

# Public Document Pack

## Coychurch Crematorium Joint Committee

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### **Cyfarywddiaeth y Prif Weithredwr / Chief Executive's Directorate**

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Gofynnwch am / Ask for: Michael Pitman

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

**Date / Dyddiad:** Monday, 10 June 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, 14 June 2019 at 14:00**.

**Please note that a visit of the Crematorium and its grounds will precede the meeting of the Joint Committee. Members are therefore gratefully requested to meet at the Crematorium waiting room by the lake at 12.30 for this purpose.**

### **AGENDA**

1. Election of Chairperson (from Bridgend County Borough Council Members)
2. Election of Vice-Chairperson (From Vale of Glamorgan Council Members)
3. Apologies for Absence  
To receive apologies for absence from Members.
4. 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.
5. Approval of Minutes 3 - 10  
To receive for approval the Minutes of 08/03/2019
6. Annual Accounting Statement 2018-19 11 - 24
7. Annual Review 2018/19 25 - 34
8. Flower Court Facilities 35 - 46
9. 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 COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB  
ON FRIDAY, 8 MARCH 2019 AT 14:00

Present

Councillor R Turner – Chairperson

S Edwards  
RE Young

G John

AA Pucella

E Venables

Apologies for Absence

G Cox, G Hopkins, JC Spanswick, DBF White and JE Williams

Officers:

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

39. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members/Officer:-

Councillor G Cox  
Councillor G Hopkins  
Councillor JC Spanswick  
Councillor DBF White  
Councillor JE Williams  
Zak Shell

40. DECLARATIONS OF INTEREST

None.

41. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of the Coychurch Crematorium Joint Committee dated 14 September 2018, be approved as a true and accurate record.

42. PIPE ORGAN REPAIRS

The Bereavement Services Manager and Registrar presented a report, the purpose of which, was 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.

She explained that the Crematorium is a Grade 2\* listed and an important work by architect Maxwell Fry. The existing organ was original to the 1970 building and was built by the distinguished company N P Mander of London.

The Bereavement Services Manager and Registrar confirmed that the pipe organ has many tangible advantages over an electric organ, such as visual beauty, longevity and

the quality of materials and craftsmanship employed, but primarily it's the sound quality. The Crematorium she felt, was extremely fortunate to have a pipe organ of such size and quality. This was without doubt one of the unique selling points, which was demonstrated by the wonderful singing that we have come to be known for, attracting many choirs and soloists.

She proceeded by stating, that the organ has received minimal financial input since 1970, other than that required for basic tuning and maintenance. However, its reliability of late has become more challenging and causing lengthier and more expensive tuning visits. The tuners recommended in 2016 some modernisation of the electrical contacts and some consideration for the safety of the tuner when accessing the pipes at height. The 2017/18 and 2018/19 business plans made provision of £20,000 for minimal repairs, but these had again been postponed in order to fully assess requirements. The original builders, Manders Organs Ltd, were subsequently consulted to carry out a full inspection in October 2018.

She then gave a full resume of the outcome of the inspection, including details of some expansive works that were now required to the organ as a result of such an inspection.

Following this, she added that the organ unusually does not include a reed instrument sound and so it is planned to include an oboe as part of the solid state.

The Bereavement Services Manager and Registrar advised the Joint Committee, that a substitute organ would be made available during the 4 to 5 month duration of the works.

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.

The cost of the above works is £96,400 and is included in the Crematorium's Business Plan for 2019/20. (for clarification, £20,000 is carried forward from this financial year plus an additional £76, 000 from Crematorium reserves).

A Member asked why the works required to the organ had not gone out to tender, in order to obtain 'best value' in terms of the cost for its repair/upgrading.

The Bereavement Services Manager and Registrar, advised that the pipe organ was a very unique and complex instrument and as such, it was considered extremely important to secure the company who originally constructed it, to undertake its upgrading works. She added that as well as this, there were very few companies available to carry out the works that were required to such an instrument.

**RESOLVED:** That the Joint Committee approved the works as outlined in the report and verbally at the meeting, by Manders Organs Ltd, in the sum of £96,400.

43. **EXTERNAL LIGHTING**

The Green Spaces and Bereavement Services Manager presented a report, in order to seek approval from the Joint Committee for the proposed installation of external lighting at the Crematorium

By way of background, he explained that the provision of such lighting would not just make the site more aesthetically pleasing, but this would also improve safety and security of the Crematoria building and the surrounding grounds, including the car park. Such lighting would also improve visibility for visitors/mourners.

He proceeded further by stating, that the provision of lighting would improve the Crematorium's ability to comply with the current disability access requirements of the Equality Act 2010.

The proposal was, added the Green Spaces and Bereavement Services Manager, to install low level lighting bollards along the main entrance driveway and pathways, complimented by column lighting to the two main Chapel and office car parks. The style of the lighting would be chosen to compliment the architectural style of the building.

He confirmed that the lighting scheme proposed had 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 and Contract and Project Management costs.

Finally, the Green Spaces and Bereavement Services Manager confirmed to Members, that the estimated cost of the works ie £300k, had been accounted for in the Crematorium's Business Plan for 2019/20.

A Member asked if the lighting would be LED and set on a timer so as to reduce electricity costs. She also asked if the lighting would have any adverse effect on any neighbouring properties situate in the nearby vicinity of the Crematoria.

The Bereavement Services Manager stated that the lighting would utilise modern technology, as it was more cost effective than standard lighting. She added that such provision of lighting would not have any impact on neighbouring dwellings, particularly as it was low level style lighting and timing devices would be utilised.

- RESOLVED:**
- (1) The Joint Committee approved, in principle, the provision of external lighting to the grounds at Coychurch Crematorium.
  - (2) The Joint Committee further authorised 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.

44. **CREMATORIUM BUSINESS PLAN AND FEES**

The Bereavement Services Manager and Registrar presented a report, the purpose of which, was to approve the Business Plan and expenditure programme for 2019/20, which includes proposed increases in cremation fees.

By way of background information, she confirmed that 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 financial year.

She then referred to the Business Plan, which commenced on Page 19 of the report, where Members will see Awards and Achievements noted (on Page 22), and of particular note, the achievement of the Green Flag award once more in 2018, as well as further noting, that the service remained financially self-sufficient.

The report then detailed the staffing structure and the business hours; the types of memorialisation provided, the different ways that the Crematorium marketed itself and

communicates with its service users and finally, the different ways that the Crematorium remains environmentally sustainable.

On Page 25 of the report, the Bereavement Services Manager and Registrar highlighted the key achievements over the past 10 years so listed there, with the most recent being the construction of the crematory extension followed by the replacement of the cremators for bariatric cremators, including refrigeration facilities and full mercury abatement plant. Also detailed in this section of the Plan, was the replacement of the flat roof above the original part of the crematory. She then further highlighted the extension of the grounds into the new land and the associated new memorialisation in that area, together with the further extension of the road infrastructure and additional car parking in 2017, named as Phase 2, and the landscaping of this new area in 2018.

The refurbishment of the Chapel of Remembrance also took place in 2018, she added.

