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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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Llangrallo
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Rhowch wybod i ni os mai Cymraeg yw eich
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Gofynnwch am / Ask for: Democratic Services

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

Date / Dyddiad: Monday, 24 October 2022

Dear Councillor,

COYCHURCH CREMATORIUM JOINT COMMITTEE

A meeting of the Coychurch Crematorium Joint Committee will be held remotely - via Microsoft Teams on **Friday, 28 October 2022 at 14:00.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1st September 2009.
3. Approval of Minutes 3 - 12
To receive for approval the Minutes of 15/07/2022
4. Green Flag Award 13 - 20
5. Recycling Of Metals Scheme Donations 21 - 26
6. Revenue Monitoring Statement 1 April To 30 September 2022 And Annual Accounting Statement 2021-22 Update 27 - 42
7. Urgent Items
To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Note: Please note: Due to health and safety reasons this meeting will not be held at its usual location. This will be a virtual meeting and Members and Officers will be attending remotely.

The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you have any queries regarding this, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643147 / 643148.

Yours faithfully

K Watson

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Distribution:

Councillors:

E L P Caparros

P Davies

S J Griffiths

G Hopkins

G John

J Lynch-Wilson

JC Spanswick

C Stallard

B Stephens

Agenda Item 3

COYCHURCH CREMATORIUM JOINT COMMITTEE - FRIDAY, 15 JULY 2022

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE
HELD REMOTELY - VIA MICROSOFT TEAMS ON FRIDAY, 15 JULY 2022 AT 14:00

Present

Councillor JC Spanswick – Chairperson

E L P Caparros
J Lynch-Wilson

P Davies
B Stephens

S J Griffiths

G John

Apologies for Absence

G Hopkins and C Stallard

Officers:

Mark Galvin
Joanna Hamilton
Michael Pitman
Eilish Thomas

Senior Democratic Services Officer - Committees
Bereavement Services Manager and Registrar
Democratic Services Officer - Committees
Finance Manager - Financial Control & Closing

1. ELECTION OF CHAIRPERSON (FROM BRIDGEND COUNTY BOROUGH COUNCIL MEMBERS)

RESOLVED: Members agreed by way of a unanimous decision, that Councillor JC Spanswick be elected Chairperson of the Coychurch Crematorium Joint Committee for the ensuing year.

Councillor Spanswick took the Chair.

2. ELECTION OF VICE CHAIRPERSON (FROM RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL MEMBERS)

RESOLVED: Members agreed by way of a unanimous decision, that Councillor B Stephens be elected Vice-Chairperson of the Coychurch Crematorium Joint Committee for the ensuing year.

3. DECLARATIONS OF INTEREST

None.

4. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Coychurch Crematorium Joint Committee dated 4 March 2022, be approved as a true and accurate record.

5. ANNUAL REVIEW OF 2021/22 BUSINESS PLAN OBJECTIVES

The Bereavement Services Manager and Registrar submitted a report and the accompanying Business Plan, that included service objectives and proposed maintenance and improvement projects to enhance and maintain the Crematorium grounds and the buildings for the forthcoming financial year.

She explained that in line with the Memorandum of Agreement, the purpose of the June annual review was to look back at the performance of the Crematorium during the preceding financial year of 2021/22; to review performance against the 2021/22 business plan, and a number of headings have been identified, which could be analysed in more detail, commencing on page 13 of the report.

Firstly, she confirmed that the total number of cremations in 2021/22, was 1681 made up of 1024 from Bridgend, 140 from Vale of Glamorgan and 459 from Rhondda Cynon Taff, with 58 from outside of the 3 authorities. While the mid-part of 2021 was still experiencing some impact from the Covid-19 pandemic with higher cremation numbers, this began to drop to more normal levels towards the latter part and into the early part of this year, as the vaccination programme took effect. When she delivered this report last June, she reported 2086 cremations for the financial year 2020/21, an increase of 416 cremations on the previous pre-covid financial year, which was a quarter more deaths than would have been expected. So, a more normal death rate return was being seen, replacing those very sad circumstances.

The second heading on Page 13 of the report, detailed service standards through the results of the Public Satisfaction Questionnaires in 2021/22, which are sent to all cremation applicants. The target is to achieve 100% overall satisfaction levels rated at good or excellent, and the Bereavement Services Manager and Registrar, was pleased to report that these remained constant at 100%, with a target set in the 2022/23 Business Plan for the same result.

