- 3.3 Over the past few years the electro-mechanical switching sited in the rear of the console has been failing and causing additional costs during tuning visits. In 2016 the Crematorium's organ tuners advised that future reliability is only possible if the failing components are replaced with modern Solid State. It was also recommended to fit supports under the passage board to improve safety when accessing the Great organ during tuning. At the meeting on 3rd March 2017 the Joint Committee approved the Business Plan that included funding for minimal repairs to the organ for an estimated sum of £20,000.00. The repairs were postponed from 2017/18 to 2018/19 in order to fully assess the repair requirements and procurement methodology.

3.4. The organ is now approaching its 50th birthday and is used at least as frequently as the cathedral sized organs in the care of N P Mander.

4. **Current Situation / Proposal**

4.1 The original organ builders, N P Mander, now Manders Organs Ltd, were consulted in October 2018 and they were invited to carry out a thorough investigation of the organ. Their report recognises the organ to be worthy of preservation and it recommends that it should be rendered as mechanically reliable as possible for as long as is possible.

4.2 The report draws attention to the age and condition of the low-voltage switchgear in the console, reasonably pointing out that the more time that the Crematorium's organ tuner spends per visit on cleaning and adjusting contacts, the less time that is available for the actual tuning. The pedal contacts are also proving to be erratic and unreliable, and the speech of the Pedal Bourdon in particular was uneven and inconsistent over the course of the visit. The report states that these problems can be expected to recur at increasingly shorter intervals as the cable and contacts get older.

4.3 A related issue is that of the console controls generally and whether they adequately meet the needs of daily performance in the chapel. A console upgrade requiring the installation of new solid-state control circuitry, which in turn would demand the replacement of all the low voltage wiring to the rest of the organ, is considered highly advisable since the existing wiring is in a miscellany of styles resulting from a sequence of tonal improvements over the years, and the regulations which apply to this kind of electrical work have been tightened over the past five decades. The bundles of multi-core cabling which currently run between the console and the organ chamber could then be replaced by a single digital data cable.

4.4 It would be essential to remove the console to the organ builder's workshops to carry out this level of overhauling, with the organ in consequence being out of commission for a number of weeks. It would therefore be sensible to take the opportunity of carrying out any other recommended work on the rest of the instrument at the same time, in order to minimise the disruption that it would cause. The pipework should be taken out and cleaned, along with the supporting framework and associated woodwork, gallery platform and the organ chamber. The electro-pneumatic chests on which the pipes stand could then be removed for workshop attention enabling the complete replacement of all the external electro-magnets and internal pneumatic motors. (Manders noted that the Crematorium's organ tuners have found it necessary to start replacing the magnets on an individual basis, and observe that such operations are bound to become more frequent as time goes by).

- 4.5 It is advised to re-leather the Great and Pedal reservoirs since these are located in the chamber roof space and can only be removed in the absence of the Swell pipework.
- 4.6 There are worthwhile tonal enhancements that could be incorporated into the improvement programme which would be in keeping with the organ's character and style. A Great Mixture would supply the missing dimension from the principal chorus on those occasions when the chapel is full of hymn-singers.
- 4.7 It is essential for the chests to be repositioned on the gallery so that the higher-pitched fluework sits in front of the Bourdon and Diapason basses, tuned from a secure central passageboard, and with the rest of the flute rank moved to the very front. This will enable the tuner to reach all of the Great pipework in safety. A visual consequence would be the disappearance of the ranks of smaller pipes from the front elevation of the organ, but this is a small price to pay to enable the tuner to work without the risk of falling from above head height. Current health and safety standards would also require that a barrier is fixed at the treble end of the passageboard and a gate at the bass end (where the temporary access ladder is positioned for tuning visits).
- 4.8 The organ is unusually missing a reed instrument tone which could be introduced into the Swell chamber in the tone of an oboe, while enlarging the Pedal Organ, which could easily be done as part of the renewal of the switchgear.
- 4.9 To carry out the full programme of work described could involve the organ being out of commission for some four or five months, including time on site to dismantle and for reinstallation and tuning. The work would be scheduled for those times of year when the chapel is less busy and Manders have confirmed that it should be possible for one of their hire organs to be made available as a substitute instrument for the duration of the works.
- 4.10 A summary of the proposals is provided as follows:
- Cleaning of organ chamber and gallery platform (includes the repositioning of the Great upperwork chest and other measures necessary to ensure the tuner's safety). Workshop overhaul of console, original unit chests, Great & Pedal reservoirs including provision of new capture system and note-switching system, followed by re-installation & tuning.
 - Provision of new Great Mixture III.
 - Provision of new Swell Oboe 8' and Pedal Contra Oboe 16.
 - Re-leathering of Swell double-rise reservoir and refurbishment of organ blower.
- 4.11 Considering the Crematorium's Grade 2* listing is it proposed that this work is carried out by Manders Organs Ltd as a trustworthy means of rendering it mechanically reliable for the future and in order to preserve its authenticity.