At the bottom of Page 26 the performance indicators were highlighted for the previous five years, which related to user satisfaction, the results of which are taken from the service questionnaires sent to cremation applicants. The target, was to achieve 100% overall satisfaction levels rated good or excellent and these remained constant at 100%, with a target set for the same result in 2019/20.

The Bereavement Services Manager and Registrar, then referred to the annual statistics for cremations, details of which were included on page 28/29 of the Business Plan. The total number of cremations for 2018 was 1614, made up of 998 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) had resulted in an additional 12 communal cremations. A further 9 individual NVF cremations were arranged directly with families, she further added.

The statistical record tables for the period from January to December 2018 and 2017, were included for comparison purposes on pages 27 and 28 of the Plan and from this Members would note, that the total number of cremations for 2017 was 1620. The annual cremation figures were now remaining fairly constant, although the cremations from Vale of Glamorgan were down by 35, while the cremations from Rhondda Cynon Taff have increased by 36, with the number of non-residents remaining exactly the same.

The Business Plan then outlined the service developments and objectives for the period 2019/20. These were detailed on Pages 29 and 30 of the Business Plan.

With regard to mercury abatement charges to CAMEO, the Joint Committee may have recalled that 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 this target, via CAMEO. Those who have excessively abated derive an income, and those who have not, share the financial burden. Consequently, Coychurch Crematorium paid £41k for the period 2015/16 as a result of burden sharing costs for non-abated cremations in 2015. This burden sharing figure was reverted to income in 2016/17, due to the completion of the installation of mercury abatement plant in April 2016, which enabled the Crematorium to abate more than 50% of its cremations during 2016/17, generating an income of £5,950.10 and again in 2017/18, generating an income of £6,415.92. The Crematorium abated all of its cremations in 2018 and awaits confirmation of the potential amount of income it can expect to generate for 2018/19.

The Bereavement Services Manager and Registrar confirmed that the main focus of service objectives in 2019/20 will be:-

- the upgrade and repairs to the pipe organ already discussed in the first report to the Joint Committee today,
- repairs to flat roofs above the Waiting Room and Porte-cochère. These works were authorised in last year's Business Report but have been delayed until June 2019 due to their close proximity to the chapel entrance and a desire for them to proceed during the quieter summer months when the weather should also be more reliable.
- The Flower Court Extension feasibility study was approved by the Joint Committee on 15th June 2018 to be funded out of the 2018/19 revenue budget. This report will be submitted to the June 2019 meeting. The project can be accommodated in the Crematoriums reserve funds and will be considered in more detail in June. However, an estimated amount of £300,000 has been included in the 2019/20 budget to accommodate the construction phase of the project, subject to further approval by Members.
- External lighting had already been discussed in a previous report considered by the Joint Committee today.
- The refurbishment of the crematory teams restroom facilities is required to ensure that it remains fit for purpose. From 2014 until early 2016, the restroom additionally provided welfare facilities for contractors who constructed the crematory building extension and installed the new crematory equipment.
- The Crematorium's electrical distribution boards, housed within the crematory electricity and fan room, are mostly original to the opening of the building in 1971, and in order to meet current standards they require replacement.
- In addition to these proposed service developments, a property contingency is included in the Crematorium's Revenue Budget to cover minor unplanned works and general repair and maintenance works.

The Bereavement Services Manager and Registrar reminded the Joint Committee also, that the surplus fund is designed to build up reserves for the future replacement of the cremators and ancillary plant in approximately 12 years time, as well as fund all future service improvements.

Maintaining this reserve would ensure the Crematorium has sufficient long term funds for both, plus any unplanned eventualities that could occur.

The table on Page 31 of the Plan detailed the projected costs for these objectives, upon which the Bereavement Services Manager and Registrar gave a resume for the benefit of Members, as she did also on the proposed Budget details individually listed on page 32 of the Plan.

The table on Pages 33/34, summarised the timescales and officer responsibilities for the projects over the past and current financial year and for the reported new objectives for 2019/20.

Referring back to the report on page 16, the Bereavement Services Manager and Registrar highlighted paragraph 4.3 which related to the of setting charges for 2019/20, in particular the weekly adult cremation charge and accordingly a general increase in all fees. The cremation charge for the current financial year places the Crematorium at 258 out of 291 cremation authorities in a national fee league table that was published in the summer of 2018 (where the highest cremation charge is detailed first). It is recommended that the cremation charge is increased by inflation from £662.20 to £680.70. This is based upon a general increase in fees of 1% plus the current inflation figure of 1.8%, in line with BCBC's protocol.

The table on Page 16 of the report, showed a comparison of current 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)

All variations to expenditure and income, was as outlined in the Service Level Business Plan, including the proposed increase in fees, which had been incorporated in the Treasurer's Report, to be debated later on in the agenda for today's meeting.

**RESOLVED:** That the Joint Committee:-

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

45. **CHRISTMAS SERVICE 2018**

The Bereavement Services Manager and Registrar submitted a report, the purpose of which, was to update the Joint Committee on the arrangements that took place for the Christmas Service 2018.

She advised that as part of these arrangements, the Joint Committee had been previously advised that refreshments for the Service would be sponsored by Rosemount Funeral Home, Bridgend (Co-operative Funeral Care.)

She further explained that unfortunately Rosemount Funeral Home, Bridgend (Co-operative Funeral Care) withdrew sponsorship at a late stage, for corporate business reasons. Refreshments were then instead sponsored by WH Preene and Son Funeral Directors, Pontyclun.

Members agreed to send a further letter of thanks from the Joint Committee to WH Preene and Son Funeral Directors, appreciating their stand-in assistance with regard to the support of the Christmas Service.

**RESOLVED:** That the Joint Committee noted the report.

46. **PROGRAMME OF MEETINGS 2019/20**

The Bereavement Services Manager and Registrar submitted a report, seeking Members approval for the proposed Programme of Meetings for 2019/20.

The proposed dates for such meetings in the next term were as follows:-

- Friday 14 June 2019 – Annual meeting and Site Visit (of the Crematorium grounds);
- Friday 13 September 2019;
- Friday 6 March 2020



RESOLVED: That the Joint Committee approved the Programme of Meetings for 2019/20.

47. PROPOSED REVENUE BUDGET 2019-20

The Accountant, Financial Control and Closing presented a report, the purpose of which, was 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.

She referred Members to paragraph 4.1 of the report and Table 1, which reflected the financial position at 31 January 2019 together with the projected outturn for 2018-19.

The Accountant, Financial Control and Closing, advised that when the budget had been set, there was an anticipated surplus of £373k. The projected outturn as at the end of January was a surplus of £464k, which will require a transfer to the Crematorium's Accumulated Surplus. Paragraph 4.2 gave an explanation of the main variances between the Budget and Projected Outturn, and the presenting Officer outlined these for the benefit of Members, including in Table 2, Planned Maintenance for 2018-19.

Paragraph 4.3 of the report gave details of the Proposed Revenue Budget for 2019-20, which currently showed an estimated overall surplus of £336k. She added that employee budgets have been adjusted to reflect salary increments where applicable, including a 2% uplift for the 2019-20 pay award.

