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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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Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.
We welcome correspondence in Welsh. Please
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**Cyfarwyddiaeth y Prif Weithredwr / Chief
Executive's Directorate**

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Gofynnwch am / Ask for: Gwasanaethau
Democrataidd

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

Date / Dyddiad: Dydd Llun, 1 Mawrth 2021

Annwyl Cynghorydd,

Cyd Bwyllgor Amlogfa Llangrallo

Cynhelir Cyfarfod Cyd Bwyllgor Amlogfa Llangrallo o bell trwy Microsoft Teams ar **Dydd Gwener, 5 Mawrth 2021 am 14:00.**

AGENDA

1. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
2. Datganiadau o fuddiant
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau /
Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y
Cyngor o 1 Medi 2008.
3. Cymeradwyaeth Cofnodion 3 - 10
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 04/09/2020
4. Goleuadau Allanol 11 - 14
5. Cynllun busnes a ffioedd amlogfa 15 - 38
6. Rhaglen Cyfarfodydd 2021-22 39 - 40
7. Perfformiad Ariannol 2020-21 a'r Gyllideb Refeniw Arfaethedig 2021-22 41 - 48
8. Materion Brys
I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn
y dylid eu hystyried yn y cyfarfod fel mater o frys yn unol â Rhan 4 (pharagraff 4) o'r
Rheolau Trefn y Cyngor yn y Cyfansoddiad.

Yn ddiffuant

K Watson

Prif Swyddog – Gwasanaethau Cyfreithiol, Adnoddau Dynol a Rheoleiddio

Dosbarthiad:

Cynghorwyr:

G Cox

S Edwards

G Hopkins

G John

AA Pucella

JC Spanswick

R Turner

E Venables

DBF White

JE Williams

RE Young

Presennol

Y Cyngorydd RE Young – Cadeirydd

G Cox
R Turner

S Edwards
E Venables

G John
JE Williams

AA Pucella

Ymddiheuriadau am Absenoldeb

G Hopkins a/ac JC Spanswick

Swyddogion:

Mark Galvin	Uwch Swyddog Gwasanaethau Democraidd - Pwyllgorau
Joanna Hamilton	Rheolwr Gwasanaethau Profedigaeth a Chofrestrydd
Michael Pitman	Swyddog Gwasanaethau Democraidd – Pwyllgorau
Zak Shell	Pennaeth Gwasanaethau Cymdogaeth
Eilish Thomas	Rheolwr Cyllid – Rheoli Ariannol a Chau

72. DATGANIADAU O FUDDIANT

Dim.

73. CADARNHAU COFNODION

PENDERFYNWYD: Bod Cofnodion cyfarfod o Gydbwyllgor Amlogfa Llangrallo yn ddyddiedig 6 Mawrth 2020.

74. ADOLYGIAD BLYNYDDOL O AMCANION CYNLLUN BUSNES 2019/20

Cyflwynwyd adroddiad gan y Clerc a'r Swyddog Technegol, a'i ddiben oedd cynghori'r Cydbwyllgor ar berfformiad Amlogfa Llangrallo yn ystod 2019/20.

Er gwybodaeth gefndirol, cadarnhaodd fod Cymal 3.2 o 'Femorandwm Cytundeb' y Cydawdurdod sy'n ymwneud â Chydbwyllgor Amlogfa Llangrallo yn ei gwneud yn ofynnol i'r Cydbwyllgor dderbyn adroddiad yn y Cyfarfod Cyffredinol Blynyddol yn adolygu perfformiad yn erbyn y Cynllun Busnes ar gyfer y flwyddyn ariannol flaenorol.

Nododd paragraff 4.1 o'r adroddiad fod Atodiad A i'r adroddiad, h.y. Adolygiad Perfformiad Blynyddol ac Ariannol yr Amlogfa ar gyfer 2019/20 yn nodi perfformiad yr Amlogfa, yn ymwneud â

1. Nifer yr amlogiadau
2. Safonau gwasanaeth
3. Gwariant wedi'i gynllunio
4. Cyflawni amcanion y Cynllun Busnes

Gan gyfeirio at rai pwyntiau allweddol yn Atodiad A, dywedodd y Clerc a'r Swyddog Technegol fod yr Amlogfa yn cynnal adolygiad chwarterol o ganlyniadau holiaduron sy'n bwydo i mewn i asesiad blynyddol o ansawdd y gwasanaeth. Ar gyfer 2019/20,

dangosodd hyn fod y lefel bodlonrwydd cyffredinol, i safon dda neu ragorol, yn parhau i fod yn 100%. Amlinellwyd dadansoddiad o'r wybodaeth hon yn y rhan hon o'r adroddiad.

O ran arsylwad a wnaed gan berson a fu'n ymwneud â gwasanaeth amloggi o'r blaen, ar yr Amloggfa yn darparu arddangosfa fideo ar gyfer lluniau ac ati, dywedodd y Clerc a'r Swyddog Technegol wrth yr Aelodau fod y broses o brynu system fideo o'r fath wedi'i gohirio, ond y byddai'n cael ei phrynu yn y dyfodol agos.

Cyfeiriodd wedyn at dudalen 17 o Atodiad A a'r gwariant ar gyfer gwaith a gynlluniwyd ar gyfer 2019/20, lle'r oedd yn adlewyrchu bod peth gwaith wedi llithro i'r flwyddyn ariannol nesaf, yn ymwneud ag estyniad y Llys Blodau, Goleuadau allanol i Fyrddau Dosbarthu Safleoedd a Thrydanol.

PENDERFYNWYD:

Bod y Cydbwyllgor wedi nodi'r adroddiad.

75. CYFLEUSTERAU'R CWRT BLODAU

Cyflwynwyd adroddiad gan y Rheolwr Gwasanaethau Profedigaeth a'r Cofrestrydd, a'i ddiben oedd rhoi'r wybodaeth ddiweddaraf i'r Cydbwyllgor am ddarparu estyniad i gyfleuster y Cwrt Blodau yn Amloggfa Llangrallo.

Dywedodd fod adeiladau'r Amloggfa wedi'u cynllunio'n ofalus i ddarparu ar gyfer agweddau seremonïol a sanctaidd y gwasanaeth amloggi ac i ategu'r dirwedd y maent yn eistedd ynddi. Mae'r Amloggfa yn waith pwysig gan bensaer o Brydain â chanddo enw da yn rhyngwladol (Maxwell Fry,) ac mae'n adeilad rhestredig Gradd 2*. Fel y cyfryw, rhaid ystyried unrhyw newidiadau arfaethedig i'r cynllun yn ofalus.

Roedd yr Amloggfa'n cael ei hategu'n rheolaidd gan y defnyddwyr gwasanaeth ar gyfer y cyfleusterau o safon uchel a ddarperir ac mae hyn yn amlwg yn yr holiaduron gwasanaeth a ddychwelwyd. Fodd bynnag, mae cyfleuster y Cwrt Blodau yn faes sy'n addas ar gyfer gwella oherwydd ei gynllun cryno. Roedd bellach yn annigonol ar gyfer y swyddogaethau yr oedd yn ofynnol iddo eu darparu.

Gosodwyd y pensaer Mr Jonathan Adams (Capita) yn gyfrifol am y gwaith dylunio. Mae Mr Adams yn bensaer o Gymru sy'n arbennig o adnabyddus am ei adeiladau nodedig yng Nghaerdydd a bu gynt yn Llywydd Cymdeithas Frenhinol Penseiri Cymru (RSAW) rhwng 2005 a 2007. Mae ei brosiectau nodedig yn cynnwys y Ganolfan y Mileniwm fawreddog ym Mae Caerdydd, adeilad newydd y pencadlys ar gyfer Cydbwyllgor Addysg Cymru (CBAC) yn Llandaf ac adnewyddu Theatr y Sherman yng Nghaerdydd.

Yn y cyfarfod ar 6 Mawrth 2020, cymeradwyodd y Cydbwyllgor y Cynllun Busnes Lefel Gwasanaeth ar gyfer 2020/21, gan symud £520,000 o'r swm amcangyfrifedig ar gyfer y prosiect a gynhwyswyd yng nghyllideb 2019/20 i gyllideb 2020/21.