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

5.1 None.

6. **Equality Impact Assessment**

6.1 There are no equality implications arising from the report.

7 **Well-being of Future Generations (Wales) Act 2015 Assessment**

7.1 This report seeks approval to carry out improvement works. There is no requirement for a well-being statement.

8. **Financial Implications**

8.1 The cost of the above works is £96,400 and is covered in the Crematorium's Business Plan for 2019/20.

9. **Recommendation:**

9.1 The Joint Committee is recommended to approve the above works by Manders Organs Ltd. in the sum of £96,400.

**ZAK SHELL
CLERK AND TECHNICAL OFFICER
12th February 2019**

Contact Officer:

Joanna Hamilton, Bereavement Services Manager and Registrar

Telephone No. 01656 656605

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

Background Papers: Business Plan Report to the Joint Committee 8th March 2019 and Business Plan Report to the Joint Committee 2nd March 2018 and Business Plan Report to the Joint Committee 3rd March 2017. and Report by Manders Organs Ltd, 16th November 2018.

**BRIDGEND COUNTY BOROUGH COUNCIL
COYCHURCH CREMATORIUM JOINT COMMITTEE**

FRIDAY 8TH MARCH 2019

REPORT OF THE CLERK & TECHNICAL OFFICER

EXTERNAL LIGHTING

1. Purpose of the Report

1.1 The purpose of this report is to seek approval from the Joint Committee for the proposed installation of external lighting at the Crematorium.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 This report assists in the achievement of the following corporate priorities:-

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

3.1 The Crematorium is an important work by a British architect of international reputation (Maxwell Fry) and is Grade 2* listed.

3.2 Since the opening of the site in 1971 there has been no external lighting installed within the grounds.

3.3. The crematoria that have been built in more modern times, such as the Crematorium at Barry, are incorporating external lighting into their facilities. It makes the sites more aesthetically pleasing while improving safety and security.

3.4 The lack of external lighting at Coychurch Crematorium impacts upon visibility when mourners and visitors are entering the grounds for

funeral services that take place late in the day during the winter months. It makes access to the chapels from carparks and along pathways precarious. When leaving the last funeral service of the day the mourners invariably return to their cars in the dark. This increases the risk of a trip, slip or fall and is especially difficult for those using wheelchairs or who are infirm.

- 3.5 The Crematorium currently installs temporary external lighting for evening events, such as the annual Christmas Service. This is costly and time consuming. It also involves the addition of temporary cables across the tree line and in through windows, which is aesthetically displeasing.
- 3.6 The lack of external lighting restricts the finishing time of funeral services during the winter months and so this is detrimental to the level of service provided by the Crematorium.
- 3.7 The lack of external lighting places the large number of vehicles parked in the carparks at a greater security risk.

4. Current Situation / Proposal

- 4.1 The Crematorium is regularly complemented by service users for the high standard of facilities provided and this is evident on the returned service questionnaires. The lack of external lighting, however, is an area that lends itself to improvement.
- 4.2 The installation of external lighting would reduce the safety risk and improve the Crematorium's ability to comply with the current disability access requirements of the Equality Act 2010.
- 4.3 The addition of external lighting would serve to improve the welcoming aspect of the Crematorium and assist to lead cars to the Crematorium's entrance and to the main car parks when it is dark.
- 4.4 It is proposed to install low level lighting bollards along the main entrance driveway and pathways, complemented by column lighting to the two main chapel and office car parks. The style of the lighting would complement the architectural style of the building, improving the aesthetics of the grounds.
- 4.5 The lighting scheme has been assessed by the Council's electrical engineers and an estimated budget cost calculated which has taken account of all associated fees for design works, planning applications, ecology reports, contract management and project management.

5. Effect upon Policy Framework and Procedure Rules

- 5.1 None.

6. Equality Impact Assessment

- 6.1 There are no equality implications arising from the report.

7 Well-being of Future Generations (Wales) Act 2015 Assessment

7.1 This report seeks approval to investigate the feasibility of carrying out improvement works. At this stage there is no requirement for a well-being statement.

8. Financial Implications

8.1 The estimated budget cost of the above works is £300,000 and is covered in the Crematorium's Business Plan for 2019/20.

9. Recommendation:

9.1 The Joint Committee is recommended to approve, in principle, the provision of external lighting to the grounds at Coychurch Crematorium.

9.2 The Joint Committee is recommended to authorise the Clerk and Technical Officer to invite tenders in respect of the works to be undertaken and report back to the Joint committee with a view to commencing works within the 2019/20 financial year.

**ZAK SHELL
CLERK AND TECHNICAL OFFICER
12th February 2019**

Contact Officer:

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

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

Background Papers: Business Plan Report to the Joint Committee 8th March 2019 and
Project assessment information from BCBC's Electrical Engineers.