Paragraph 4.6 then gave information on the Business Plan for 2019-20, that included a budget requirement of £776k to meet proposed expenditure itemised in Table 2 in this section of the report, entitled Business Plan Spending Requirements.

The income budgets had been prepared she advised the Joint Committee, on the assumption of a general increase in fees of 2.8% (1% plus CPI at 1.8%) based on current levels of activity. The 2019-20 Proposed Fees Table was attached at Appendix 1 to the report.

Paragraph 4.9 of the report gave the effect on the accumulated balance of the proposed budget for 2019-20 in table form (ie Table 5), with any deficit taken from the accumulated surplus. It was projected that at 31 March 2020, there will be an accumulated balance of £1,387,000. The Accountant, Financial Control and Closing informed Members, that the balance of Reserves (at 31 March 2020) was considered a sufficient level to maintain to protect the service in light of any unknown demands or emergencies.

Finally, she concluded her submission by stating that capital expenditure will not require any loan or charge contribution from constituent authorities in 2019-20. She added, that items of a capital nature for 2019-20 in Table 4 (paragraph 4.6 of the report), will be directly funded from revenue contributions and the accumulated surplus from previous years.

RESOLVED: That the Joint Committee:-

- (1) Noted the projected financial for 2018-19.
- (2) Confirmed and approved the revenue budget to be adopted for 2019-20.
- (3) Approved the increase in fees and charges with effect from 1 April 2019, outlined in Appendix 1 to the report.

48. URGENT ITEMS

None.

The meeting closed at 15:05

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

**FRIDAY 14 JUNE 2019**

**REPORT OF THE TREASURER**

**ANNUAL ACCOUNTING STATEMENT 2018-19**

**1. Purpose of the Report**

1.1 The purpose of this report is to present the unaudited Annual Accounting Statement following closure of the accounts for the financial year 2018-19 to the Joint Committee, and to obtain approval to submit the Statement for Coychurch Crematorium to the Wales Audit Office.

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

2.1 None.

**3. Background**

3.1 Under Regulation 14 of the Accounts and Audit (Wales) Regulations 2014, Coychurch Crematorium Joint Committee is required to complete an Annual Accounting Statement as they are classed as a smaller local government body with annual income and expenditure below £2.5 million.

3.2 The Accounts and Audit (Wales) Regulations 2018 require that the Joint Committee must formally approve the Annual Accounting Statement by 15 June and certify that they present fairly the financial position of Coychurch Crematorium.

3.3 Unless the Annual Accounting Statement needs to be amended, the auditor will certify the Statement and send it back to the Joint Committee for publication with no further approval required by the Joint Committee. If however amendments are required, the auditor will send the Statement back to the Joint Committee for amendment and re-approval before the auditor can certify the Statement. The certified Annual Accounting Statement must be published by no later than the 15 September.

**4. Current Situation /Proposal**

4.1 Section 1 of the Annual Accounting Statement (**Appendix 1**) shows that in 2018-19 Coychurch Crematorium made a net surplus of £496,738 (difference between Line 1 'Balances brought forward' and Line 7 'Balances carried forward'). The surplus has been added to the accumulated reserve for the Crematorium brought forward at 31 March 2018, bringing the total of that

reserve to £1,755,451 at 31 March 2019 compared to £1,258,713 in the preceding year.

- 4.2 The following table shows a summary of the final financial position for the Crematorium for 2018-19 as compared to the budget set at the start of the financial year.

**Table 1 – Crematorium Financial Position 2018-19**

<b>Actual 2017-18 £'000</b>		<b>Budget 2018-19 £'000</b>	<b>Actual 2018-19 £'000</b>	<b>Variance 2018-19 £'000</b>
	<b><u>Expenditure</u></b>			
288	Employees	313	310	(3)
224	Premises	234	248	14
163	Supplies, Services & Transport	135	158	23
86	Agency/Contractors	102	94	(8)
34	Administration	35	35	0
352	Capital Financing Costs	75	4	(71)
<b>1,147</b>	<b>Gross Expenditure</b>	<b>894</b>	<b>849</b>	<b>(45)</b>
	<b><u>Income</u></b>			
(1,296)	Crematorium Fees etc.	(1,238)	(1,299)	(61)
0	Welsh Government Grant	0	(18)	(18)
(28)	BCBC Contribution	(29)	(29)	0
<b>(1,324)</b>	<b>Gross Income</b>	<b>(1,267)</b>	<b>(1,346)</b>	<b>(79)</b>
<b>(177)</b>	<b>(Surplus)/Deficit</b>	<b>(373)</b>	<b>(497)</b>	<b>(124)</b>
<b>(177)</b>	<b>Transfer (to)/from Reserve</b>	<b>(373)</b>	<b>(497)</b>	

- 4.3 Explanations for the more significant variances from budget are given below:

- The underspend of £3,000 on Employees is due to an underspend on budgeted overtime and casual hours.
- The overspend of £14,000 on Premises is made up of overspends on Planned Maintenance (£21,000), Electric (£5,000) and Gas (£2,500). These are offset by underspends on Business Rates (£13,500) and Maintenance of Grounds (£1,000). The underspend on Business Rates is due to a rebate dating back to 2011.
- The overspend of £23,000 on Supplies and Services expenditure is made up of overspends on Items for Resale (£30,000) and Medical Expenses (£8,000). These are offset by underspends including Purchase of Equipment (£5,000), Equipment Repairs & Maintenance (£5,000), Security Services (£4,000) and Advertising & Promotion (£1,000).

- The underspend of £8,000 on Agency/Contractors is made up of Contractor Payments/Grass Cutting.
- The underspend on Capital Financing Costs is due to underspends on the Chapel Of Remembrance Repairs (£17,000) and Land Extension Phase 2 Infrastructure (£4,000), as well as the Flat Roof Repairs and Organ Upgrade work being moved to 2019-20.

Table 3 below shows the original budget and actual spend for each of the planned works in 2018-19.

**Table 3 – Planned Works**

<b>Planned Works</b>	<b>Budget 2018-19 £'000</b>	<b>Actual 2018-19 £'000</b>
Flat Roof Repairs – Waiting Room (moved to 2019-20)	30	0
Organ Upgrade (moved to 2019-20)	20	0
Chapel Of Remembrance Repairs	20	3
Land Ext – Phase 2 Infrastructure	5	1
<b>Total</b>	<b>75</b>	<b>4</b>

- Additional income of £79,000 was due to a higher number of cremations performed than budgeted for (£58,000), an increase in provision of cremation related products (£3,000), and receipt of the Welsh Government Child Burial Grant (£18,000).

4.4 In addition to the Annual Accounting Statement, a supplementary Balance Sheet is provided in Table 4 below. This supplementary information provides a further breakdown of the figures recorded in the Annual Accounting Statement. This is for information only, and is not subject to audit at year end.