Dywedodd Rheolwr y Gwasanaethau Profedigaeth a'r Cofrestrydd fod gwaith ar y prosiect yn mynd rhagddo'n dda mewn tri maes, sef:-

- Cymeradwyaethau Statudol
- Dylunio Manwl
- Gofynion Iechyd a Diogelwch/CDMA

Rhodddwyd rhagor o wybodaeth am yr uchod ym mharagraff 4.1 o'r adroddiad, tra nododd paragraff 4.2 fod Pandemig Covid-19 wedi effeithio ar amserlen y gwaith ac y rhagwelwyd y byddai adroddiad pellach yn cael ei gyflwyno i Aelodau'r Cydbwyllgor ym mis Mawrth 2021.

PENDERFYNWYD: Bod y Cydbwyllgor wedi nodi'r adroddiad.

76. GWOBR Y FANER WERDD

Cyflwynwyd adroddiad gan y Clerc a'r Swyddog Technegol, er mwyn cynghori cais llwyddiannus y Cydbwyllgor ar Amlosgfa Llangrallo am Wobr y Faner Werdd yn 2020.

Yna cadarnhaodd, fel y gŵyr yr Aelodau, mai Gwobr y Faner Werdd yw'r safon genedlaethol feincnod ar gyfer parciau a mannau gwyrdd yng Nghymru a Lloegr. Fe'i lansiodd ym 1996 i gydnabod a gwobrwyo'r mannau gwyrdd gorau yn y wlad. Cyflwynwyd y wobwr genedlaethol gyntaf ym 1997 ac mae'n parhau i nodi'r safonau uchel y mesurir ein parciau a'n mannau gwyrdd yn eu herbyn. Fe'i hystyrir hefyd yn ffordd o annog sefydliadau i gyflawni safonau amgylcheddol uchel, gan osod meincnod rhagoriaeth mewn ardaloedd hamdden gwyrdd. Mae'r holl fannau gwyrdd yn wahanol ac anogir amrywiaeth gyda phob safle'n cael ei farnu yn ôl ei deilyngdod.

Derbyniodd Amlosgfa Llangrallo ei gwobr gyntaf yn 2010 ac yn flynyddol wedi hynny. Gwnaed ailgyflwyniad ar gyfer Gwobr y Faner Werdd ym mis Ionawr 2020 a chyhoeddwyd gwobrau ar 14 Gorffennaf 2020.

Cadarnhaodd y Clerc a'r Swyddogion Technegol fod yr Amlosgfa unwaith eto wedi llwyddo i sicrhau'r dyfarniad hwn a gydnabyddir yn genedlaethol am safonau gofal a chynnal a chadw'r safle a'r tiroedd. Mae'r wobwr yn cadarnhau'r ymrwymiad i gynnal safonau uchel, y gall pob ymwelydd ei werthfawrogi.

Gwerthfawrogodd yr Aelodau y gwaith caled parhaus a wnaed i gyflawni'r wobwr hon ar gyfer yr unfed flwyddyn ar ddeg yn olynol.

Cynghorwyd y Cydbwyllgor bod cynlluniau'n cael eu gwneud i nodi'r digwyddiad ar 14 Hydref 2020.

Daeth y Cadeirydd â'r ddadl i ben ar yr eitem hon, drwy ddweud ei fod am gofnodi bod hyn yn gyflawniad gwirioneddol a diolchodd i'r Rheolwr Gwasanaethau Profedigaeth a'r Cofrestrydd a'i staff am gynnal a gwella safonau yn yr Amlosgfa, er mwyn cael gwobr y Faner Werdd unwaith eto.

PENDERFYNWYD: Bod y Cydbwyllgor yn falch o nodi llwyddiant yr Amlosgfa wrth sicrhau Gwobr y Faner Werdd ar gyfer 2020.

77. GWASANAETH NADOLIG

Cyflwynwyd adroddiad gan y Clerc a'r Swyddog Technegol, er mwyn cynghori'r Cydbwyllgor ar y trefniadau ar gyfer Gwasanaeth Nadolig Amlosgfa Llangrallo 2020.

Dywedodd wrth yr Aelodau, yn anffodus, oherwydd y sefyllfa barhaus gyda phandemig Covid-19, yr ystyriwyd bod angen canslo'r Gwasanaeth Nadolig eleni, a fyddai, gobeithio, yn aildechrau ym mis Rhagfyr 2021.

Dywedodd y Cadeirydd, er bod canslo'r Gwasanaeth eleni yn gwbl ddealladwy, ei fod yn dal yn drist o weld na fyddai'n mynd yn ei flaen, gan ei fod yn rhoi cyfle i unigolion sy'n mynd iddo fyfyrto ar y 12 mis diwethaf ac efallai alaru ar ôl colli unrhyw anwyliaid yn ystod y cyfnod hwnnw.

Cydnabu ymdrechion y tîm Gwasanaethau Profedigaeth a fu yno i aelodau o'r cyhoedd yn ystod uchafbwynt y pandemig pan oedd llawer o bobl, yn anffodus, wedi colli eu

bywydau oherwydd salwch sy'n gysylltiedig â Covid neu Covid. O fis Mawrth hyd at yn ddiweddar pan ddaeth achosion i'r amlwg, bu'r pwysau ar staff yn ddi-ildio.

Ychwanegodd y byddai ar ran y Cydbwyllgor, fel Cadeirydd, yn anfon e-bost at reolwr y Gwasanaethau Profedigaeth a'r Cofrestrydd yn diolch iddi hi a'i staff, am eu hymdrechion parhaus wrth ddelio â'r lefel uchel o amlosgiadau a fu yn ystod y gwanwyn.

PENDERFYNWYD: Bod y Cydbwyllgor wedi cymeradwyo canslo'r Gwasanaeth Nadolig yn 2020.

78. PANDEMIG COVID-19

Cyflwynwyd adroddiad gan Reolwr y Gwasanaethau Profedigaeth a'r Cofrestrydd, er mwyn rhoi diweddariad i'r Cydbwyllgor am y trefniadau yn Amlogfa Llangrallo yn ystod ton gyntaf pandemig Covid-19.

Er gwybodaeth gefndirol, dywedodd wrth yr Aelodau fod "Rheoliadau Diogelu Iechyd (Cyfyngiadau Coronafeirws) (Cymru) 2020" ym mis Mawrth 2020, wedi gosod cyfyngiadau ar amlosgfeydd. Roedd hyn yn cynnwys caniatáu iddynt gynnal gwasanaethau angladd dim ond os cyflwynwyd mesurau ymbellhau cymdeithasol, gan sicrhau pellter o 2 fetr rhwng yr holl unigolion ar y safle (oni bai eu bod o'r un aelwyd). Roedd y rheoliadau'n caniatáu i deulu a ffrindiau agos fynd i wasanaeth angladd cyhyd ag nad oedd yn golygu teithio'n helaeth a bod y rhai a oedd yn bresennol:

- Yw'r sawl sy'n trefnu'r angladd;
- Wedi'u gwahodd gan y sawl sy'n trefnu'r angladd;
- Yn ofalwr person a wahoddir i'r angladd.

I ddechrau, nododd y rheoliadau y dylai tiroedd yr Amlogfa aros ar gau i'r cyhoedd gyda dim ond y rhai a oedd yn bresennol yn yr angladdau'n swyddogol â chaniatâd i gael mynediad i'r safle. Arweiniodd hyn at gau tiroedd yr Amlogfa am gyfnod byr a oedd yn cynnwys cyfnod pythefnos Sul y Palmwydd a'r Pasg. Diwygiwyd y rheoliadau'n gyflym gan Lywodraeth Cymru gan ganiatáu i dir yr Amlogfa ailagor i'r rhai a wahoddwyd i angladd ac i alluogi aelodau o'r cyhoedd i osod blodau wrth ymyl y bedd.

Fel rhan o'r cyfyngiadau tyn hyn, y capel mwy, Crallo, oedd yr unig gapel a ddefnyddiwyd, ac addaswyd cynllun y capel o dan reolau ymbellhau cymdeithasol y llywodraeth.

Ychwanegodd Rheolwr y Gwasanaethau Profedigaeth a'r Cofrestrydd fod yr holl staff a fu'n gweithio yn y cyfleuster drwy gydol y pandemig gyda PPE perthnasol a mesurau ymbellhau cymdeithasol ar waith. Roedd asesiadau risg yn cael eu cynnal a'u hadolygu'n rheolaidd, ac roedd gweithdrefnau'n cael eu haddasu i alluogi'r gwasanaeth i barhau â'i ddyletswyddau arferol.