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE CLERK & TECHNICAL OFFICER

COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 8TH MARCH 2019

CREMATORIUM BUSINESS PLAN AND FEES

1. Purpose of the Report

- 1.1 The purpose of this report is to approve the Business Plan and expenditure programme for 2019/20, which includes proposed increases in cremation fees.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 This report assists in the achievement of the following corporate priorities:-
1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
 2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
 3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

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 2018 was 1614, made up of 988 from Bridgend, 145 from Vale of Glamorgan and 415 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 12 communal cremations. A further 9 individual NVF cremations were arranged directly with families.

Statistical records for the period from January to December 2017 and 2018 are included in the Business Plan for comparison.

- 4.2. The proposed Service Level Business Plan for 2019/20 is attached as **Appendix 1** which outlines the service objectives for the period.
- 4.3. The Crematorium's cremation charge was placed at 258 out of 291 cremation authorities in a national fee league table published in summer 2018 by the Cremation Society of Great Britain (where the highest cost is detailed first). It is recommended that the cremation charge is increased by inflation from £662.20 to £680.70. This is based on a general increase in fees of 2.8% (1% plus CPI at 1.8% in line with the most recent CPI figure published in February 2019). The table below indicates comparison on **current** (2018/19) cremation fees for adjoining crematoria:

Crematorium	Cremation Fee 2018/19
Vale of Glamorgan (Barry)	£850.00+ (excl.£47 organist)
Llanelli	£785.00
Glyntaff (Pontypridd)	£690.00 (excl. organist)
Llwydcoed (Aberdare)	£690.00 (excl. organist)
Croesyceiliog (Gwent)	£684.00 (excl. organist)
Morrison (Swansea)	£665.00 (excl. organist)
Coychurch (Bridgend)	£662.20
Margam	£605.00
Narberth	£581.00
Thornhill (Cardiff)	£560.00 (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 **Well-being of Future Generations (Wales) Act 2015 Assessment**

- 7.1 This report seeks approval of the Business Plan and expenditure programme for 2019/20. There is no requirement for a well-being statement.

8. **Financial Implications**

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

9. **Recommendation:**

9.1 The Joint Committee is recommended to:

- Approve the Service Level Business Plan 2019/20.
- Approve the cremation fee for 2019/20 at £680.70 and a general increase in all fees of 2.8%.

Zak Shell
CLERK AND TECHNICAL OFFICER
12th February 2019

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

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COYCHURCH CREMATORIUM

SERVICE LEVEL BUSINESS PLAN

2019/20



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 Highways and Green Spaces Group within the Communities Directorate, consequently, management practice is influenced by the Council's and internal policies. This Business Plan has been developed in accordance with the Council's policies and includes details and objectives which affect Coychurch Crematorium.

Zak Shell
Clerk and Technical Officer
for Coychurch Crematorium Joint Committee

12th February 2019

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 2010/11/12/13/14/15/16/17/18
- Level 5 of the Green Dragon Award for sustainability awarded in 2011 - 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