**Table 4 – Balance Sheet for Years Ended 31 March 2018 & 2019**

31 March 2018 £'000	Description	31 March 2019 £'000
3,418	<b>Property, Plant &amp; Equipment</b>	
912	- Other Land and Buildings	3,302
	- Community Assets	912
<b>4,330</b>	<b>Long Term Assets</b>	<b>4,214</b>
29	Inventories	29
146	Short Term Debtors	150
1,092	Cash and Cash Equivalents	1,595
<b>1,267</b>	<b>Current Assets</b>	<b>1,774</b>
	<b>Short Term Borrowing</b>	
(7)	Short Term Creditors	(16)
<b>(7)</b>	<b>Current Liabilities</b>	<b>(16)</b>
<b>5,590</b>	<b>Net Assets</b>	<b>5,972</b>
	<b>Usable reserves</b>	
1,259	- Accumulated Surplus	1,755
	<b>Unusable reserves</b>	
1,613	- Revaluation Reserve	1,613
2,717	- Capital Adjustment Account	2,601
	- Short-term Accumulating	
1	- Compensated Absences Account	3
<b>5,590</b>	<b>Total Reserves</b>	<b>5,972</b>

4.5 Further information to explain the balances is provided below:

- Property, Plant and Equipment of £4.214 million as recorded on Line 12 of the Annual Accounting Statement represent buildings, land and fixtures and fittings. The decrease in the value of non-current assets is due in to the depreciation charged to Other Land and Buildings.
- Inventories of £29,000 relates to stock included in the Balance Sheet at the lower of cost and net realisable value and relate to memorials purchased for future use in the Garden of Remembrance.
- Short term debtors of £150,000 represent the monies owed to the Coychurch Crematorium Joint Committee by trade debtors such as Funeral Directors.

- Cash and cash equivalents of £1.595 million represents cash held by Bridgend County Borough Council, the financial services provider as part of its general bank account. No separate bank account exists for Coychurch Crematorium.
- Short term creditors of £16,000 represent monies owed by the Coychurch Crematorium Joint Committee for goods/services received in 2018-19 and includes a balance for annual leave not yet taken by staff.
- Reserves are reported in two categories. Usable reserves can be used by the Committee to provide services subject to the need to maintain a prudent level of reserves. The second category, Unusable Reserves, are not available to provide services. This includes a reserve that holds the timing differences between the annual leave entitlement for staff and actual annual leave taken at the 31 March 2019 and revaluation of assets and capital adjustments.
- The accumulated surplus of £1.755 million as recorded in Line 11 of the Annual Accounting Statement reflects the surplus for the current year and the balance of any previous year's surpluses/deficits held to fund any future capital works. The accumulated surplus will be the subject of a future report considering its use for proposed improvements and the possible repayment to the Partner Authorities.
- The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions.
- The Accumulated Absences Account absorbs the differences that would otherwise arise on the Accumulated Surplus Fund Balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the Accumulated Surplus Balance is neutralised by transfers to or from the Account. The Account balance was £3,083 as at 31 March 2019 (£813 31 March 2018).

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

5.1 None.

## 6. **Equalities Impact Assessment**

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

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

7.1 This report provides the financial performance against the approved 2018-19 budget. As this is retrospective in nature, there is no requirement for a well-being statement.

## 8. **Financial Implications**

8.1 These are reflected within the main body of this Report.

9. **Recommendation:**

9.1 It is recommended that the Joint Committee approves the Annual Accounting Statement for Coychurch Crematorium for 2018-19 (Appendix 1), and requests that the Chair of the Joint Committee signs the Annual Accounting Statement prior to submission to the Wales Audit Office.

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

**14 June 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  
Coychurch Crematorium Joint Committee  
March 8 2019



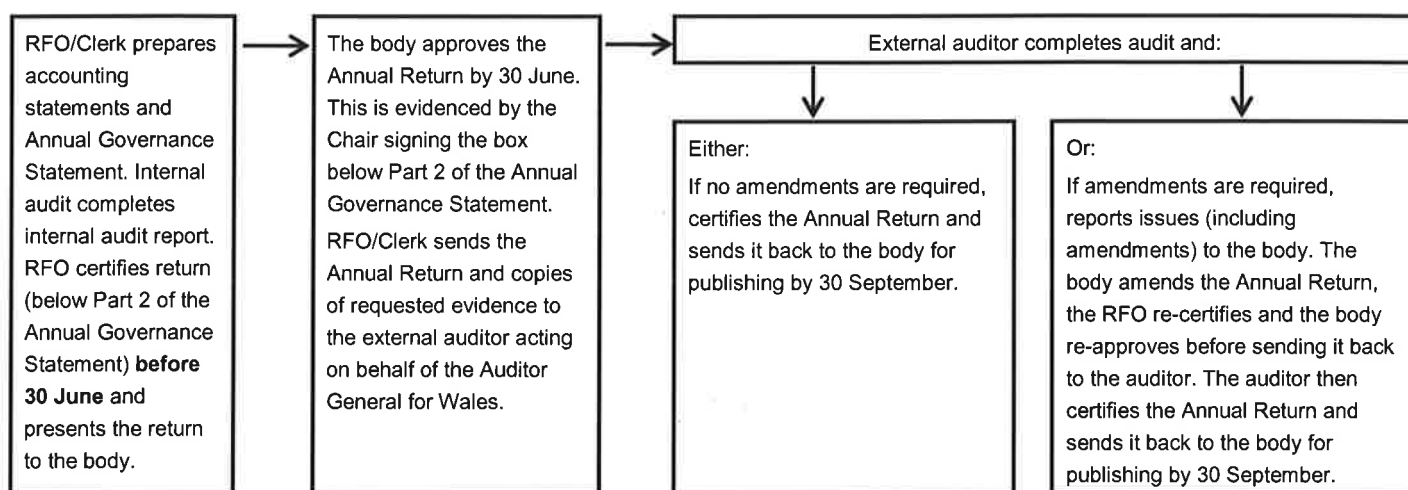
# Smaller relevant local government bodies in Wales Annual Return for the Year Ended 31 March 2019

## THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For minor joint committees with income and expenditure below £2.5 million, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication 'Governance and accountability for local councils in Wales – A Practitioners' Guide' (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an annual return. This annual return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



**Please read the guidance on completing this Annual Return and complete all sections highlighted in red including the Annual Governance Statement.**

## APPROVING THE ANNUAL RETURN

**There are two boxes for certification and approval by the body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**

**The committee must approve the annual return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.**

**The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.**

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

## Accounting statements 2018-19 for:

Name of body: COYCHURCH CREMATORIUM

	Year ending		Notes and guidance for compilers
	31 March 2018 (£)	31 March 2019 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	1,082,183	1,258,713	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	0	0	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	1,323,730	1,345,488	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(288,082)	(309,843)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	(78,784)	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	(780,334)	(538,907)	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,258,713	1,755,451	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors and stock balances	175,269	179,179	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	1,091,807	1,595,477	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	(8,363)	(19,205)	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	1,258,713	1,755,451	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	4,330,305	4,214,263	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

## Annual Governance Statement

We acknowledge as the members of the **Committee**, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

	Agreed?		'YES' means that the Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> <li>• effective financial management during the year; and</li> <li>• the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
<p>3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Committee to conduct its business or on its finances.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
<p>4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
<p>5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
<p>6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
<p>7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

## Committee approval and certification

The **Committee** is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the <b>Committee</b> and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	<b>Approval by the Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the <b>Committee</b> under minute reference:
<b>RFO signature:</b>	<b>Chair of meeting signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>

## Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the <b>Committee</b> , and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	<b>Approval by the Committee</b> I confirm that these accounting statements and Annual Governance Statement were approved by the <b>Committee</b> under minute reference:
<b>RFO signature:</b>	<b>Chair of meeting signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>

## Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2019 of:

--

### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated \_\_\_\_\_.]

### Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: COYCHURCH CREMATORIUM

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2019.

The internal audit has been carried out in accordance with the Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Annual audit of main accounting system undertaken. No relevant issues identified and substantial assurance provided.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	As above, the annual audit has confirmed that the corporate systems and processes in place ensures these requirements are met. Sample testing in this area confirmed this is the case
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Corporate risk assessment process in place. Details of current risk assessments specific to the service are available on the Council's intranet.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	No precept received. Budget and reserves monitored centrally by Finance and reported to Crematorium Joint Committee.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sample check confirmed this was the case.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No petty cash expenditure for 2018/19.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Annual centralised payroll audit undertaken. No relevant issues identified. Sample testing confirmed bona fide employees and correct payments made.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Centralised corporate asset register.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
					Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Corporate reconciliations are undertaken and previous audit work has confirmed the process is robust.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Annual audit of main accounting system undertaken. Significant assurance provided and no relevant issues identified.

For any risk areas identified by the Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
11. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Committee are included in my detailed report to the Committee dated \_\_\_\_\_.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2017-18 and 2018-19. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Joan Davies
Signature of person who carried out the internal audit: signature required 
Date: 5/06/19

## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2018) equals the balance brought forward in the current year (line 1 of 2019). Explain any differences between the 2018 figures on this annual return and the amounts recorded in last year's annual return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Committee holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every committee must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
<b>Accounts</b>	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2019 agree to Line 9?		
<b>Approval</b>	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2019?		
	Has the body approved the accounting statements before 30 June 2019 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
<b>All sections</b>	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
<b>Accounts</b>	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Committee's approval of the amendments before re-submission to the auditor?		



## BRIDGEND COUNTY BOROUGH COUNCIL

### COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 14<sup>TH</sup> JUNE 2019

#### REPORT OF THE CLERK & TECHNICAL OFFICER

##### ANNUAL REVIEW 2018/19

#### 1. Purpose of the Report

- 1.1 The purpose of this report is to advise the Joint Committee on the performance of Coychurch Crematorium during 2018/19.

#### 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 Clause 3.2 of the Joint Authority 'Memorandum of Agreement' relating to the Coychurch Crematorium Joint Committee requires that the Joint Committee shall receive a report at the Annual General Meeting reviewing performance against the Business Plan for the preceding year.

#### 4. Current Situation / Proposal

- 4.1 **Appendix A** identifies the performance of Coychurch Crematorium relating to:

- Number of cremations
- Service standards

- Planned expenditure
- Achievement of Business Plan objectives

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 provides the performance against the approved 2018-19 business plan. As this is retrospective in nature, there is no requirement for a well-being statement.

8. **Financial Implications**

8.1 The Revenue budget for 2018/19 was adjusted in the Business Plan to accommodate variations in the works programme.

9. **Recommendation:**

9.1 The Joint Committee is recommended to note the report.

**ZAK SHELL**  
**CLERK AND TECHNICAL OFFICER**  
**3<sup>rd</sup> June 2019**

**Contact Officer:**

Joanna Hamilton, Bereavement Services Manager and Registrar

Telephone No. 01656 656605

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

**Background Papers:** Business Plan Report to the Joint Committee 8<sup>th</sup> March 2019 and  
Business Plan Report to the Joint Committee 9<sup>th</sup> March 2018.

## APPENDIX A

# CREMATORIUM ANNUAL PERFORMANCE AND FINANCIAL REVIEW 2018/19

### Number of cremations

In 2018/19, the Crematorium carried out the following cremations:

CREMATIONS (residence)	TOTALS
Borough of Bridgend	999
Vale of Glamorgan	142
Rhondda-Cynon-Taff	386
Others	61
<b>TOTALS</b>	<b>1588</b>

### Public Satisfaction

The Crematorium carries out a quarterly review of questionnaire results which feeds into an annual assessment of the quality of service. For 2018/19, this showed that the overall satisfaction level, to a standard of good or excellent, remains at 100%. Where necessary, the Bereavement Services Manager & Registrar has responded to the cremation applicant. An analysis of the responses received is indicated below:

#### SERVICE FOR THE BEREAVED – CREMATORIUM (APRIL 2018 to JULY 2018 incl.)

##### Responses 62

During the implementation of your funeral requirements, how would you rate:

	Excellent	Good	Average	Poor
The availability of service times	74.58%	20.34%	5.08%	
The arrangements on the day of the funeral	91.53%	6.78%	1.69%	
The presentation of the cremation plot	94.29%	5.71%		

In dealing with staff how would you rate:-

	Excellent	Good	Average	Poor
Literature and information given	84.62%	15.38%		
Presentation of personnel	88.46%	11.54%		
General attitude of staff	90.38%	9.62%		

How would you rate the following conditions within cemeteries/crematorium:-

	Excellent	Good	Average	Poor
Chapels	91.38%	8.62%		
Access roads and footpaths	93.10%	6.90%		
Rose gardens and grounds	94.44%	5.56%		

Grass cutting around memorials	92.45%	7.55%
Toilets	87.76%	12.24%
Water stations and waste bins	86%	14%

**OVERALL SATISFACTION** 92.73% 7.27%

**If the cremated remains of the deceased were removed from the crematorium please state why:-**

- To be with another family member at cemetery
- Interred at family plot
- Arrangements already made with funeral directors in Kenfig Hill
- I wish to keep them at home
- Taken to Ton Cemetery
- Bringing Mum home for sentimental reasons
- Taken to local church garden of remembrance
- To meet the wishes of the deceased
- Other appropriate disposal
- For burial at local cemetery
- Personal choice – to be scattered
- Ashes to be split
- We wish to scatter mum's ashes where we scattered dad's
- He had requested where his ashes were to be scattered
- To be scattered with my dad at local cemetery
- The family wish to scatter the ashes in the garden
- In the care of funeral director until father is well enough to make a decision
- Private burial
- To be scattered in his place of choice
- Because I want them here, at home, with me
- Interment at family grave
- To be buried with wife
- Paid for own plot many years ago
- My husband had already discussed where he wanted them scattered
- To be interred at Tonyrefail cemetery
- Private ceremony to scatter

**What other form of memorialisation would you like to see: -**

No comments received.