Aeth ymlaen, drwy gadarnhau bod y swyddfa weinyddol yn parhau'n gwbl weithredol ond ei bod ar gau i'r cyhoedd sy'n ymweld, gyda'r holl gymorth yn cael ei ddarparu dros y ffôn a thrwy e-bost/gohebiaeth drwy'r post. Darparwyd mynediad i'r swyddfa i Gyfarwyddwyr Angladdau drwy wasanaeth intercom er mwyn dosbarthu ffurflenni a darparu/casglu yrnau ac roeddent hefyd yn cael darparu ffurflenni'n electronig. Darparwyd mynediad iddynt i'r swyddfa drwy ddefnyddio sgriniau a darparwyd diheintydd dwylo hefyd. Roedd staff yr Amlogfa hefyd yn ymbellhau'n gymdeithasol, gyda gorsafedd gwaith wedi'u haddasu lle y bo'n briodol.

Aeth Rheolwr y Gwasanaethau Profedigaeth a'r Cofrestrydd yn ei blaen i ddweud bod mesurau ychwanegol yn cael eu rhoi ar waith i sicrhau na châi'r Amlogfa ei llethu yn

ystod y pandemig. Cyfyngwyd amseroedd gwasanaeth angladdau i dri deg munud a chyflwynwyd amseroedd gwasanaeth ychwanegol i gynyddu'r capasiti dyddiol o uchafswm o ddeg angladd i bedwar ar ddeg, er mwyn sicrhau nad oedd yn rhaid i'r rhai mewn profedigaeth aros yn hir i gynnal gwasanaeth. Cafodd aelodau staff ychwanegol eu hadleoli i'r gwasanaeth er mwyn gallu hyfforddi technegwyr amlogi ychwanegol i sicrhau gwydnwch a pharhad busnes, gyda phatrymau shifftiau hefyd yn cael eu rhoi ar waith o oriau gwaith arferol.

Ar anterth y pandemig, cyfyngwyd niferoedd presenoldeb angladdau i ddeg ac yna ymlacio i ugain pan ddaeth yn fwy diogel i wneud hynny, er mwyn ceisio amddiffyn staff a galarwyr rhag haint. Cynhaliwyd asesiadau risg a'u hadolygu'n rheolaidd yn ystod y cyfnod pwysig hwn. Parhaodd galarwyr i gael yr opsiwn i ffrydio'r gwasanaeth angladd dros y rhyngwyd ac i recordio'r gwasanaeth. Fe'u hatgoffwyd hefyd o'r opsiwn i gynnal gwasanaeth coffa yn ddiweddarach. Er i'r Amlogsgfa gael ei rhoi dan bwysau yn ystod pandemig Covid-19, roedd hi'n falch o gadarnhau na fu byth yn agos at gael ei llethu.

Cynhaliodd Rheolwr y Gwasanaethau Profedigaeth a'r Cofrestrydd, yn ystod y cyfnod hwn, sesiynau briffio a chyfathrebu rheolaidd â Chyfarwyddwyr Angladdau i sicrhau bod rheoliadau pandemig Llywodraeth Cymru yn cael eu dilyn a bod holl weithdrefnau a strategaethau'r Amlogsgfa yn cael eu deall yn llawn wrth i'r pandemig ddatblygu.

Gan droi mwy at y sefyllfa bresennol, cyfeiriodd yr Aelodau at baragraff 4.1 o'r adroddiad a thabl a oedd yn cymharu nifer y gwasanaethau angladd yn ystod 2019 â'r un cyfnod yn 2020. Dangosodd 2020 gynnydd sylweddol hyd at 2019 ar gyfer y misoedd a ddangoswyd, h.y. o fis Ionawr i fis Mehefin, yn gynhwysol.

Sicrhawyd y Cydbwyllgor gan Reolwr y Gwasanaethau Profedigaeth a'r Cofrestrydd fod Amlogsgfa Llangrallo yn parhau i weithredu o dan reoliadau pandemig. Er mwyn cadw at ddeddfwriaeth Llywodraeth Cymru a deddfwriaeth Iechyd Cyhoeddus Cymru ynghylch cadw pellter cymdeithasol, mae mesurau lleol yn dal i fod ar waith sy'n cyfyngu ar bresenoldeb angladdau, a ddewisir drwy wahoddiad ymlaen llaw.

Eglurodd mai iechyd a lles teuluoedd mewn profedigaeth, timau cyfarwyddo angladdau, staff y Cyngor a'u teuluoedd, a'r gymuned ehangach, oedd prif flaenoriaeth yr Amlogsgfa o hyd ac roedd canllawiau Llywodraeth Cymru yn cael eu monitro yn unol â hynny.

Cwblhaodd Rheolwr y Gwasanaethau Profedigaeth a'r Cofrestrydd ei chyflwyniad, drwy ddweud bod y niferoedd a oedd yn bresennol mewn angladdau yn cael eu hadolygu'n gyson yn unol â chanllawiau Llywodraeth Cymru. Mae'r gwasanaeth Amlogsgfa yn dal i werthfawrogi pa mor anodd yw'r cyfnod hwn o bandemig i deuluoedd mewn profedigaeth a'u ffrindiau wrth iddi barhau i reoli'r gwasanaeth yn ddiogel.

Gofynnodd Aelod a oedd lefelau'r gwasanaethau angladd bellach wedi dechrau dychwelyd i lefel arferol o ran niferoedd, yn dilyn yr ymchwydd cychwynnol oherwydd pandemig Covid-19.

Dyweddodd Rheolwr y Gwasanaethau Profedigaeth a'r Cofrestrydd fod y niferoedd yn dychwelyd yn fwy i'r lefel arferol, er bod yr Amlogsgfa weithiau'n cael gwybod am farwolaeth sy'n gysylltiedig â Covid-19 o hyd. Er, ar hyn o bryd, roedd effaith y feirws yn llai dwys. Fodd bynnag, rhagwelwyd ail don bosibl, ond gobeithio na fyddai hynny'n digwydd, ychwanegodd.

Daeth y Cadeirydd â'r ddaol i ben ar yr eitem hon drwy ddweud bod y tabl yn yr adroddiad a'r ffigurau a ddangoswyd o fewn hynny wedi rhoi adlewyrchiad trist o ran yr effaith y mae'r feirws wedi'i chael ar unigolion a'u teuluoedd.

PENDERFYNWYD:

Bod y Cydbwyllgor wedi nodi'r adroddiad.

79. DATGANIAD CYFRIFYDDU BLYNYDDOL 2019-20 A DATGANIAD MONITRO REFENIW 1 EBRILL I 30 MEHEFIN 20

Cyflwynwyd adroddiad gan y Trysorydd, a'i ddiben oedd cyflwyno'r Datganiad Cyfrifyddu Blynyddol archwiliedig ar gyfer blwyddyn ariannol 2019-20 i'r Cydbwyllgor, ar ôl cau'r cyfrifon, a rhoi gwybod i'r Cydbwyllgor am fanylion incwm a gwariant ar gyfer chwarter cyntaf blwyddyn ariannol 2020-21, a darparu amcanestyniad o'r sefyllfa alldro derfynol.

Dywedodd y Rheolwr Cyllid, Rheolaeth Ariannol a Chau, yn unol â Rheoliad 14 o Reoliadau Cyfrifon ac Archwilio (Cymru) 2014, ei bod yn ofynnol i Gydbwyllgor Amlogfa Llangrallo gwblhau Datganiad Cyfrifyddu Blynyddol gan eu bod yn cael eu hystyried yn gorff llywodraeth leol llai gydag incwm a gwariant blynyddol o dan £2.5 miliwn.

Mae Rheoliadau Cyfrifon ac Archwilio (Cymru) 2018 yn ei gwneud yn ofynnol i'r Cydbwyllgor gymeradwyo'r Datganiad Cyfrifyddu Blynyddol yn ffurfiol erbyn 15 Mehefin ac ardystio eu bod yn cyflwyno sefyllfa ariannol Amlogfa Llangrallo yn deg. Oherwydd pandemig Covid-19, nid oedd y Cydbwyllgor yn gallu cymeradwyo'r datganiad erbyn y dyddiad hwn. Cytunwyd ag Archwilio Cymru i dderbyn bod y Datganiad Cyfrifyddu Blynyddol yn cael ei ardystio yn y cyfarfod ar 4 Medi.