The observations and comments provided by the cremation applicants were detailed, so she had added some notes where applicable to assist with clarity.

Due to the pandemic, 2021/22 has remained extremely challenging, and despite the higher numbers of funerals and the restrictions in place to keep mourners and staff safe, feedback is very positive and where necessary she had responded to the cremation applicant in writing. There were some really positive comments regarding the professional sensitive attention received from Crematorium staff and the way that the funeral services are run, and also the high standards of maintenance of the grounds and buildings, including the peaceful atmosphere of the site. The benefits of the Crematorium's webcast system had been clearly very much appreciated during the pandemic period. Members will note some comments between April and September relating to restrictions in place as a result of the pandemic, but from October onwards these comments cease as restrictions slowly relaxed. The Joint Committee will also note some negative comments regarding the Crematorium's sound system between April and September, but again from October onwards these comments cease, when both chapels received completely new digital music and media systems, which were proving to be extremely successful.

The Bereavement Services Manager and Registrar stated that it was of some particular note, that the Crematoria had once more achieved the Green Flag award in 2021 for the 12th year in succession. This is the nationally recognised award for standards of care, maintenance and good management practices of the site and grounds. The award confirms the commitment to maintaining high standards, which can be appreciated by all its visitors.

The third heading on Page 20 of the report, detailed the expenditure programme for planned works in 2021/22. In combination with the table on Page 21, Members could analyse the progress of the service objectives for last year.

In summary the Bereavement Services Manager and Registrar, confirmed that planned works in 2021/22 primarily concentrated on, firstly, the installation of external lighting to the site. Despite the challenges of the pandemic this was completed in July last year with a final spend of £250k, which was within the original estimated budget of £300k. Not only does the new external lighting look excellent and had received many complements, it has enabled the Crematorium to provide later service times in the winter months, when previously the darker nights prevented this for reasons of safety.

Secondly, the upgrade to the chapel music and media systems took place, which were replaced in both chapels and included additional speakers and new overflow and visual tribute screens. This was completed in December last year with a final spend of £45k, again within the original estimated budget.

The Coronavirus pandemic has caused delays to the Crematoria other main project, the Flower Court extension, with the project moved to the current 2022/23 budget. A further report on this would follow on the agenda.

The budget strategy review had been completed and was reported in the 2022/23 Business Plan Report at the previous meeting of the Joint Committee on 4th March this year, with the service remaining financially self-sufficient.

The table on Page 21 of the report, summarised the timescales and officer responsibilities for the service objectives over the past and current financial years.

In addition to these proposed service developments, a property contingency is included in the Crematorium's revenue budget to cover unplanned works and general repair and maintenance.

The Bereavement Services Manager and Registrar, also reminded Members of the Crematorium's surplus fund which is designed to build up reserves for the future replacement of the cremators and ancillary plant in approximately 10 years, as well as fund all future service improvements. Maintaining this reserve will ensure the Crematorium has sufficient long-term funds for both, plus any unplanned eventualities that could occur. Further details of this and the overall budget would be explained in the Treasurers report, she added.

Members commended the report, whilst the Chairperson also paid tribute to the extensive rose gardens in the grounds that were the second largest in Wales.

RESOLVED: That the Joint Committee noted the report with pleasure.

6. INTERNAL AUDIT OF COYCHURCH CREMATORIUM

The Group Manager – Highways and Green Spaces presented a report, that informed the Joint Committee of a recent Internal Audit of Coychurch Crematorium to allow certification of the 2021/22 annual return.

He advised that the objective of the Audit was to provide assurance to the Joint Committee on the adequacy and effectiveness of the internal control, governance and risk management arrangements in respect of Coychurch Crematorium.

Audit testing was undertaken in respect of the financial year 2021/22 and the internal control, governance and risk management arrangements were evaluated against the audit objectives listed in paragraph 3.2 of the report, ie in relation to Governance, Budgetary Control, Income Management and Invoice and Order Management.

The Group Manager – Highways and Green Spaces confirmed that the Audit identified a number of strengths and areas of good practice. There was one recommendation made as a result of the Audit and the action in respect of this, had been implemented.

The Audit opinion concluded that there was substantial assurance that a sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.

He concluded his submission, by advising that there were no further actions required.