**Do you have any further observations or comments: -**

- Very well looked after – 10/10
- Everyone is extremely kind, patient and respectful – we thank you all from family
- Coychurch is of a far superior standard than Margam which is why you were chosen
- We are extremely pleased with the service we received. Very respectful and sensitive
- Very satisfied
- The pretty local garden of remembrance is easier for the children to visit and enjoy some contemplation
- Completely satisfied – thank you
- My daughter sang at mum's funeral in the crematorium and although it was a little difficult getting hold of Rhiannon for her to liaise with my daughter – once they spoke and realised each other's musical training and qualifications – the end result was perfection itself – mum would have been so proud and pleased that all her requests were achieved and fulfilled to such a standard. Rhiannon worked well with my daughter and the Funeral Director representative – we thank you for that opportunity at this sad time of loss

- I would really like to thank them all for all the excellent service they gave to me and my family and most importantly my mum on that very sad day. Excellent service by all the staff that take care of this
- Wonderful organist
- Thank you for all your help at this very sad time for us
- We visited today Friday 13<sup>th</sup> and thought how lovely the grounds looked – well done
- I think that Coychurch Crematorium is the nicest in the area – pleasant setting and immaculate presentation
- Thank you for being so helpful
- Just to say thank you so much for all the care and dignity shown to my husband
- A neighbour who had never been to Coychurch Crematorium before thought it was a beautiful setting
- Friends complained about the mike system – could not hear at the back
- Delay in entering – held outside for 20 minutes – we arrived on time
- Overall – very happy

**SERVICE FOR THE BEREAVED – CREMATORIUM**  
**(AUGUST to DECEMBER 2018 incl.)**

**Responses 66**

**During the implementation of your funeral requirements, how would you rate:**

	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
The availability of service times	75%	21.88%	3.12%	
The arrangements on the day of the funeral	88.71%	11.29%		
The presentation of the cremation plot	91.67%	5.56%	2.77%	

**In dealing with staff how would you rate:-**

	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
Literature and information given	80.36%	19.64%		
Presentation of personnel	85.95%	14.05%		
General attitude of staff	84.21%	15.79%		

**How would you rate the following conditions within cemeteries/crematorium:-**

	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
Chapels	89.23%	10.77%		
Access roads and footpaths	89.23%	10.77%		
Rose gardens and grounds	89.83%	10.17%		
Grass cutting around memorials	89.66%	10.34%		
Toilets	83.33%	16.67%		
Water stations and waste bins	76.92%	23.08%		

<b>OVERALL SATISFACTION</b>	84.36%	15.64%		
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**If the cremated remains of the deceased were removed from the crematorium please state why:-**

- To scatter ashes
- To be laid to rest with brother
- The deceased wished to have ashes scattered in Devon
- For family to decide what to do with them
- Requested by deceased
- Coming home to join my dad

- I wish to scatter the remains privately
- Returned closer to home
- Prefer to bury ourselves
- Buried with a family member
- To be buried elsewhere
- Private interment plot
- Will be scattered with family
- Laid to rest at other location
- To be scattered
- To be scattered at a meaningful place in her childhood
- To be buried with husband in different cemetery
- Burial at St David's Church, Laleston
- Brought home until I die – ashes to be mixed and scattered together
- Burial in family grave
- Arranged with funeral director to bring home
- To scatter to special areas
- To fulfil final wish – to be scattered
- Family scattering in particular place
- To be scattered by family in accordance with deceased wishes
- To be scattered on daughter's grave
- We wish to plant a tree in the garden and scatter ashes
- I wanted my husband's remains at home with me
- To be placed in family plot in Sunderland
- Just to be near for a while
- Ashes to be scattered where he was born
- My wife's remains were removed from the Crematorium because she wanted to be buried with myself when the time comes
- Funeral directors have been advised of my wife's wishes to be buried in a family plot at Kingsbridge cemetery, Gorseinon, Gower as soon as this can be arranged with Swansea authorities
- Wishes of deceased to be scattered near place of birth
- To be with husband at cemetery
- Undecided what to do with ashes currently
- Maesteg cemetery
- Removed for private scattering
- No decision yet made as to disposal of remains

**What other form of memorialisation would you like to see: -**

- Photo screen

**Do you have any further observations or comments: -**

- Everywhere clean and tidy and pleasant site
- Very satisfied on the day of the funeral and lovely comments from all who attended the Crematorium
- Family came from Aberdare and all commented how nice Bridgend Crematorium and grounds were
- Excellent surroundings
- Could have done with 1 hour slot for the service
- The music was all-important for us and the sound quality was excellent
- Coychurch Crematorium is always a peaceful, pleasant atmosphere
- At a later date I may arrange for a plot to be purchased
- An excellent service in beautiful surroundings
- Very dignified and excellent service
- What a beautiful, peaceful crematorium, gorgeous presentation inside and within the grounds. A lovely place to say a final goodbye. Also appreciate the help and support to accommodate our needs/wishes for details within the service

**SERVICE FOR THE BEREAVED – CREMATORIUM**  
**(JANUARY TO MARCH 2019 incl.)**

**Responses 46**

**During the implementation of your funeral requirements, how would you rate:**

	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
The availability of service times	60%	22.22%	13.33%	4.44%
The arrangements on the day of the funeral	81.82%	15.18%		
The presentation of the cremation plot	82.14%	17.86%		

**In dealing with staff how would you rate:-**

	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
Literature and information given	77.78%	22.22%		
Presentation of personnel	76.92%	23.08%		
General attitude of staff	74.36%	23.08%	2.56%	

**How would you rate the following conditions within cemeteries/crematorium:-**

	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
Chapels	92.30%	8.70%		
Access roads and footpaths	89.13%	8.70%	2.17%	
Rose gardens and grounds	86.05%	11.63%	2.32%	
Grass cutting around memorials	85%	12.50%	2.50%	
Toilets	78.57%	19.05%	2.38%	
Water stations and waste bins	76.32%	21.05%	2.63%	

<b>OVERALL SATISFACTION</b>	85.71%	14.29%		
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**If the cremated remains of the deceased were removed from the crematorium please state why:-**

- Interment in Trane Cemetery, Tonyrefail
- Burial closer to home
- Plan to combine on decease of spouse before final arrangement
- Private arrangement
- To be placed with husband
- Family wanted them
- She wanted to be scattered on her mother's grave
- Plot elsewhere
- To be buried alongside his mum/dad at church in Coychurch which I attend
- For the family to scatter
- To be taken to her home in Yorkshire
- Removed by funeral director for me to keep
- Interment at Maesteg Cemetery
- Deceased wished to rest in favourite place
- Burial in churchyard
- My husband came from Port Talbot/Neath so wanted to return there
- To be scattered as per wishes of the deceased
- To be buried in Sarn Cemetery
- Removed by funeral director for burial in cemetery in North Cornelly
- The undertakers have collected the cremated remains for interment at Cowbridge cemetery
- To be scattered locally
- To be placed with her husband in Cwmbran

**What other form of memorialisation would you like to see: -**

- A plaque for my wife and later on for myself

**Do you have any further observations or comments: -**

- Thank you to all staff for help and guidance at a difficult time
- One of the nicest crematoriums I have visited
- I would like to thank your staff as everything went well at the crematorium
- My thanks to everyone for wonderful service
- Beautiful setting
- A professional service - no complaints
- Thank you for looking after my grandparents and parents
- The grounds within the crematorium are beautifully maintained and it is a calm oasis. I've rarely been in a better kept crematorium

***Expenditure for Planned Works 2018/19***

The programme of Business Plan expenditure for 2018/19 is indicated below:

<u><b>Narrative</b></u>	<b>2018/19</b>	
	Proposed	Revised
	£000	£000
Land extension: Phase 2 Retention	5	5
Chapel of Remembrance repairs	20	5
Flat roof repairs Waiting Room & Porte-cochère (Moved to 2019/20)	30	0
Organ Repairs (moved to 2019/20)	20	0



## Business Plan Service Objectives

A progress report on the service objectives and planned actions is summarised on the following Business Plan Assessment and Review.