Oherwydd Covid-19 mae'r archwilydd eisoes wedi cynnal ei archwiliad ac o ganlyniad mae wedi nodi nad oes angen unrhyw ddiwygiadau, fel yr amlinellir yn eu llythyr Archwilio yn Atodiad 1 i'r adroddiad. Rhaid i'r Datganiad Cyfrifyddu Blynyddol ardystiedig gael ei gyhoeddi erbyn 15 Medi 2020, esboniodd y Swyddog.

Mae Adran 1 o'r Datganiad Cyfrifyddu Blynyddol (Atodiad 2) yn dangos bod Amlogfa Llangrallo wedi gwneud gwarged net o £298,201 yn 2019-20 (gwahaniaeth rhwng Llinell 1 'Balansau a ddygwyd ymlaen' a Llinell 7 'Balansau a gariwyd ymlaen'). Ychwanegwyd y gwarged at y gronfa gronol ar gyfer yr Amlogfa a ddygwyd ymlaen ar 31 Mawrth 2019, gan ddod â chyfanswm y gronfa honno i £2,053,652 ar 31 Mawrth 2020 o'i gymharu â £1,755,451 yn y flwyddyn flaenorol.

Dangosodd Tabl 1 yn yr adran hon o'r adroddiad grynoded o sefyllfa ariannol derfynol yr Amlogfa ar gyfer 2019-20, o'i gymharu â'r gyllideb a nodir ar ddechrau'r flwyddyn ariannol.

Cyfeiriwyd yr Aelodau gan y Rheolwr Cyllid, Rheolaeth Ariannol a Chau at baragraff 4.2 o'r adroddiad, lle'r oedd esboniadau am yr amrywiadau mwy sylweddol o'r gyllideb.

Yna rhoddodd Tabl 2 yn yr adroddiad ddadansoddiad o'r Gyllideb Cynnal a Chadw a Gynllunnir, ynghyd â'r Alldro a'r Amrywiadau ar gyfer 2019-20.

Esboniodd fod y balans o £245,000 ar yr estyniad cwrt blodau, £300,000 ar gyfer Goleuadau Safle ac £20,000 ar gyfer Byrddau Dosbarthu Trydan i gyd wedi'u cario ymlaen ac yn rhan o gyllideb Cynnal a Chadw Cyfalaf Arfaethedig 2020-21.

Mae incwm yn uwch na'r gyllideb £22,000 oherwydd y Grant Ffioedd Claddu Plant (£13,000) a Ffioedd Amlogi (£9,000).

Yn ogystal â'r Datganiad Cyfrifyddu Blynyddol, ceir Mantolen atodol yn Nhabl 3 isod. Mae'r wybodaeth atodol hon yn rhoi dadansoddiad pellach o'r ffigurau a gofnodwyd yn y Datganiad Cyfrifyddu Blynyddol. Roedd hyn er gwybodaeth yn unig, ac nid yw'n destun archwiliad ar ddiwedd y flwyddyn.

CYD BWYLLGOR AMLOSGFA LLANGRALLO - DYDD GWENER, 4 MEDI 2020

Yna amlinellodd Tabl 3 y Fantolen ar gyfer Blynyddoedd a ddaeth i ben ar 31 Mawrth 2019 a 2020 a gwelwyd rhagor o wybodaeth yn esbonio'r balansau yn y tabl hwn ym mharagraff 4.4 o'r adroddiad.

Yna rhoddodd Tabl 4 Sefyllfa Ariannol yr Amlogfa ar gyfer 2020-21, gydag esboniad o'r amrywiannau rhwng y Gyllideb a'r Alldro Rhagamcanol, a nodir yn union islaw'r tabl hwn.

Yn olaf, roedd Tabl 5 ym mharagraff 4.6 o'r adroddiad yn adlewyrchu'r gyllideb Ariannu Cyfalaf £882,000 fel y'i rhannwyd ar gyfer y gwahanol waith a restrir felly yn y tabl hwnnw.

PENDERFYNWYD:

Mae'r Cydbwyllgor:

(a) Wedi cymeradwyo'r Datganiad Cyfrifyddu Blynyddol ar gyfer Amlogfa Llangrallo 2019-20 (Atodiad 2 i'r adroddiad) a gofynnwyd i Gadeirydd y Cydbwyllgor Iofnodi'r Datganiad Cyfrifyddu Blynyddol.

(b) Wedi nodi perfformiad ariannol rhagamcanol Amlogfa Llangrallo ar gyfer 2020-21.

80. **EITEMAU BRYD**

Dim.

Daeth y cyfarfod i ben am 15:02

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COYCHURCH CREMATORIUM JOINT COMMITTEE

5 MARCH 2021

REPORT OF THE CLERK & TECHNICAL OFFICER

EXTERNAL LIGHTING

1. Purpose of the Report

- 1.1 The purpose of this report is to advise the Joint Committee on the progress of the installation of external lighting and to request approval to award the Contract resulting from the tender process as detailed in the report.

2. Connection to Corporate Well-being Objectives/Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015:-**
 1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great 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 borough.
 2. **Helping people and communities to be more healthy and resilient** –taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
 3. **Smarter use of resources** – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help deliver the Council's well-being objectives.

3. Background

- 3.1 At the meeting on 8th March 2019 the Joint Committee approved the provision of external lighting to the grounds at Coychurch Crematorium which 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.
- 3.2 The lighting scheme had been assessed by the Council's electrical engineers with an estimated budget cost of £300,000 which took account of all associated fees for design works, planning applications, ecology reports, contract management and project management. The Joint Committee approved the Service Level Business Plan for 2019-20 and the Revenue Budget for 2019-20, which included these costs.
- 3.3 The Joint Committee authorised the Clerk and Technical Officer to invite tenders in respect of the works to be undertaken in accordance with Bridgend County Borough Council's Contract and Financial Procedures Rules. Construction work was planned for

2019-20. The project was slightly delayed at this time due to staffing changes in the Council's electrical engineering department. The Covid-19 pandemic has further impacted upon this timetable. Works are planned to commence in April 2021.

4. Current Situation/Proposal

- 4.1 On 23rd November 2020 Bridgend County Borough Council invited tenders (Tender No: B686) through E-Tender Wales. The returned tenders have been checked and are detailed below:

RANK	Tender Sum (£)	Corrected Tender Sum (£)	Commercial (Price) Weighting 70% (700 Points)	Technical Quality Weighting 30% (300 Points)	Total Weighting Score
1	£182,646.70	No corrections	700.00	300	1000
2	£184,306.72	No corrections	693.70	180	873.70
3	£255,630.65	No corrections	500.15	248	748.15
4	£285,659.23	No corrections	447.57	240	687.57
5	£295,062.00	No corrections	437.25	206	643.25
6	£302,022.23	No corrections	432.32	180	612.32
7	£319,085.29	£322,085.29	396.95	185	581.95

- 4.2 The most economically advantageous tender, taking into account Quality and Price, (which also provides the lowest tender sum and highest quality submission), was submitted by South Wales Contractors Ltd in the sum of £182,646.70.

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 Implications

- 7.1 This report seeks approval to award the Contract resulting from the tender process as detailed in the report. There is no requirement for a well-being statement.

8. Financial Implications

- 8.1 An amount of £250,000 for the construction works and associated fees is included in the Revenue Budget and Service Level Business Plan for 2021-22.

9. Recommendations

- 9.1 The Joint Committee is recommended to approve Tender Number 1 from South Wales Contractors Ltd in the sum of £182,646.70 and to award the Contract to this contractor.
- 9.2 The Joint Committee delegates to the Clerk and Technical Officer the power to approve the final terms of the Contract in consultation with Bridgend County Borough Council's

Chief Officer, Legal, HR and Regulatory Services, and thereafter arrange for the execution of the Contract on behalf of the Joint Committee.

Zak Shell
CLERK AND TECHNICAL OFFICER
12th February 2021

Contact Officer:

Joanna Hamilton, Bereavement Services Manager & Registrar,
Bereavement Services, Coychurch Crematorium, Coychurch, Bridgend, CF35 6AB.
Telephone No. 01656 656605
E-mail: joanna.hamilton@bridgend.gov.uk

Background Papers: Equalities Impact Assessment Toolkit and
Business Plan Report to the Joint Committee 8th March 2019 and
Business Plan Report to the Joint Committee 6th March 2020 and
Business Plan Report to the Joint Committee 5th March 2021.