A copy of the Internal Audit Report was attached for the benefit of Members at the Appendix to the report.

A Member advised that he was pleased to note that the Audit feedback and resulting recommendation made by them, had been acted upon so quickly by the Crematorium.

RESOLVED: That the Joint Committee noted the Internal Audit Report.

7. **FLOWER COURT FACILITIES**

The Bereavement Services Manager and Registrar submitted a report, the purpose of which, was to advise the Joint Committee on the progress of the construction of an extension to the Flower Court facility at Coychurch Crematorium and to request approval to award the Contract resulting from the tender process as detailed in the report.

The proposed extension was designed to improve the mourners experience and the movement of the congregation by providing a larger covered facility on the currently unused grass area, the design being in keeping with the Crematorium's Grade 2* listed building status and the design ethos of the extremely eminent original architect, Maxwell Fry.

At the meeting on 14th June 2019 the Joint Committee was introduced to the architect, Jonathan Adams (of Percy Thomas Architects, Capita Real Estate and Infrastructure), a previous president of the Royal Society of Architects in Wales and noted for various prestigious projects including the millennium centre in Cardiff Bay. Members were provided with a detailed presentation of his proposed design for the extension works. The Joint Committee were then shown pictures of the works, expanded upon by the Bereavement Services Manager and Registrar, as follows:

- (i) The design is most impressive, 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 – being a large structure.
- (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 also provides covered access between the door at the top of the Cloister walkway to the chapel exit doors.

The design takes its dome-like form from historic religious buildings of different faiths, displaying handkerchief vaults built from steel and hardwood frames and featuring stone walling, stone paving and stained glass, all high-end natural materials beautifully crafted, which complement the current architectural style of the building.

The Joint Committee approved the design and authorised that officers proceed to apply for planning permission and invite tenders for the construction works, subject to further approval. The funding for the project was then estimated at £540,000 and would be accommodated from the crematoriums reserve funds.

At the meeting on 4th September 2020 the JC was again updated, that despite the pandemic, work had progressed in some areas, mainly that:

- All statutory approvals had been achieved, including listed building consent from Welsh Government. The Crematorium had worked extremely closely with our conservation planners and CADW on this project, who have very positively endorsed the design.

At the meeting on 5th March last year, Members were advised that the pandemic had impacted upon the timetable and funds were moved to the 2021/22 budget, to enable the architect to continue to actively progress the procurement stage and the preparation of tenders.

The pandemic has had a detrimental impact upon the speed at which the tender stage could be reached and at the meeting of 4th March this year, the Joint Committee was advised that tenders would be invited through E-Tender Wales in March, in accordance with BCBC's Contract and Financial Procedure Rules, with construction works planned to commence summertime this year. The original estimated budget cost of £550,000 was included in the Crematorium's Business Plan and 2022/23 revenue budget, and approved by the Joint Committee.

Members delegated to the Clerk and Technical Officer the power to approve the acceptance of the most economically advantageous tender, unless the tender amount exceeded the allocated budget cost, at which point a further report would be submitted to the Joint Committee to confirm final approval of tenders. The Crematorium's reserve fund would be able to accommodate a higher construction cost if required.

On the 18 March last, Bridgend County Borough Council invited tenders via an open tender process through E-Tender Wales and an advert on Sell2Wales. The final date for the return of tenders was 17 June 2022 and one tender was opened by BCBC's procurement manager and cabinet/committee. The invitation to tender contained several quality questions as well as a commercial submission and Capita Real Estate and Infrastructure was instructed to carry out a qualitative and quantitative tender evaluation. The combined Quality and Commercial Scoring can be seen in the table on page 40 of the report

The most economically advantageous tender, taking into account Quality and Price, was submitted by South Wales Contractors Ltd in the sum of £1,269,956.74. The quality element of the tender submission was scored extremely highly.

The Tender Review Report produced by Capita is attached at Page 49 of the report, which included a recommendation to engage South Wales Contractors Ltd as the successful tenderer.