### 2018/19 BUSINESS PLAN ASSESSMENT & REVIEW

<b>SERVICE OBJECTIVES</b>	<b>PLANNED ACTIONS</b>	<b>TARGET/DESIRED OUTCOME</b>	<b>RESP OFFICER</b>	<b>METHOD OF MEASUREMENT</b>	<b>PROGRESS REPORT</b>
<b>Organ Maintenance</b>	<ul style="list-style-type: none"> <li>• <b>Organ repairs</b></li> </ul>	<b>April 2019</b>	Joanna Hamilton	<b>Regular progress meetings</b>	<ul style="list-style-type: none"> <li>• Reported to meeting on 8<sup>th</sup> March 2019 – approval for amended project, for completion April 2020</li> </ul>
<b>Land Extension Phase 2</b>	<ul style="list-style-type: none"> <li>• <b>Infrastructure retention</b></li> <li>• <b>Landscaping</b></li> </ul>	<b>April 2018</b> <b>April 2019</b>	Joanna Hamilton	<b>Regular progress meetings</b>	<ul style="list-style-type: none"> <li>• Completed April 2018</li> <li>• Completed Nov 2018</li> </ul>
<b>Flat roof repairs</b>	<ul style="list-style-type: none"> <li>• <b>Replace Waiting Room &amp; porte-cochère surface</b></li> </ul>	<b>April 2019</b>	Joanna Hamilton	<b>Regular progress meetings</b>	<ul style="list-style-type: none"> <li>• Delayed to June 2019</li> </ul>
<b>Chapel of Remembrance</b>	<ul style="list-style-type: none"> <li>• <b>Building repairs</b></li> </ul>	<b>April 2019</b>	Joanna Hamilton	<b>Regular progress meetings</b>	<ul style="list-style-type: none"> <li>• Completed November 2018</li> </ul>
<b>Budget Strategy</b>	<ul style="list-style-type: none"> <li>• <b>Annually review &amp; revise service charges</b></li> <li>• <b>Review works programme</b></li> <li>• <b>CAMEO payments</b></li> </ul>	<b>Annually</b>  <b>Annually</b>  <b>Annually (Commenced Jan. 2014)</b>	Joanna Hamilton	<b>Annual report to Joint Committee</b>  <b>Annual report to Joint Committee</b>  <b>Annual report to Joint Committee</b>	<ul style="list-style-type: none"> <li>• Completed, reported to meeting on 8<sup>th</sup> March 2019.</li> <li>• Completed, reported to meeting on 8<sup>th</sup> March 2019.</li> <li>• Completed, reported to meeting on 8<sup>th</sup> March 2019.</li> </ul>



## BRIDGEND COUNTY BOROUGH COUNCIL

### COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 14<sup>TH</sup> JUNE 2019

#### REPORT OF THE CLERK & TECHNICAL OFFICER

##### FLOWER COURT FACILITIES

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

- 1.1 The purpose of this report is to update the Joint Committee on the provision of an extension to the Flower Court facility at Coychurch Crematorium and to seek approval for the design.

###### 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 buildings of the Crematorium are carefully designed to provide for the ceremonial and sacred aspects of the cremation service and to complement the landscape in which they sit. The Crematorium is an important work by a British architect of international reputation (Maxwell Fry) and is Grade 2\* listed. As such, any proposed changes to the scheme must be carefully considered.
- 3.2 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 Flower Court facility, however, is an area that lends itself to improvement due to its compact layout. It is proving inadequate for the functions it is required to accommodate.

- 3.3 An area of open grass immediately joins the Flower Court area and provides additional space that could facilitate the construction of a purpose made extension to join the existing facility, to create one much larger flower display and dispersal area.
- 3.4 At the site visit to the Crematorium, in advance of the meeting of 15<sup>th</sup> June 2018, Members were shown the Flower Court facilities to the rear of the Crematorium building where the bereaved families greet their congregation and view their floral tributes following the funeral service in the Crallo Chapel. The Flower Court is accessed via a set of doors at the front of the chapel and comprises of a narrow corridor with toilet facilities on one side and the raised flower display to the other. An open section at the far end of the corridor leads to the waiting funeral cars and main car park. Members were reshowed these facilities at the site visit to the Crematorium in advance of today's meeting.
- 3.5 An explanation was provided of the bottleneck that is created when large congregations file through one set of doors and into the limited space of the Flower Court. Additionally, the delay that can be caused to the following funeral service as a result of the slow movement of the congregation through this area.
- 3.6 At the meeting on 15<sup>th</sup> 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.
- 3.7 The report of 15<sup>th</sup> 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. At the meeting on 8<sup>th</sup> March 2019 the Joint Committee approved an estimated amount of £300,000.00, included in the 2019/20 budget, to accommodate the funding of the construction phase of the project, subject to a more accurate costing based upon the feasibility study and the Joint Committee's further approval.

#### 4. **Current Situation / Proposal**

- 4.1 Capita was engaged to provide a feasibility study and design options for the Flower Court extension, to include budget costs. In recognition of the fact that Coychurch Crematorium was designed by an internationally renowned architect, Capita placed architect Mr Jonathan Adams in charge of the design works. Mr Adams is a Welsh architect particularly known for his landmark buildings in Cardiff and was previously President of the Royal Society of Architects in Wales (RSAW) from 2005 to 2007. His notable projects include the prestigious Millennium Centre in Cardiff Bay, the new headquarters building for the Welsh Joint Education Committee (WJEC) in Llandaff and the Sherman Theatre refurbishment in Cardiff.