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COYCHURCH CREMATORIUM JOINT COMMITTEE

5 MARCH 2021

REPORT OF THE CLERK & TECHNICAL OFFICER

CREMATORIUM BUSINESS PLAN AND FEES

1. Purpose of the Report

- 1.1 The purpose of this report is to approve the Crematorium Business Plan and expenditure programme for 2021-22, which includes proposed increases in cremation fees.

2. Connection to Corporate Well-being Objectives/Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015:-**
 1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great 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 borough.
 2. **Helping people and communities to be more healthy and resilient** – taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
 3. **Smarter use of resources** – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help deliver the Council's well-being objectives.

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 2020 was 1,933, made up of 1,251 from Bridgend, 141 from Vale of Glamorgan and 467 from Rhondda Cynon Taff, with 74 non-residents. An agreement with the Princess of Wales Hospital for the cremation of non-viable foetal remains (NVF) has resulted in an additional 6 communal

cremations. A further 12 individual NVF cremations were arranged directly with families. Statistical records for the period from January to December 2019 and 2020 are included in the Business Plan for comparison.

4.2. The proposed Service Level Business Plan for 2021-22 is attached as **Appendix 1** which outlines the service objectives for the period.

4.3. The Crematorium's cremation charge was placed at 272 out of 308 cremation authorities in a national fee league table published in summer 2020 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 £696.40 to £707.50. This is based on a general increase in fees of 1.6% (1% plus CPI at 0.6% in line with the most recent CPI figure published in December 2020). The table below indicates comparison on **current** (2020-21) cremation fees for adjoining crematoria:

Crematorium	Cremation Fee 2020-21
Vale of Glamorgan (Barry)	£890.00+ (excl.£55 organist)
Llanelli	£810.00
Croesyceiliog (Gwent)	£828.00 (excl. organist)
Morrison (Swansea)	£730.00 (excl.£28 organist)
Glyntaff (Pontypridd)	£721.00 (excl. organist)
Llwydcoed (Aberdare)	£721.00 (excl. organist)
Thornhill (Cardiff)	£700.00 (excl. organist)
Narberth	£700.00
Coychurch (Bridgend)	£696.40
Margam	£630.50 (excl. organist £31.50)

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 Implications**

7.1 This report seeks approval of the Business Plan and expenditure programme for 2021-22. 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 2021-22, have been incorporated into the Treasurer's Report and the Revenue Budget for 2021-22.

9. **Recommendations**

- 9.1 The Joint Committee is recommended to approve the Service Level Business Plan 2021-22.
- 9.2 The Joint Committee is recommended to approve the cremation fee for 2021-22 at £707.50 and a general increase in all fees of 1.6%.

Zak Shell
CLERK AND TECHNICAL OFFICER
12th February 2021

Contact Officer:

Joanna Hamilton, Bereavement Services Manager & Registrar,
Bereavement Services, Coychurch Crematorium, Coychurch, Bridgend, CF35 6AB.
Telephone No. 01656 656605

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

Background Papers: Equalities Impact Assessment Toolkit and
Business Plan Report to the Joint Committee 8th March 2019 and
Business Plan Report to the Joint Committee 6th March 2020.

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COYCHURCH CREMATORIUM

SERVICE LEVEL BUSINESS PLAN

2021-22



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 as part of 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.

Name and job title of authoriser, Head of Service or Corporate Director:	ZAK SHELL – HEAD OF OPERATIONS, COMMUNITY SERVICES
Directorate/Department:	COMMUNITIES DIRECTORATE, BCBC - CLERK & TECHNICAL OFFICER TO COYCHURCH CREMATORIUM JOINT COMMITTEE
Date:	12 TH FEBRUARY 2021

Name and job title of author:	JOANNA HAMILTON – BEREAVEMENT SERVICES MANAGER & REGISTRAR
Directorate/Department:	COMMUNITIES DIRECTORATE, BCBC - COYCHURCH CREMATORIUM JOINT COMMITTEE
Date:	12 TH FEBRUARY 2021

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 2010/11/12/13/14/15/16/17/18/19/20
- 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

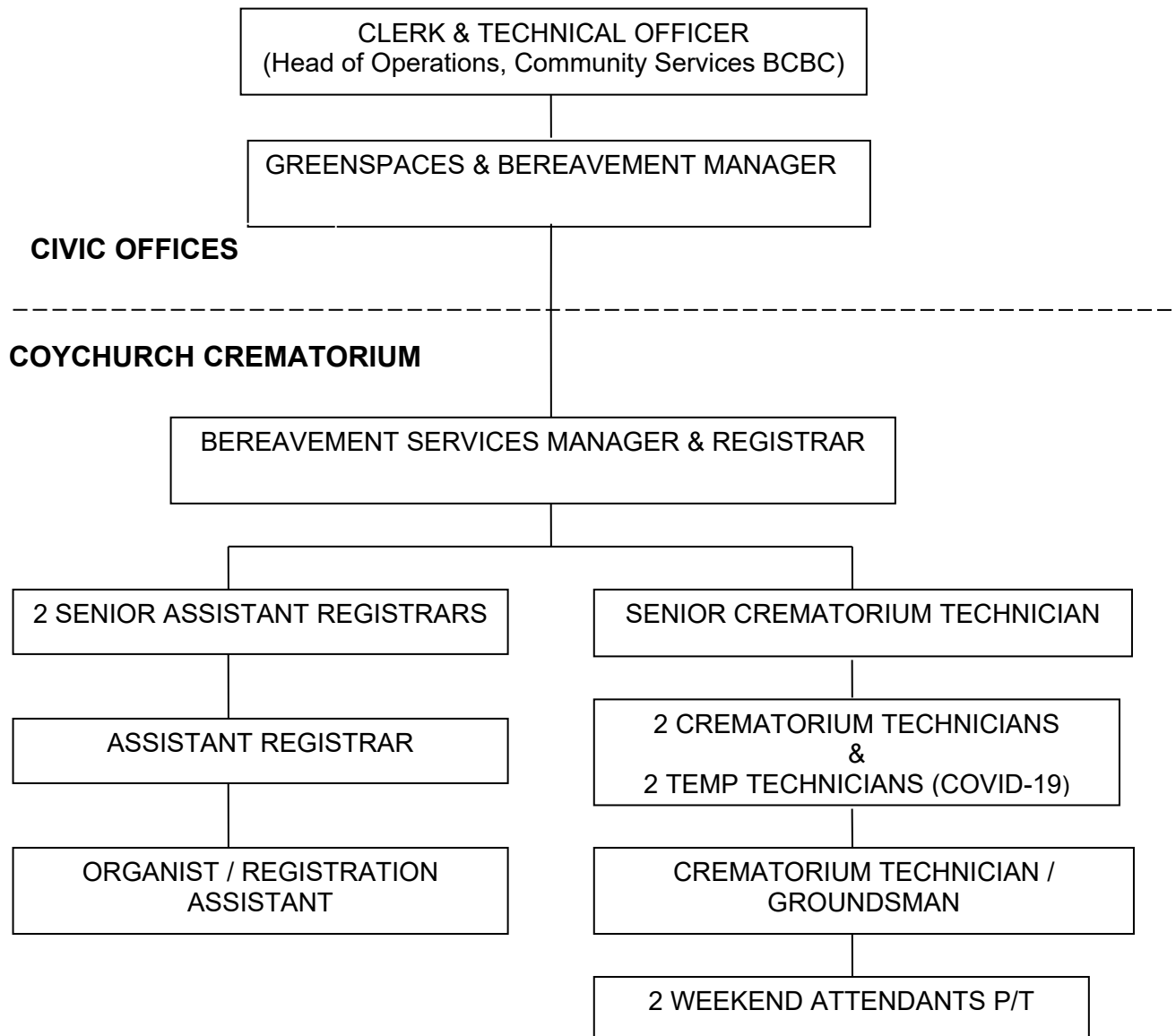
- The service has a net revenue budget of **-£451k** for 2021-22. A breakdown of this budget by expenditure type is given in **Section 3**.
- ICT systems used by the Service are:
 - Gower Sequel
 - Cedar Financials

Staffing

The Service employs 9 full time employees and 2 part time employees, working at Coychurch Crematorium. An additional 2 temporary Crematorium Technicians were employed May 2020 to provide resilience during the Covid-19 pandemic. The Bereavement Services Manager & Registrar is responsible for the day to day activities on site and the overall policy and 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 ICCM specialist company.
- 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, 2018, 2019 and 2020.
- 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.
- Replacement of Waiting Room and Porte-cochere roof 2019.
- Upgrade and renovation of pipe organ, Crallo Chapel 2019-20.
- Redecoration of Crallo Chapel, 2019.
- Refurbishment crematory restroom facilities 2019.
- Installation of air conditioning to crematory and office 2020.
- Renewal of main electrical distribution boards for the site 2020.
- Installation of external lighting to grounds – planned for 2021.
- Renewal of chapel digital music facilities & installation of visual tribute screens – planned 2021-22.
- Structural extension to Flower Court/Chapel Exit – planned for 2021-22.