The Bereavement Services Manager and Registrar advised, that whilst it is recognised that the commercial sum for the project is substantially higher than the estimated budget amount originally provided by Capita back in 2019 and with one tender submission, the architect, Mr Jonathan Adams, has provided a number of reasons and reassurances for the current status of the project, those being:

- The impact of the pandemic largely placing the project on hold in 2020, following the first Covid-19 lockdown. The bespoke design depended greatly on the input of specialist suppliers and manufacturers, to finalise the design of the timber roof structure, including the construction of a prototype frame, all of which closed down. The design team began working with specialists again in 2021, the resultant staff resource issues prevented them from also submitting tenders.
- The unconventional bespoke design creates procurement challenges. It has been tailored to the unique character, history and listed building status of the Crematorium so, like the existing building, the new design has few standard components, so the accurate execution of the details and good quality workmanship is crucial, limiting those capable of tendering.

The positioning of the construction site directly adjacent to Crallo Chapel and the existing Flower Court, demands special care to ensure public safety and also limited working hours to enable the Crematorium to remain operational. These constraints are specific to the Crematorium and add significant risk for the contractor.

The scale of the build, the high quality of skills required and the challenging site constraints, all taken together, have the effect of making the project unattractive to potential bidders from outside the South Wales area, as they would incur additional costs that would represent a significant percentage of the contract value, especially as their supply chains are also likely to be geographically remote.

Having conducted a search, Capita concluded that tender submissions would be low in number and received from firms with prior knowledge of the Crematorium site. Consequently, although unusual to receive one tender, it is not unexpected.

- The tender received is a strong submission. The contractor has invested much time and effort into fully understanding the detailed specifics of the design information to ensure that their pricing is comprehensive and accurate. They have given careful consideration to the sequence of works (and I can confirm that they provided an extremely comprehensive and impressive build programme which demonstrated a deep understanding of the technicalities of the build) and, because they have successfully completed several projects at the Crematorium already, they have a better understanding of the constraints and the risks of the site than any other bidder could have.

Their previous experience of working at the Crematorium and providing the highest standards of workmanship meant that they scored highly on the information they provided in the quality section of the tender. It was therefore Capita's view, that this contractor would most likely have won the tender process regardless of more tenders being received.

- Price Inflation has impacted greatly: The project was approved over three years ago but from the summer 2020 was then on standstill due to the pandemic lockdown.

When the construction industry in the UK re-mobilised towards the end of last year, construction costs rose rapidly and significantly right across the industry due to acute shortages of both materials and labour, with materials costs for timber rising by 80% and steel by 60% for example. Inflation remains well in excess of RPI inflation. We are all aware of Brexit, rising fuel costs, etc, and Capita feels that the tender submission reflects current market prices and risk allowance and is a good tender.

The Bereavement Services Manager and Registrar added that having worked closely on this tender and having scrutinised the 80 plus design drawings provided to contractors as part of the tender, she appreciated the large scale and complexity of the very bespoke build and the high quality materials used to complement the listed building status, and therefore why the commercial value of the tender is considered very competitive. When you consider that over seven years ago via competitive tender, it cost the Crematorium 1.2 million to build a basic small block extension and install two new cremators and associated plant, this provided a little perspective.

The Joint Committee is further advised that South Wales Contractors regularly win competitive tender construction projects and civil engineering works with BCBC, which reassuringly demonstrates their reliability to provide high quality workmanship and competitive pricing. When preparing their tender, they would have expected to be in competition with other tenderers.

They are a contractor of choice by the Facilities and Corporate Landlord construction team, having worked on endless projects across all sections of the council, including the Civic Offices, nursing homes, schools and the Highways Department, also proving to be experts in working on live buildings. In relation to Coychurch Crematorium, they have carried out a vast number of building projects won on competitive tender, including the extension of the Waiting Room facility and installation of new disabled toilets, the reconfiguration and refurbishment of the Flower Court toilets and the toilet block adjoining Coity Chapel, the provision of the new road infrastructure and car park in the new land extension, and most recently were awarded the tender for the external lighting project, completed July 2021. They have demonstrated very high standards of workmanship at competitive costs and an ability to work seamlessly around the crematorium while it remains operational, and with timely efficiency.

There has been no structural addition to the public areas of the main Crematorium building since it opened in 1970. The extension will vastly improve the bereavement experience at the facility, resolving the current bottle neck as mourners leave the premises and assist with the safer movement of mourners through the building as a whole. It will provide a large, pleasant, covered open space from which mourners can disperse after a funeral, away from the toilet corridor and with an additional door opening to the rear of Crallo chapel to assist with this. The problems associated with the existing flower court corridor have been further highlighted during the recent pandemic, when the confined space and social distancing requirements meant that it could not be utilised during the period of restrictions, requiring mourners to pass straight through to the outside road area, regardless of weather conditions.