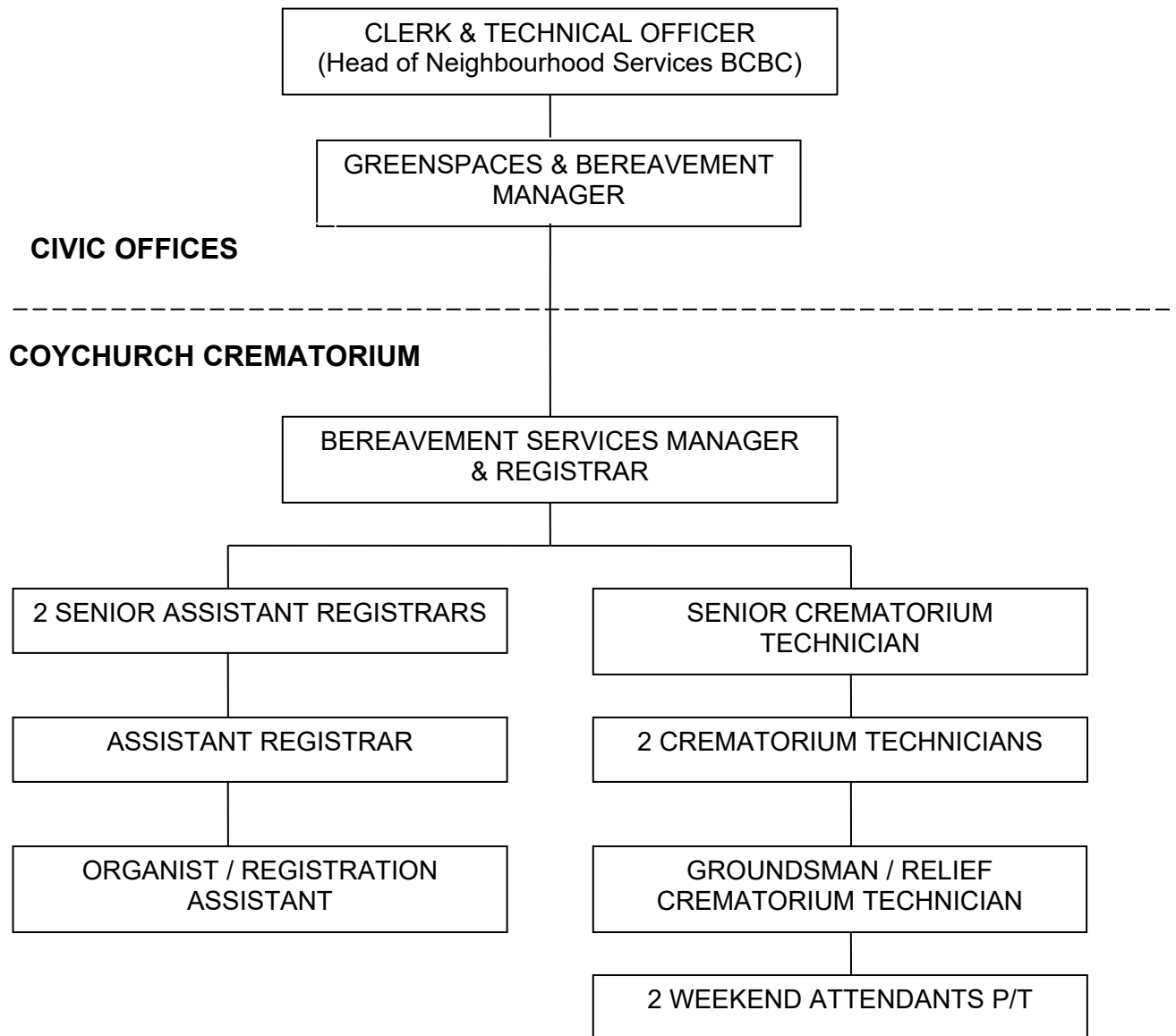
- The service has a net revenue budget of **£336k** for 2019/20. A breakdown of this budget by expenditure type is given in **Section 3**.
- ICT systems used by the Service are:
 - Gower Sequel
 - Cedar Financials

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 the strategy and 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, 2017 and 2018.
- Upgrade of all toilet facilities
- 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:

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.*

- Installation of refrigeration for environmentally positive cremating.
- Installation of new paths in memorial areas.
- Replacement of periphery fencing.
- Replacement of crematory roof.

COYCHURCH CREMATORIUM JOINT COMMITTEE

- Extending memorialisation into adjoining land & further extension of infrastructure and car parking in 2017:
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 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.
- Landscaping of Phase 2 of the new land infrastructure 2018.
- Full electrical certification 2018.
- Refurbishment of Chapel of Remembrance 2018.

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 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Target 2019/20
100%	100%	100%	100%	100%	100%

Annual Statistics

The following table indicates the annual usage of the crematorium for 2018. A copy of the details for 2017 are also included for comparison purposes. The total number of cremations for **2018** was **1614**, made up of **988 from Bridgend**, **145 from Vale of Glamorgan** and **415 from Rhondda Cynon Taff**, with **66 non-residents**. This is a decrease of 6 cremations from the 2017 figures.

COYCHURCH CREMATORIUM JOINT COMMITTEE

Crematorium Statistics for Year Ending 31st December 2018

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CREMATIONS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Borough of Bridgend	98	85	92	90	102	75	84	66	71	74	85	66	988	
Others	5	11	9	6	4	4	1	6	5	7	5	3	66	
Rhondda-Cynon-Taff	56	48	45	36	27	23	27	26	31	37	29	30	415	
Vale of Glamorgan	11	14	13	19	12	8	10	11	10	13	16	8	145	
TOTALS	170	158	159	151	145	110	122	109	117	131	135	107	1614	
NVF CREMATIONS (INDIVIDUAL)		1			2	2	1	2	1				9	
NVF CREMATIONS (COMMUNAL)		2	1		2	2	1	1	1	1	1		12	
DISPOSAL OF CREMATED REMAINS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	From Away
Interred in Burial Plot	22	12	21	20	23	10	14	13	9	15	17	9	185	10
Interred in Rose Garden	10	5	5	4	6	3	9	7	8	8	7	3	75	11
Scattered in Garden of Remembrance	13	8	10	13	10	8	7	7	5	8	7	4	100	10
Placed in Columbarium Vault								1					1	
Taken Away by Funeral Director	125	136	124	114	110	93	94	84	97	101	105	91	1274	
On Hold														
TOTALS	170	161	160	151	149	114	124	112	119	132	136	107	1635	31
MEMORIALS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Plaques - Burial Plot/Rose Garden/Bench	26	25	20	25	23	28	27	29	20	24	22	13	282	
Book of Remembrance & Mini Book of Rem.	5	6	9	5		5	2	2	3	1	3	1	42	
Lease - Columbarium Vault (includes plaque)														
Lease - Wall Tablet/Vase Block (includes plaque)		3	1		1			1	1		1	1	9	
Lease - Tree Dedication/Shrub Bed (inc. plaque)										1			1	
Lease - Vase Block Space	1	2	1	2	1								7	
Memorial Bench Lease - New/Renewal										2			2	
External Chapel Wall Space														
TOTALS	32	36	31	32	25	33	29	32	24	28	26	15	343	