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 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Target 2021/22
100%	100%	100%	100%	100%	100%

COYCHURCH CREMATORIUM JOINT COMMITTEE

Annual Statistics

The following table indicates the annual usage of the Crematorium for 2020. A copy of the details for 2019 are also included for comparison purposes. The total number of cremations for **2020** was **1933**, made up of **1251 from Bridgend**, **141 from Vale of Glamorgan** and **467 from Rhondda Cynon Taff**, with **74 non-residents**. This is an increase of 308 cremations from the 2019 figures.

COYCHURCH CREMATORIUM JOINT COMMITTEE

Crematorium Statistics for Year Ending 31st December 2020

CREMATIONS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Borough of Bridgend	111	103	106	138	98	92	85	80	84	96	123	135	1251	
Others	4	9	7	5	7	2	3	7	9	2	9	10	74	
Rhondda-Cynon-Taff	37	43	41	50	45	31	31	23	35	40	36	55	467	
Vale of Glamorgan	19	17	9	14	15	12	10	7	6	11	10	11	141	
TOTALS	171	172	163	207	165	137	129	117	134	149	178	211	1933	
NVF CREMATIONS (INDIVIDUAL)	1	1	2	1		1	2	1		2		1	12	
NVF CREMATIONS (COMMUNAL)	1		1	1		2			1				6	
DISPOSAL OF CREMATED REMAINS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	From Away
Interred in Burial Plot	34	9	23	28	24	27	14	30	16	12	25	16	258	8
Interred in Rose Garden	7	5	5	6	7	8	1	5	5	7	5	9	70	7
Scattered in Garden of Remembrance	8	9	9	8	6	6	6	2	6	4	8	8	80	9
Placed in Columbarium Vault		1	1										2	
Taken Away by Funeral Director	124	149	128	167	128	99	110	81	108	128	140	178	1540	
On Hold														
TOTALS	172	173	165	208	165	138	131	118	134	151	178	212	1951	24
MEMORIALS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Plaques - Burial Plot/Rose Garden/Bench	37	17	27	12	32	31	26	27	31	29	32	24	325	
Book of Remembrance & Mini Book of Rem.	4	1	4	1	4	7	2	2	3	2	3	1	34	
Lease - Columbarium Vault (includes plaque)			1										1	
Lease - Wall Tablet/Vase Block (includes plaque)	1	2	2		1		1			2	2	1	12	
Lease - Tree Dedication/Shrub Bed (inc. plaque)														
Lease - Vase Block Space			1		84	24	7	4	3	4		2	129	
Memorial Bench Lease - New/Renewal						1		3	3		1		8	
External Chapel Wall Space														
TOTALS	42	20	35	13	121	63	36	36	40	37	38	28	509	

COYCHURCH CREMATORIUM JOINT COMMITTEE

Crematorium Statistics for Year Ending 31st December 2019

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CREMATIONS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Borough of Bridgend	114	82	90	89	83	78	73	67	74	98	84	72	1004	
Others	12	3	5	6	3	12	6	8	6	10	2	5	78	
Rhondda-Cynon-Taff	33	52	35	37	31	32	28	43	16	36	27	30	400	
Vale of Glamorgan	12	14	9	11	13	11	13	13	9	13	16	9	143	
TOTALS	171	151	139	143	130	133	120	131	105	157	129	116	1625	
NVF CREMATIONS (INDIVIDUAL)	1			1			3	1	1			1	8	
NVF CREMATIONS (COMMUNAL)	1	1	1		1	2	1	1			2	1	11	
DISPOSAL OF CREMATED REMAINS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	From Away
Interred in Burial Plot	26	27	15	22	15	15	12	14	17	13	16	16	208	7
Interred in Rose Garden	9	4	3	4	3	5	5	4	3	6	7	4	57	13
Scattered in Garden of Remembrance	10	8	6	3	10	13	4	5	9	11	3	8	90	4
Placed in Columbarium Vault													0	
Taken Away by Funeral Director	128	113	116	115	103	102	103	110	77	127	105	90	1289	
On Hold														
TOTALS	173	152	140	144	131	135	124	133	106	157	131	118	1644	24
MEMORIALS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Plaques - Burial Plot/Rose Garden/Bench	35	27	43	16	33	18	33	20	19	20	24	16	304	
Book of Remembrance & Mini Book of Rem.	3	3	3	1	1	4	2	2	3	2	3	1	28	
Lease - Columbarium Vault (includes plaque)														
Lease - Wall Tablet/Vase Block (includes plaque)				2			1	2					5	
Lease - Tree Dedication/Shrub Bed (inc. plaque)								1					1	
Lease - Vase Block Space	1		2	1					1	1	1	2	9	
Memorial Bench Lease - New/Renewal	1		2					1		1			5	
External Chapel Wall Space														
TOTALS	40	30	50	20	34	22	36	26	23	24	28	19	352	

COYCHURCH CREMATORIUM JOINT COMMITTEE

2: Service Developments

2020-21 AGREED WORKS:

Replacement of Electrical Distribution Boards

The electrical distribution boards were installed when the Crematorium opened in 1971. In order to meet current standards they required replacement, and approval was given by the Joint Committee in the Business Plan 2019-20. The project was slightly delayed due to staffing changes in the Council's electrical engineering department but installation was expected to take place in the summer 2020. An estimated amount of £20,000, which was included in the Crematorium's Business Plan and budget for 2019-20, was moved into the 2020-21 budget. The works were completed in September 2020.

Chapel Computerised Music and Media Systems

At the meeting on 6th March 2020 the Joint Committee was advised of the improvements required to the computerised music and media provision systems serving Crallo Chapel and Coity Chapel at Coychurch Crematorium and approval of expenditure was sought for their replacement, in order to provide a more modern facility to bereaved service users. The Joint Committee approved expenditure for the works by Wesley Media Ltd, in the sum of £41,696, which was included in the Crematorium's Business Plan and revenue budget for 2020-21.

The project has been delayed due to the Covid-19 pandemic, with installation now expected to take place in the 2021-22 financial year. An estimated amount of £45,000, is included in the Crematorium's Business Plan and revenue budget for 2021-22.

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

COYCHURCH CREMATORIUM JOINT COMMITTEE

of income for 2016-17, £6415.92 of income for 2017-18, £6297.16 of income for 2018-19, £5830.86 of income for 2019-20 and is awaiting confirmation of the potential amount of income it can expect to generate for 2020-21.

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 onto the current grassed area outside the exit doors of Crallo Chapel, in order to address 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. The Joint Committee authorised the submission of a feasibility report to be presented to the Joint Committee at its meeting in June 2019.

Architect Mr Jonathan Adams (Capita) was placed 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.

At the meeting on 14th June 2019, the Joint Committee approved the proposed design of the extension to the Flower Court facility and authorised the application for planning permission and invitation of tenders in respect of the works to be undertaken, subject to further approval. The provision of further funding for the project would be accommodated in the Crematorium's accumulated reserve funds and an estimated amount of £540,000 was included in the 2019-20 budget to accommodate the funding of the construction phase of the project and consultants fees, subject to further approval by the Joint Committee.

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.

At the meeting on 6th March 2020 the Joint Committee approved the Service Level Business Plan for 2020-21, moving £520,000 of the estimated amount for the project that was included in the 2019-20 budget to the 2020-21 budget.

At the meeting on 4th September 2020 the Joint Committee was provided with a further update on the project.