The current plastic side to the existing flower court corridor, which was a new addition and installed prior to the listed building status of the Crematorium does not complement the high standards of architectural design provided by Maxwell Fry and by today's standards, would not have been accepted by planners, and it will benefit from being replaced by a high end designed facility using the very best of natural materials, which has gained a positive endorsement from the planning Conservation Officer.

Since the Crematorium opened in 1970 the choice for cremation has increased to over 80% and congregation sizes have increased hugely, with complete funeral services taking place at the crematorium rather than in churches first. This has been further emphasised by the need to install screens and speakers in the cloister to accommodate the large numbers of mourners attending the crematorium, despite the chapel being one of the largest in the UK. With the 50th anniversary of the opening of the Crematorium having occurred during the height of the pandemic in 2020 such an improvement to the building would provide a befitting way to mark the occasion and address the needs of

modern times, by investing in the Crematorium's future expansion in a way that embraces its listed building status.

As a result of the increased death rate during the 2020 and 2021 of the pandemic, a total of 570 additional cremations took place which created £400 thousand pounds of additional income in cremation fees and this does not include a substantial amount more revenue created from the sale of memorials.

YEAR	CREMATIONS	ADDITIONAL CREMATIONS	COST PER CREMATION	ADDITIONAL INCOME
2019	1625			
2020	1933	308	£696.40	£214,491.20
2021	1887	262	£707.50	£185,365.00
TOTAL		570		£399,856.20

The project provides a befitting way of investing that additional income in a manner that improves the bereavement experience for future generations, in recognition of the sadness that has facilitated it.

The additional £720k required for the project will be transferred from the Crematorium's accumulated surplus/reserve fund which currently has a balance of £3.2 million. This would be reduced to £2.5 million and is considered a sufficient level to fund future cremation plant and improvements and maintain and protect the service in light of unknown demands or emergencies.

A Member asked if the Crematorium had sufficient reserves to accommodate this extra expenditure going forward, to which the Bereavement Services Manager and Registrar confirmed that they had and that such Reserves had been and still were, in a healthy position.

The Chairperson asked when the project would start and would the work be undertaken in the evening, when there were no burials taking place.

The Bereavement Services Manager and Registrar advised that the Contract would be awarded next week with the build probably commencing in September 2022.

RESOLVED:

- (1) The Joint Committee approved the Tender from South Wales Contractors Ltd in the sum of £1,269,956.74 and to award the Contract to this contractor.
- (2) The Joint Committee delegated 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 and Regulatory Services, Human Resources and Corporate Policy and thereafter arrange for the execution of the Contract on behalf of the Joint Committee.

8. ANNUAL ACCOUNTING STATEMENT 2021-22

The Finance Manager, Financial Control and Closing presented a report, in order to present the unaudited Annual Accounting Statement for the 2021-22 financial year to the Joint Committee, and to obtain approval to submit the Annual Accounting Statement for Coychurch Crematorium to Audit Wales.

Following the report outlining certain background information, she confirmed that Section 1 of the Annual Accounting Statement (Appendix 1 to the report) showed that in 2021-22 Coychurch Crematorium made a net surplus of £280,724. The surplus had been added to the accumulated reserve for the Crematorium brought forward at 31 March 2021, bringing the total of that reserve to £3,179,607 at 31 March 2022, compared to £2,898,883 in the preceding year.

Table 1 in paragraph 4.1 of the report, showed a summary of the final financial position for the Crematorium for 2021-22 as compared to the budget set at the start of the financial year.

The Finance Manager, Financial Control and Closing stated that explanations for the more significant variances from budget were shown in bullet point format at paragraph 4.2 of the report.

Table 2 in the report, then reflected a breakdown of the Planned Capital Maintenance Budget along with the Outturn and Variances for 2021-22, relating to the Flower Court extension, Site Lighting and the Chapel Sound equipment.

Further to the Annual Accounting Statement, a supplementary Balance Sheet was provided in Table 3 of the report and this supplementary information provided a further breakdown of the figures recorded in the Annual Accounting Statement.

Further information to explain the balances was expanded upon in paragraph 4.4 of the Treasurers report.