COYCHURCH CREMATORIUM JOINT COMMITTEE

Crematorium Statistics for Year Ending 31st December 2017

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	

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 Crematorium opted to burden share the costs until such time as the cremators were replaced. The charge that Coychurch Crematorium paid to CAMEO for 2015/16 related to the total number of unabated cremations in 2015 and equated to £41k for that period. The installation of full abatement plant, which was completed to schedule by April 2016, reduced this charge to CAMEO 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, £6415.92 of income for 2017/18 and is awaiting confirmation of the potential amount of income it can expect to generate for 2018/19.

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 and estimated budget cost of £20,000 were postponed from 2017/18 in order to fully assess the repair strategy and procurement methodology.

The organ is now approaching its 50th birthday and is used at least as frequently as the cathedral sized organs in the care of N P Mander. *A separate report has been submitted to the Joint Committee which details an inspection report by Manders Organs.* The organ is considered to be worthy of preservation and considering the Crematorium's Grade 2* listing is it proposed that this work is carried out by N P Mander as a trustworthy means of rendering it mechanically reliable for the future and in order to preserve its authenticity.

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. Bridgend County Borough Council's Facilities Department has investigated the most efficient and cost effective methods available and has advised that, due to the close proximity of the works to the chapel entrance the works should proceed at the quietest time of the year, which would also coincide with the warmer weather. Consequently the repairs have been postponed from 2018/19 to 2019/20 and are

COYCHURCH CREMATORIUM JOINT COMMITTEE

scheduled to commence in June 2019. The £30,000.00 allocated within the 2018/19 budget will be moved to the 2019/20 budget.

Flower Court Extension

At the meeting on 15th June 2018 the Joint Committee approved, in principle, the provision of an extension to the Flower Court facility by extending the rear of the Crematorium building, outside the exit doors of Crallo Chapel. The Joint Committee authorised the submission of a feasibility report to a future meeting. The cost of this initial consultation and design work was estimated at £30,000 and the Joint Committee approved that it would be accommodated in the revenue budget. This feasibility report is currently being finalised and will be submitted to the Joint Committee at its meeting in June 2019. The report of 15th June 2018 informed the Joint Committee that the provision of further funding for the project could be accommodated in the Crematorium's accumulated reserve funds but this would be considered in more detail in future reports. An estimated amount of £300,000.00 has been included in the 2019/20 budget to accommodate the funding of the construction phase of the project, subject to further approval by the Joint Committee.

External Lighting

The installation of external lighting would improve the welcoming aspect of the Crematorium while assisting to improve safety and security within the site. It would also allow for additional service times at the end of the day in winter. The style of lighting would complement the architectural style of the building, improving the aesthetics of the grounds. *A separate report has been submitted to the Joint Committee which details this proposal.*

Crematory Restroom Refurbishment

The construction of the crematory extension took place in 2014. This was followed by the installation of the new cremators and mercury abatement plant in 2015/16. During this period the crematory restroom was utilised by contractors for welfare facilities as well as continuing to provide the Crematorium's technical team with their restroom facilities. It now requires substantial refurbishment in order to ensure that it remains fit for purpose.

Replacement of Electrical Distribution Boards

The electrical distribution boards were installed when the Crematorium opened in 1971. In order to meet current standards they require replacement.

Property Contingency

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

Surplus Fund – General Reserve

The surplus fund is designed to build up reserves for the future replacement of the cremators and ancillary plant along with future service improvements. Maintaining this reserve will ensure the Crematorium has sufficient long term funds to finance the replacement project and future planned works.

COYCHURCH CREMATORIUM JOINT COMMITTEE

Proposed Budget 2019/20

Narrative	2018/19	2019/20
	Budget	Budget
	£000	£000
Employees	313	329
Premises	234	248
Supplies, Services and Transportation	135	178
Agency/Contractors	102	102
Administration	35	36
Capital Financing	75	776
Gross Expenditure	894	1669
Fees and Charges	(1267)	(1333)
Surplus(-)/Deficit	(373)	336
Transfer to/from (-) Reserve	373	(336)
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		
					17/18	18/19	19/20
<i>Organ Maintenance</i>	<ul style="list-style-type: none"> Organ repairs 	<i>Delayed from April 2018 to April 2020</i>	Joanna Hamilton	<i>Regular progress meetings</i>	(20)	(20)	96
<i>Burial plots</i>	<ul style="list-style-type: none"> Upgrade landscaping 	<i>April 2018</i>	Joanna Hamilton	<i>Regular progress meetings</i>	10		
<i>Land Extension Phase 2</i>	<ul style="list-style-type: none"> Install infrastructure Landscaping 	<i>April 2018 April 2018</i>	Joanna Hamilton	<i>Regular progress meetings</i>	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		
<i>Flat roof repairs</i>	<ul style="list-style-type: none"> Install safe access system Replace Waiting Room & porte-cochère surface 	<i>April 2018 April 2020</i>	Joanna Hamilton	<i>Regular progress meetings</i>	(20)	(30)	30
<i>Budget Strategy</i>	<ul style="list-style-type: none"> Exercise service charge Review works programme CAMEO income 	<i>Annually Annually April.2020</i>	Joanna Hamilton	<i>Annual report to Joint Committee</i>	(6)	(6)	(6)
<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