COYCHURCH CREMATORIUM JOINT COMMITTEE

Work on the project is progressing well:

- 1) **Statutory Approvals:** A full listed building planning application along with a detailed Heritage Impact Statement was submitted in February 2020. Planning Approval, Sustainable Urban Drainage Approval and Building Regulations Approval was provided by BCBC in June 2020. Listed Building Consent was granted by Welsh Government on 25th August 2020.
- 2) **Detailed Design:** Architect, Jonathan Adams, is currently concentrating on the special structural elements, in order to minimise construction risk and to provide the highest possible level of cost certainty before commencement of the contract.
- 3) **Health and Safety/CDMA Requirements:** Pre-construction health and safety / design risk information has been reviewed - Capita has agreed the format of the Health and Safety File with the Client and included these in the pre-construction information pack. Capita has assessed the relevant skills, knowledge and experience levels of the Design Team.

Capita and architect Jonathan Adams have made good progress with procuring the roof structure within the target budget price and are actively progressing the procurement phase. In the meeting of 4th September 2020 the Joint Committee was advised that it was anticipated that a further report would be presented to the Joint Committee in March 2021 to seek final approval of tenders for the construction phase of the project. The Covid-19 pandemic has impacted upon this timetable and it is anticipated that this report will be presented to the Joint Committee in September 2021.

The estimated budget cost of £550,000 for the design/project management works and construction is included in the Crematorium's Business Plan for 2021-22 and accommodated in the 2021-22 revenue budget.

External Lighting

At the meeting on 8th March 2019 the Joint Committee approved the provision of external lighting to the grounds at Coychurch Crematorium which 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.

The lighting scheme had been assessed by the Council's electrical engineers and an estimated budget cost of £300,000 was calculated which took account of all associated fees for design works, planning applications, ecology reports, contract management and project management and this amount was covered in the Crematorium's Business Plan for 2019-20.

The Joint Committee authorised the Clerk and Technical Officer to invite tenders in respect of the works to be undertaken with a view to commencing works within the 2019-20 financial year. The project was slightly delayed at this time due to staffing changes in the Council's electrical engineering department

COYCHURCH CREMATORIUM JOINT COMMITTEE

It was anticipated that a further report would be presented to the Joint Committee in June 2020 to confirm tenders for the installation phase of the project, which was planned for late summer 2020. The Covid-19 pandemic has impacted upon this timetable but the project has now made good progress and the report seeking the Joint Committee's approval of tenders for the installation phase of the project is attached as a separate report. Works are planned to commence in April 2021. The estimated amount of £300,000, which was included in the 2020-21 budget, has been reduced to £250,000 and included in the 2021-22 budget. *A separate report has been submitted to the Joint Committee which details this proposal.*

PROPOSED NEW WORKS:

Property Contingency

An allowance is made for the general maintenance and upkeep of buildings to cover minor unplanned works. This allowance has been increased slightly for 2021-22 to allow for building redecoration works as required.

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, to fund any unforeseen eventualities and future planned works.

COYCHURCH CREMATORIUM JOINT COMMITTEE

3: Revenue Budgets

Planned works

Narrative	Budget	
	2020/21	2021/22
	£000	£000
Flower Court Extension: Construction / Design consultants costs (Moved from 20/21 to 21/22)	520	550
External Lighting to site (Moved from 20/21 to 21/22)	300	250
Electrical Distribution Boards Replacement (Moved from 19/20 to 20/21)	20	
Upgrade Chapel Music and Media Systems (Moved from 20/21 to 21/22)	42	45
TOTAL PLANNED WORKS	882	845

COYCHURCH CREMATORIUM JOINT COMMITTEE

Proposed Budget 2021/22

Narrative	2020/21	2021/22
	Budget	Budget
	£000	£000
Employees	324	326
Premises	314	424
Supplies, Services and Transportation	144	199
Agency/Contractors	104	112
Administration	36	36
Capital Financing	882	845
Gross Expenditure	1804	1942
Fees and Charges	(1409)	(1491)
Surplus(-)/Deficit	395	451
Transfer to/from (-) Reserve	(395)	(451)
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 20/21 21/22	
<i>Budget Strategy</i>	<ul style="list-style-type: none"> • <i>Exercise service charge</i> • <i>Review works programme</i> • <i>CAMEO income</i> 	<i>Annually Annually March 2022</i>	Joanna Hamilton	<i>Annual report to Joint Committee</i>	(6)	(6)
<i>Electrical Distribution Boards</i>	<ul style="list-style-type: none"> • <i>Replace</i> 	<i>Dec 2020</i>	Joanna Hamilton	<i>Regular progress meetings.</i>	20	
<i>External Lighting to Site</i>	<ul style="list-style-type: none"> • <i>Install Lighting</i> 	<i>Dec 2021</i>	Joanna Hamilton	<i>Report to JC. Regular progress meetings.</i>	(300)	250
<i>Flower Court Extension</i>	<ul style="list-style-type: none"> • <i>Feasibility Study</i> • <i>Construction / Design Consultants Fees</i> 	<i>June 2019 March 2022</i>	Joanna Hamilton	<i>Report to JC. Regular progress meetings</i>	(520)	550
<i>Chapel Music & Media Systems</i>	<ul style="list-style-type: none"> • <i>Replace</i> 	<i>March 2022</i>	Joanna Hamilton	<i>Regular progress meetings.</i>	42	45

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

- Eilish Thomas (tel: 01656 643359 / email:
Eilish.Thomas@bridgend.gov.uk

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BRIDGEND COUNTY BOROUGH COUNCIL
COYCHURCH CREMATORIUM JOINT COMMITTEE
5 MARCH 2021
REPORT OF THE CLERK & TECHNICAL OFFICER

PROGRAMME OF MEETINGS 2021-22

1. Purpose of the Report

- 1.1 The purpose of this report is to seek approval for the proposed programme of meetings for 2021-22.

2. Connection to Corporate Well-being Objectives/Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015:-**

1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great 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 borough.
2. **Helping people and communities to be more healthy and resilient** – taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
3. **Smarter use of resources** – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help deliver the Council's well-being objectives.

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 11th June 2021 - Annual General Meeting

Friday 3rd September 2021

Friday 4th March 2022

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 Implications

7.1 The report advises the Committee on the proposed programme of meetings for 2021-22. 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 2021-22.

**ZAK SHELL
CLERK AND TECHNICAL OFFICER
12th February 2021**

Contact Officer:

Joanna Hamilton, Bereavement Services Manager & Registrar,
Bereavement Services, Coychurch Crematorium, Coychurch, Bridgend, CF35 6AB.
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

5 MARCH 2021

FINANCIAL PERFORMANCE 2020-21 AND PROPOSED REVENUE BUDGET 2021-22

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 2020-21, and to obtain approval from the Joint Committee for the Proposed Budget and Fees and Charges for 2021-22.

2. Connection to corporate well-being objectives/other corporate priorities

- 2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-

Smarter use of resources – ensuring that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

3. Background

- 3.1 The 2020-21 Revenue Budget was approved by the Committee at its meeting on 6 March 2020. The current budget position and projected outturn for 2020-21 is outlined below, together with the proposed budget for 2021-22.

4. Current Situation / Proposal

Estimated Revenue Outturn 2020-21

- 4.1 Table 1 below shows the financial position as at 31 January 2021 and the projected outturn for 2020-21.

Table 1- Comparison of Budget against Projected Spend as at 31 January 2021.

Budget	Category	Adjusted Actual	Projected Outturn	Projected Over (Under) Spend
2020-21		01/04/20 to 31/01/21	2020-21	2020-21
£'000		£'000	£'000	£'000
324	Employees	277	360	36
314	Premises	239	303	(11)
144	Supplies, Services & Transport	151	195	51
104	Agency / Contractors	82	108	4
36	Administration	27	36	0
882	Capital Financing Costs	37	50	(832)
1,804	Gross Expenditure	813	1,052	(752)
(1,380)	Fees & Charges	(1,114)	(1,485)	(105)
0	WG Grants	(25)	(55)	(55)
(29)	BCBC Contribution	(22)	(29)	0
395	(Surplus)/Deficit	(348)	(517)	(912)
(395)	Transfer to/(from) Reserve	348	517	912

4.2 When the budget was set there was an anticipated budget deficit of £395,000. The projected outturn as at the end of January is a surplus of £517,000 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 over spend of £36,000 on Employees is due to two additional Crematorium Technicians being employed from June 20, offset by an under spend of £8,000 on other employee costs. The two posts will be funded from the Welsh Government COVID-19 Hardship Fund, and is shown in the increased income for 2020-21.
- The under spend of £11,000 on Premises is made up of under spends on day to day maintenance (£8,000), grounds maintenance (£4,000) and business rates (£2,000). This is offset by an over spend on Electricity (£3,000).
- The over spend of £51,000 on Supplies, Services & Transport is made up of over spends on items for resale (£60,000) and cleaning materials (£2,000), being offset by under spends on purchase of equipment (£4,000), advertising & promotion (£2,000), printing (£2,000) security services (£2,000) and conference fees (£1,000).