RESOLVED: That the Joint Committee approved the Annual Accounting Statement for Coychurch Crematorium for 2021-22 (Appendix 1 to the report referred), and agreed that the Chairperson of the Joint Committee signs the Annual Accounting Statement prior to submission to Audit Wales.

9. **URGENT ITEMS**

None.

The meeting closed at 15:15

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REPORT TO COYCHURCH CREMATORIUM JOINT COMMITTEE

28 OCTOBER 2022

REPORT OF THE CLERK & TECHNICAL OFFICER

GREEN FLAG AWARD

1. Purpose of report

- 1.1 The purpose of this report is to advise the Joint Committee on Coychurch Crematorium's successful application for a Green Flag Award in 2022.

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 to deliver the Council's well-being objectives.

3. Background

- 3.1 The Green Flag Award is the benchmark national standard for parks and green spaces in England and Wales. It was launched in 1996 to recognise and reward the best green spaces in the country. The first national award was introduced in 1997 and it continues to identify the high standards against which our parks and green spaces are measured. It is also seen as a way of encouraging organisations to achieve high environmental standards, setting a benchmark of excellence in recreational green areas. All green spaces are different and diversity is encouraged with each site being judged on its merits.
- 3.2 Coychurch Crematorium received its first award in 2010 and annually thereafter. A re-submission for the Green Flag Award was made in January 2022 and awards were announced on 11th July 2022.

4. Current situation/proposal

- 4.1 The Crematorium has once again been successful in securing this nationally recognised award for the standards of care and maintenance of the site and grounds. The award confirms the commitment to maintaining high standards, which can be appreciated by all visitors.
- 4.2 Coychurch is flying its Green Flag for the thirteenth year in succession.
- 4.3 The Chairperson of the Coychurch Crematorium Joint Committee and the Bereavement Services Manager and Registrar normally collect the Green Flag Award at a ceremony but the Green Flag Award organisers will not hold an award ceremony this year. Instead the Green Flag and certificate will be delivered directly to Coychurch Crematorium.
- 4.4 On 27th July 2022 Bridgend County Borough Council issued a press release to advise the public of the Green Flag Award successes, a copy of which is attached as Appendix A.
- 4.5 The award requires an annual application and a further submission will be made in January 2023.

5. Effect upon policy framework and procedure rules

- 5.1 None.

6. Equality Act 2010 implications

- 6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

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

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

8. Financial implications

- 8.1 The submission for the award costs £350 and is met from the revenue budget.

9. Recommendation:

- 9.1 The Joint Committee is recommended to note the report.

**ZAK SHELL
HEAD OF OPERATIONS, COMMUNITY SERVICES
BRIDGEND COUNTY BOROUGH COUNCIL
CLERK AND TECHNICAL OFFICER
COYCHURCH CREMATORIUM JOINT COMMITTEE
28 OCTOBER 2022**

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Background Papers: None

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News (/news/)

➤ Seven green spaces awarded a prestigious Green Flag in Bridgend County Borough

Seven green spaces awarded a prestigious Green Flag in Bridgend County Borough

Wednesday 27 July 2022

Bridgend County Borough Council is delighted that seven green spaces across the county borough have been awarded the highly respected Keep Wales Tidy Green Flag Award, in recognition of their excellent visitor facilities, high environmental standards, and commitment to delivering great quality green space.

Impressively, Coychurch Crematorium will fly high its Green Flag for the 13th consecutive year, whilst Tremains Wood has been awarded the accolade for a second year running and received praise from the judges for their high quality of work in a short space of time, after only beginning the project in 2019.

As well as Coychurch Crematorium, the 'Full Award' was also awarded to Bryngarw Country Park, Parc Slip and Maesteg Welfare Park, with, Caerau Market Garden and Spirit of Llynfi Woodland joining Tremains Wood as winners of the 'Community Award'.

The Green Flag is a nationally recognised award which is presented to green spaces that meet the objectives below:

- A welcoming place
- Healthy, safe and secure
- Well maintained and clean
- Environmental management
- Biodiversity, landscape and heritage
- Community involvement
- Marketing and communication
- Management

“I would like to congratulate all winners of the Green Flag award and recognise the efforts of everyone who has played a part in maintaining green spaces across the county borough.”


“As a member of the Tremains Wood rangers’ group myself, I realise the importance of green spaces to local communities as they can be enjoyed by absolutely anyone.”