<i>Flower Court Extension</i>	<ul style="list-style-type: none"> • <i>Feasibility Study</i> • <i>Construction</i> 	<i>June 2019 Dec 2020</i>	Joanna Hamilton	<i>Report to JC. Regular progress meetings</i>		<i>30</i>	<i>300</i>
<i>External Lighting to Site</i>	<ul style="list-style-type: none"> • <i>Install Lighting</i> 	<i>Dec 2020</i>	Joanna Hamilton	<i>Report to JC. Regular progress meetings.</i>			<i>300</i>
<i>Crematory Restroom</i>	<ul style="list-style-type: none"> • <i>Refurbish</i> 	<i>April 2020</i>	Joanna Hamilton	<i>Regular progress meetings.</i>			<i>30</i>
<i>Electrical Distribution Boards</i>	<ul style="list-style-type: none"> • <i>Replace</i> 	<i>April 2020</i>	Joanna Hamilton	<i>Regular progress meetings.</i>			<i>20</i>

COYCHURCH CREMATORIUM JOINT COMMITTEE

5: Contact Points for Crematorium Service

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

Clerk and Technical Officer for Coychurch Crematorium
(Head of Operations – Community Services)

- Zak Shell (tel: 01656 643151) / email:
Zak.Shell@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
FRIDAY 8TH MARCH 2019

CHRISTMAS SERVICE 2018

1. Purpose of the Report

- 1.1 The purpose of the report is to update the Joint Committee on the arrangements that took place for the Christmas Service 2018.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate priorities:-
1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
 2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
 3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 Coychurch Crematorium holds an annual Christmas Service for visitors and bereaved.
- 3.2 At the meeting on 14th September 2018 the Joint Committee approved the details for the Christmas Service, which was arranged for Thursday 13th December at 7.00pm.
- 3.3 As part of these arrangements the Joint Committee was advised that refreshments would be sponsored by Rosemount Funeral Home, Bridgend (Cooperative Funeralcare).

4. Proposal

- 4.1 Unfortunately Rosemount Funeral Home, Bridgend (Cooperative Funeralcare) withdrew sponsorship at a late stage, for corporate business reasons. Refreshments were instead sponsored by W H Preene and Son Funeral Directors, Pontyclun.
5. **Effect upon Policy Framework and Procedure Rules**
- 5.1 None.
6. **Equalities Impact Assessment**
- 6.1 There are no equality implications arising from the report.
- 7 **Well-being of Future Generations (Wales) Act 2015 Assessment**
- 7.1 The report advises the Committee on the arrangements for the Christmas Service 2018. There is no requirement for a well-being statement.
8. **Financial Implications**
- 8.1 The events refreshments were supported by W H Preene and Son Funeral Directors, Pontyclun.
9. **Recommendation**
- 9.1 The Joint Committee is asked to note the report.

Zak Shell
CLERK AND TECHNICAL OFFICER
12th February 2019

Contact Officer:

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

E-mail: joanna.hamilton@bridgend.gov.uk

Background Papers: Joint Committee Report 14th September 2018, Christmas Service.

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

FRIDAY 8th MARCH 2019

PROGRAMME OF MEETINGS 2019/20

1. Purpose of the Report

- 1.1 The purpose of this report is to seek approval for the proposed programme of meetings for 2019/20.

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 14th June 2019 - Annual General Meeting & Site Visit

Friday 13th September 2019

Friday 6th March 2020

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 Well-being of Future Generations (Wales) Act 2015 Assessment

7.1 The report advises the Committee on the proposed programme of meetings for 2019/20. There is no requirement for a well-being statement.

8. Financial Implications

8.1 None.

9. Recommendation:

9.1 The Joint Committee is recommended to approve the programme of meetings for 2019/20.

**ZAK SHELL
CLERK AND TECHNICAL OFFICER
12th February 2019**

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

8 MARCH 2019

PROPOSED REVENUE BUDGET 2019-20

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 2018-19, and to obtain approval from the Joint Committee for the Proposed Budget and Fees and Charges for 2019-20.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The allocation of resources and the on-going monitoring of budget and performance assists in the achievement of the smarter use of resources.