- Table 2 below shows a breakdown of the Planned Capital Maintenance budget along with the projected outturn and variances for 2020-21.

Table 2 – Planned Capital Maintenance 2020-21

2020-21	Budget 2020-21 £'000	Projected Outturn £'000	Projected Variance £'000
Flower Court Extension	520	12	508
Site Lighting	300	12	288
Electricity Distribution Boards	20	20	0
Chapel Sound System	42	6	36
Total	882	50	832

- The under spends on the Flower Court Extension, Site Lighting and Chapel Sound System are due to the projects being delayed as a result of the Coronavirus pandemic. All three of the delayed projects are included in the Capital Budget for 2021-22 (see Table 4).
- Income is higher than budgeted by £160,000, resulting from an increased number of cremations and receipt of the Welsh Government COVID-19 Hardship Fund as noted above.

2021-22 Proposed Budget

- 4.3 Table 3 below shows the proposed revenue budget for 2021-22.

Table 3 – Proposed Budget 2021-22

Category	Budget 2021-22 £'000
<u>Expenditure</u>	
Employees	326
Premises	424
Supplies, Services & Transport	199
Agency / Contractors	112
Administration	36
Capital Financing Costs	845
Gross Expenditure	1,942
<u>Income</u>	
Fees & Charges	(1,446)
Grants	(15)
Contribution from BCBC	(30)
Total Income	(1,491)
Net (Surplus)/Deficit	451
Transfer to/(from) Reserves	(451)

- 4.4 All 2020-21 non-employee budgets have been reviewed, and any necessary adjustments have been made to meet expected expenditure for 2021-22.
- 4.5 Employee budgets have been adjusted to reflect salary increments where applicable, although no allowance has been made for a pay award in 2021-22.
- 4.6 The Business Plan for 2021-22 includes a budget requirement of £845,000 to meet Planned Maintenance expenditure itemised in the table below:

Table 4 – Planned Capital Maintenance Spending Requirements

2021-22	£'000
Flower Court Extension	550
Site Lighting	250
Chapel Sound System	45
Total	845

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 1.6% (1% plus CPI at 0.6%), and are based on the usual levels of activity. The 2021-22 proposed Fees Table is attached at **Appendix 1**.

Accumulated Balance

- 4.8 The effect on the accumulated balance of the proposed budget for 2021-22 is shown in Table 5 below:

Table 5 – Impact on Accumulated Balance of Proposed Budget 2021-22

Accumulated Balance	£000
Balance as at 31 March 2020	(2,054)
Projected Transfer to Reserves	(517)
Projected Balance as at 31 March 2021	(2,571)
Projected Transfer from Reserves 2021-22	451
Projected Balance as at 31 March 2022	(2,120)

- 4.9 It is projected that as at 31 March 2022, there will be an accumulated balance of £2.120 million. The balance of reserves as at 31 March 2021 is considered a sufficient level to maintain and protect the service in light of unknown demands or emergencies.

Capital Expenditure 2021-22

- 4.10 Capital expenditure will not require any loan charge or contribution from constituent authorities in 2021-22. Items of a capital nature for 2021-22 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 implications

- 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 2020-21.

(b) Confirm and approve the revenue budget to be adopted for 2021-22.

(c) Approve the increase in fees and charges with effect from 1 April 2021 outlined in Appendix 1.

**GILL LEWIS
INTERIM CHIEF OFFICER FINANCE, PERFORMANCE, AND CHANGE
BRIDGEND COUNTY BOROUGH COUNCIL
TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE
5 MARCH 2021**

Contact Officer: Eilish Thomas

Finance Manager, Financial Control and Closing, BCBC

Telephone: (01656) 643359

Email: Eilish.Thomas@bridgend.gov.uk

Postal address: Bridgend County Borough Council
Raven's Court
Bridgend
CF31 4AP

Background Papers: Report of the Treasurer
Revenue Estimates 2020-21
Coychurch Crematorium Joint Committee
6 March 2020

APPENDIX 1

<u>FEEs</u>	<u>2020/21</u>	<u>2021/22</u>
	£ p	£ p
<u>CREMATION FEES</u>		
Under 18 years (Weekday)	Free	Free
Under 18 years (Saturday)	355.70	361.40
Over 18 years (Weekday)	696.40	707.50
Over 18 years (Saturday)	990.80	1006.70
Retained Organs (Cremated at establishment)	106.90	108.60
Retained Organs (not previously cremated at establishment)	173.80	176.60
Memorial Service/additional 30 min chapel time - Weekday	76.70	77.90
Memorial Service/additional 30 min chapel time - Saturday	145.70	148.00
Recording of funeral service	57.60	58.50
Videoing of funeral service	70.40	71.50
Webcasting of funeral service	76.70	77.90
<u>BURIAL PLOTS</u>		
Concrete plinth burial plot - purchase fee (double if cremated elsewhere)	264.70	268.90
Granite plinth burial plot - purchase fee 75 yrs (double if cremated elsewhere)	423.10	429.90
<u>SLATE PLAQUES</u>		
Standard plaque for concrete plinth burial plot/rose beds/trees	231.80	235.50
Double plaque for plot/rose beds/trees	344.90	350.40
Small photograph	114.20	116.00
Large Photograph	170.64	173.40
Standard slate plaque - blank	36.10	36.70
Refurbishment of standard plaque lettering (double for double plaque)	36.10	36.70
<u>GRANITE PLAQUES</u>		
Standard plaque for granite plinth burial plot	299.70	304.50
Standard plaque for granite bench	299.70	304.50
<u>BENCHES</u>		
Wooden bench - purchase fee with 10yr maintenance agreement	1036.30	1052.90
Wooden bench - renewal of 10yr maintenance agreement	405.20	411.70
Granite bench - 10yr lease on shared bench	202.50	205.70
<u>LEASED MEMORIALS</u> (15 year lease unless otherwise stated)		
Columbaria units - from	540.20	548.80
Vase blocks lease with plaque - from	358.80	364.50
Wall plaques and lease (GoR) - from	358.80	364.50
Tree dedication lease	314.80	319.80
Shrub bed dedication lease	178.70	181.60
Vase space lease - Cloisters (3 years)	51.80	52.60
<u>INTERMENT RELATED FEES</u>		
Interment in rose beds (double if cremated elsewhere)	128.50	130.60
Interment in burial plot (double if cremated elsewhere)	128.50	130.60
Exhumation	128.50	130.60
Placement in columbaria unit	46.80	47.50
Scattering of cremated remains (double if cremated elsewhere)	23.50	23.90
Witness of interment/scatter of cremated remains	31.10	31.60
Cremation Certificate/ Extract from Register	15.80	16.10
<u>URNS</u>		
Aluminium urn - adult/child	36.10	36.70
Wooden casket	43.90	44.60
Biodegradable Scatter Tube	26.29	26.70
Polytainer urn	17.20	17.50

<u>FEES</u>	<u>2020/21</u>	<u>2021/22</u>
	£ p	£ p
<u>OTHER</u>		
External chapel Wall Space (for granite plaque)	327.30	331.60
Silver coloured flower vase for plots/columbaria units	7.80	7.90
Lids for flower vase	3.20	3.30
Service book	29.50	30.00
<u>BOOK OF REMEMBRANCE</u>		
Reservation in Book 2 Lines	18.92	19.20
Reservation in Book 5 Lines	37.50	38.10
Reservation in Book 8 Lines	56.40	57.30
Entry 2 Lines	53.00	53.80
Entry 5 Lines	107.90	109.60
Entry 8 Lines	139.20	141.40
Special Entry	208.20	211.50
Floral Emblem	56.40	57.30
Coat of Arms	71.90	73.10
Purchase of Miniature Book	52.10	52.90

* All fees rounded to the nearest 10p.