- 4.2 The feasibility study provided by Capita was considered in detail and the design included in Appendix A is recommended for the following reasons:
- (i) The design of the building is effective for the requirements of the bereaved and staff but also compliments the religious ethos of the existing buildings and grounds.
  - (ii) It maximises the use of space.
  - (iii) It provides a new door aperture from the rear of the chapel that leads directly into the extended covered Flower Court, greatly improving the speed at which mourners can vacate the chapel to view the floral tributes while additionally improving safety in the case of an emergency evacuation.
  - (iv) It provides covered access from the door at the top of the Cloister walkway (stained glass corridor leading to the chapel entrance doors) to the chapel exit doors. This improves working conditions for the Crematorium's Chapel Attendant and the Funeral Directing team when moving between the two areas during funerals, protecting them from adverse weather conditions and preventing the risk of slips and falls on the wet pathway.
- 4.3 The proposed design takes its dome-like form from historic religious buildings of different faiths, displaying handkerchief vaults built from hardwood frames and featuring stone walling, stone paving and glass which complement the current architectural style of the building. The outline design proposals attached at Appendix A of this report include a summary of the architects design statement.
- 4.4 The architect, Mr Jonathan Adams, will present his design to the Members of the Joint Committee at this meeting.
- 4.5 The design would be subject to planning approval. The Planning Application will require a detailed Heritage Impact Statement to support the Listed Building Application, in addition to the standard Design and Access Statement.
- 4.6 The feasibility study has calculated an estimated budget cost of £465,720.00. The Quantity Surveyor has prudently included a 15% risk contingency to the estimate to accommodate the early design stage. The cost allows for the high quality of material and workmanship. This is to take into account the importance of the listed building and the need to ensure that the quality of the new extension is equal to the quality of the original buildings. As a result of these generous allowances there will be scope to reduce the costs if it becomes necessary to do so, without making compromises with the quality overall.
- 4.7 The programme would involve:
- Preparation of detailed drawings.
  - Planning submission/listed building consent.

- Tender and report back to the Joint committee for approval.
- Construction of extension with a view to commencing works within the 2019/20 financial year.

4.8 Design consultants fees for the completion of the project have been estimated at £70,000, which represents 15% of the construction cost. The core design team will include:

- Architects
- Cost Consultants
- Structural Engineers
- Civil Engineers
- Electrical Engineers

4.9 Professional fees will be distributed throughout the duration of the project.

## 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 There is no requirement for a well-being statement at this stage.

## 8. **Financial Implications**

8.1 The estimated budget cost of the design and project management works is £70,000 and can be accommodated in the 2019/20 revenue budget. £300,000 of the estimated budget cost for construction is included in the Crematorium's Business Plan for 2019/20 and accommodated in the 2019/20 revenue budget. The additional funding of £165,720 will be provided from the Crematorium's accumulated reserve funds.

8.2 The Treasurer's Annual Accounting Statement, also being presented to this Committee, confirms that in 2018-19 Coychurch Crematorium made a net surplus of £496,738. The surplus has been added to the accumulated reserve for the Crematorium brought forward at 31 March 2018, bringing the total of that reserve to £1,755,451. The surplus fund is designed to build up reserves for the future replacement of the cremators and ancillary plant along with future service improvements. The Crematorium has sufficient long term funds to finance the replacement project and future planned works, including the Flower Court extension.

**9. Recommendation:**

- 9.1 The Joint Committee is recommended to approve the proposed design of the extension to the Flower Court facility.
- 9.2 The Joint Committee is recommended to authorise the Clerk and Technical Officer to seek planning permission and 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**  
**3<sup>rd</sup> June 2019**

**Contact Officer:**

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**Background Papers:**

Flower Court Facilities Report to the Joint Committee 15<sup>th</sup> June 2018 and  
Business Plan Report to the Joint Committee 8<sup>th</sup> March 2019.

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# COYCHURCH CREMATORIUM

## 2019/20

### New Dispersal Cloister

#### *Architects Summary Design Statement, May 2019*

Wales has only a very small number of post-war listed buildings, and Coychurch Crematorium is among the most important of them. The design of the new dispersal cloister has to achieve a careful balance. It should not be designed to appear as if it is part of the original modernist structure, because it is important that the original building can still be easily distinguished from the parts that are added to it.

When we deal with much older heritage buildings this is easily achieved by using modern materials and details. But for a modern building like Coychurch Crematorium we can only do it by using a contemporary form of structure which takes important cues from the existing building, but which is also distinct from it.

The existing dispersal cloister is a simple flat, concrete roof supported on a row of slender concrete columns. It was originally open to the elements along the south elevation. The open side of the cloister was later covered with sheets of translucent plastic to protect family and friends from wind and rain. It is an outdoor space, but also a sheltered space. The new dispersal cloister has been designed to continue to perform in this way, but with a larger sheltered area and with glass weather screens along the south side which provide an opportunity to continue the tradition of high quality glass artwork for which the crematorium is famed.

Because it is primarily a shelter, the most prominent feature of the new dispersal cloister will be its roof. It is the design of the roof that provides the opportunity to create the distinct architectural language that will differentiate the new structure from the original building. The roof uses a very traditional 'vault' shape that is familiar from historic religious buildings of different faiths. The dome-like forms are known as 'handkerchief vaults', because they resemble a sheet held down at its four corners while the crown rises up in the centre. In simple terms it is the shape that is produced when a dome is placed over a square space.

The patterns of domes that we have proposed is based on the spacing of the columns that support the existing dispersal cloister roof. In effect we have made a grid pattern from the structural grid of the existing building. This links the design of the new structure closely to the original. The roof of the new cloister has to be a little higher than the roof of the existing cloister, so that the new roof can overlap the existing roof and give good weather protection.

The domes are built from hardwood frames. The curve of the individual timber arches helps to emphasise the dome shapes. The spaces in the frame are covered with sheets of cream-white glass. These glass sheets will be hand made by a Swansea-based company connected to the architectural glass department of UWTSD. This will maintain the connection with Swansea Art College, which produced most of the stained glass in the original building. The dome forms have ancient precedents but are built using distinctive contemporary techniques. The curves of the roof also provide a counterpoint to the flat roof surfaces of the original building. The structure will embody the spiritual and modern characteristics of the original building. It will complement the existing building while still being distinct from it.

Some of the elements of the new design are deliberately designed to echo features of the original building. For example the new columns that support the new roof are designed to match the columns under the existing dispersal cloister roof, and the stonework on the low walls and in the floor of the cloister will use the same types of stone that were used in the original building, laid in a similar pattern.

There are only a few changes proposed to the original building. The first of these is the removal of the low stone wall that runs along the south side of the existing cloister. This is the wall that the plastic sheets are fixed to. This wall has been substantially remodelled already. We do not anticipate that there will be any difficulty in obtaining agreement of the conservation authorities to remove it.

The second proposed intervention may require a more detailed case to be made. This is the idea of adding a second exit door through the east wall of Capel Crallo, to make it easier for friends and family to leave the chapel at the end of the service. The proposal is to lower the cill level of one of the existing windows down to floor level, so that it can be used as a doorway. There are six windows in the east wall of the chapel. The window at the end of the row, nearest to the back of the chapel, would be made into the new doorway. The window opening cannot be made any wider, and it is not quite wide enough for a door to be set into the opening. For this reason we have proposed that it is left as a simple rectangular opening, and that the exit door is set into a glass lobby built onto the outside of the chapel wall. The glazing of this lobby is designed in the same form as the glass weather screens, and would be incorporated into the same overall glass art work. Because it involves a physical alteration to the principal space of Capel Crallo, we should expect that potentially lengthy dialogue will be required with the conservation authorities in order to obtain their approval for this change. However, if it proves too difficult or too costly to obtain approval for a new door opening in the chapel wall the proposed enlargement will still greatly improve the comfort and the efficiency of the dispersal cloister, and add a beautiful new space that will provide a suitable, uplifting conclusion to chapel services.