3. Background

- 3.1 The 2018-19 Revenue Budget was approved by the Committee at its meeting on 2 March 2018. The current budget position and projected outturn for 2018-19 is outlined below, together with the proposed budget for 2019-20.

4. Current Situation / Proposal

Estimated Revenue Outturn 2018-19

- 4.1 Table 1 below shows the financial position at 31 January 2019 and the projected outturn for 2018-19.

Table 1- Comparison of budget against projected spend at 31 January 2019.

Budget	Category	Adjusted Actual	Projected Outturn	Projected Over (Under) Spend
2018-19		1/4/18 to 31/1/19	2018-19	2018-19
£'000		£'000	£'000	£'000
313	Employees	260	313	0
234	Premises	180	224	(10)
135	Supplies, Services & Transport	121	151	16

102	Agency / Contractors	71	102	0
35	Administration	29	35	0
75	Capital Financing Costs	1	6	(69)
894	Gross Expenditure	662	831	(63)
(1,238)	Fees & Charges	(877)	(1,266)	(28)
(29)	BCBC Contribution	(24)	(29)	0
(373)	(Surplus)/Deficit	(239)	(464)	(91)
373	Transfer to/(from) Reserve	239	464	91

- 4.2 When the budget was set there was an anticipated budget surplus of £373,000. The projected outturn as at the end of January is a surplus of £464,000, which will require a transfer to the Crematorium's Accumulated Surplus.

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

- The underspend of £10,000 on Premises is made up an overspend on Planned Maintenance (£5,000), Electricity (£2,500) and Water (£2,500), which is offset by underspends on Business Rates (£13,000) and Day To Day Maintenance (£7,000).
- The overspend of £16,000 on Supplies, Services & Transport is made up of an overspend on Items for Resale (£22,000) and Medical Expenses (£6,000), being offset by savings made on Equipment Repairs (£5,000), Security Services (£3,500) and Purchase of Equipment (£3,500).
- Table 2 below shows a breakdown of the Planned Maintenance budget for 2018-19. The underspend of £69,000 is due to the Organ Upgrade and Flat Roof Repairs being moved to 2019 -20 as well as underspends on the Land Extension Retention (£4,000) and the Chapel of Remembrance Repairs (£15,000).

Table 2 – Planned Maintenance 2018-19

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

- Income is higher than budgeted by £28,000, resulting from increased cremation fees

2019-20 Proposed Budget

4.3 The following table shows the proposed revenue budget for 2019-20

Table 3 – Proposed Budget 2019-20

Category	Budget 2019-20 £'000
<u>Expenditure</u>	
Employees	329
Premises	248
Supplies, Services & Transport	178
Agency / Contractors	102
Administration	36
Capital Financing Costs	776
Gross Expenditure	1,669
<u>Income</u>	
Fees & Charges	(1,303)
Contribution from BCBC	(30)
Total Income	(1,333)
Net (Surplus)/Deficit	336
Transfer to/(from Reserves)	(336)

4.4 All 2018-19 non-employee budgets have been reviewed, and any necessary adjustments have been made to meet expected expenditure for 2019-20.

4.5 Employee budgets have been adjusted to reflect salary increments where applicable and include a 2% uplift for the 2019-20 pay award.

4.6 The Business Plan for 2019-20 includes a budget requirement of £776,000 to meet proposed expenditure itemised in the table below:

Table 4 – Business Plan Spending Requirements

2019-20	£'000
Organ upgrade	96
Flower Court Extension	300
Site Lighting	300
Flat Roof Repairs - Waiting Room	30
Mess Room Refurbishment	30
Electricity Distribution Boards	20
Total	776

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 2.8% (1% plus CPI at 1.8%), and is based on current levels of activity. The 2019-20 proposed Fees Table is attached at Appendix 1.

Accumulated Balance

- 4.9 The effect on the accumulated balance of the proposed budget for 2019-20 is shown in the Table below:

Table 5 – Impact on accumulated balance of proposed budget 2019-20

Accumulated Balance	£000
Balance as at 31 March 2018	(1,259)
Transfer to Reserves	(464)
Projected Balance as at 31 March 2019	(1,723)
Transfer from Reserves 2019-20	336
Projected Balance as at 31 March 2020	(1,387)

- 4.10 It is projected that at 31 March 2020, there will be an accumulated balance of £1,387,000. The balance of Reserves at 31 March 2020 is considered a sufficient level to maintain to protect the service in light of unknown demands or emergencies.

Capital Expenditure 2019-20

- 4.11 Capital expenditure will not require any loan charge or contribution from constituent authorities in 2019-20. Items of a capital nature for 2019-20 in Table 4, 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. Wellbeing of Future Generations (Wales) Act 2015

- 7.1 The well-being goals identified in the Act have been considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report

8. Financial Implications

8.1 These are reflected within the report.

9. Recommendation:

9.1 The Joint Committee is recommended to

(a) Note the projected financial performance for 2018-19.

(b) Confirm and approve the revenue budget to be adopted for 2019-20.

(c) Approve the increase in fees and charges with effect from 1 April 2019 outlined in Appendix 1.

GILL LEWIS
INTERIM HEAD OF FINANCE AND S151 OFFICER
BRIDGEND COUNTY BOROUGH COUNCIL
TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE
26 FEBRUARY 2019

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 2018-19
Coychurch Crematorium Joint Committee
2 March 2018

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APPENDIX 1

<u>FEES</u>	<u>2018/19</u>	<u>2.8% Increase</u>	<u>2019/20</u>
	£ p		£ p
<u>CREMATION FEES</u>			
Under 18 years (Weekday)	Free	Free	Free
Under 18 years (Saturday)	338.2	347.6696	347.70
Over 18 years (Weekday)	662.2	680.7416	680.70
Over 18 years (Saturday)	942.1	968.4788	968.50
Retained Organs (Cremated at establishment)	101.7	104.5476	104.50
Retained Organs (not previously cremated at establishment)	165.3	169.9284	169.90
Memorial Service/additional 30 min chapel time - Weekday	73.00	75.04	75.00
Memorial Service/additional 30 min chapel time - Saturday	138.5	142.378	142.40
Recording of funeral service	54.8	56.3344	56.30
Videoring of funeral service	66.9	68.7732	68.80
Webcasting of funeral service	73.00	75.04	75.00
<u>BURIAL PLOTS</u>			
Concrete plinth burial plot - purchase fee	251.7	258.7476	258.70
Granite plinth burial plot - purchase fee 75 yrs	402.3	413.5644	413.60
<u>SLATE PLAQUES</u>			
Standard plaque for concrete plinth burial plot/rose beds/trees	220.40	226.57	226.60
Double plaque for plot/rose beds/trees	327.90	337.08	337.10
Small photograph	108.60	111.64	111.60
Large Photograph	162.30	166.84	116.80
Standard slate plaque - blank	34.30	35.26	35.30
Refurbishment of standard plaque lettering	34.30	35.26	35.30
<u>GRANITE PLAQUES</u>			
Standard plaque for granite plinth burial plot	285.00	292.98	293.00
Standard plaque for granite bench	285.00	292.98	293.00
<u>BENCHES</u>			
Wooden bench - purchase fee with 10yr maintenance agreement	985.40	1012.99	1013.00
Wooden bench - renewal of 10yr maintenance agreement	385.30	396.09	396.10
Granite bench - 10yr lease on shared bench	192.50	197.89	197.90
<u>LEASED MEMORIALS</u> (15 year lease unless otherwise stated)			
Columbaria units - from	513.7	528.0836	528.10
Vase blocks lease with plaque - from	341.10	350.65	350.70
Wall plaques and lease (GoR) - from	341.10	350.65	350.70
Tree dedication lease	299.30	307.68	307.70
Shrub bed dedication lease	169.90	174.66	174.70
Vase space lease - Cloisters (3 years)	49.20	50.58	50.60
<u>INTERMENT RELATED FEES</u>			
Interment in rose beds (double if cremated elsewhere)	122.2	125.6216	125.60
Interment in burial plot (double if cremated elsewhere)	122.2	125.6216	125.60
Exhumation	122.2	125.6216	125.60
Placement in columbaria unit	44.5	45.746	45.70
Scattering of cremated remains (double if cremated elsewhere)	22.4	23.0272	23.00
Witness of interment/scatter of cremated remains	29.6	30.4288	30.40
Cremation Certificate/ Extract from Register	15	15.42	15.40
<u>URNS</u>			
Aluminium urn - adult/child	34.30	35.26	35.30
Wooden casket	41.70	42.87	42.90
Polytainer urn	16.30	16.76	16.80

<u>FEES</u>	<u>2018/19</u>	<u>2.8%</u> <u>Increase</u>	<u>2019/20</u>
	£ p		£ p
<u>OTHER</u>			
External chapel Wall Space (for granite plaque)	311.20	319.91	319.90
Silver coloured flower vase for plots/columbaria units	7.40	7.61	7.60
Lids for flower vase	3.00	3.08	3.10
Service book	28.00	28.78	28.80
<u>BOOK OF REMEMBRANCE</u>			
Reservation in Book 2 Lines	18.00	18.50	18.50
Reservation in Book 5 Lines	35.70	36.70	36.70
Reservation in Book 8 Lines	53.60	55.10	55.10
Entry 2 Lines	50.40	51.81	51.80
Entry 5 Lines	102.60	105.47	105.50
Entry 8 Lines	132.40	136.11	136.10
Special Entry	198.00	203.54	203.50
Floral Emblem	53.60	55.10	55.10
Coat of Arms	68.40	70.32	70.30
Purchase of Miniature Book	49.50	50.89	50.90

* All fees rounded to the nearest 10p.