“It’s clear that they can provide many benefits such as improving both your mental and physical wellbeing as well as helping the environment. I would strongly encourage residents to make the most of these special spaces.”

Councillor John Spanswick, Cabinet Member for Communities

“With more visitors than ever enjoying our green spaces, I’d like to ^ congratulate the hard work of staff and volunteers who have maintained excellent standards at these sites.”

Lucy Prisk, Green Flag Coordinator at Keep Wales Tidy

A full list of award winners can be found on the Keep Wales Tidy website www.keepwalestidy.cymru .

A to Z Search

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COYCHURCH CREMATORIUM JOINT COMMITTEE

28 OCTOBER 2022

REPORT OF THE CLERK & TECHNICAL OFFICER

RECYCLING OF METALS SCHEME DONATIONS

1. Purpose of report

- 1.1 The purpose of the report is to obtain the Joint Committee's nominations and approval of organisations to receive charitable funding from the Institute of Cemetery and Crematorium Management (ICCM) scheme for the recovery of metals arising from cremations and to update the Joint Committee on charity donations made by Coychurch Crematorium.

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 to deliver the Council's well-being objectives.

3. Background

- 3.1 Coychurch Crematorium participates in a national scheme for the Recycling of Metals, which are derived from the cremation process. Any surplus monies after deduction of costs from the sale of metals are distributed to charities associated with bereavement services, via the ICCM.
- 3.2 The charities that receive support from the ICCM are nominated by member authorities of the Institute. The Joint Committee has previously supported charitable donations to:

- Cruse Bereavement Care (Morgannwg) in August 2012 in the sum of £4,000

- Bridgend Samaritans in May 2014 in the sum of £4,412
- Eye to Eye (RCT) in May 2015 in the sum of £4,487
- Macmillan Cancer Support (Wales) in October 2015 in the sum of £4,321
- Make a Wish UK (South West and South Wales) in April 2016 in the sum of £4,444
- 2 Wish Upon A Star in October 2016 in the sum of £4,336
- Ty-Hafan in May 2017 in the sum of £5,000
- Tenovus in October 2017 in the sum of £5,000
- Marie Curie in April 2018 in the sum of £5,000
- Stroke Association in June 2018 in the sum of £5,000
- Giving To Pink in October 2018 in the sum of £5,000
- SANDS in February 2019 in the sum of £7,000
- Welsh Hearts in June 2019 in the sum of £8,000
- Alzheimers Research UK in November 2019 in the sum of £8,000
- Clic Sargent (South & Mid Wales) in November 2020 in the sum of £10,000
- Cruse Bereavement Care Cymru in July 2021 in the sum of £10,000
- Bridgend Samaritans in December 2021 in the sum of £15,000
- Bridgend Carers Centre in August 2022 in the sum of £12,000
- Alzheimer's Society (South West Wales) nominated August 2022

4. Current situation/proposal

- 4.1 The nomination of charities to benefit from funding accrued from the sale of metals is presented periodically to the Joint Committee for consideration to ensure even distribution of the funding. The Crematorium receives a request from the ICCM to nominate a charity approximately every six months
- 4.2 At its meeting on 22nd June 2018 the Joint Committee agreed to consider a list of organisations that it wished to support in order to achieve a proactive and efficient approach to nominating funding for local charities and to rotate these on a cyclical basis. In order to ensure that a wide range of local charities receive funding an updated list of organisations is listed below for the Joint Committee's consideration. These charities have approached the Crematorium for funding. Only one charity can be nominated each time.

ST JOHN AMBULANCE CYMRU – Wales' leading first aid charity, with a proud history of helping the communities of Wales since 1877, supported by over 4,000 volunteers. They provide first aid to those suffering or in need and training to others to do the same. Their aim is to ensure that a first aider is close by when people need one. They save lives and equip people with the skills they need to help save lives. Over more recent years they have developed their services in more professional ways, offering a Patient Transport Service contracted with local health boards and the Welsh Ambulance Service NHS Trust, as well as providing professional First aid Training services and Mental Health first aid training to organisations throughout Wales.

TY-HAFAN – one of the UK's leading paediatric palliative care charities and offers care to children and support for their families, throughout Wales. Tŷ Hafan offers comfort, care and support to life-limited children, young people and their families in the hospice, in the community and in their home so they can make the most of the time they have left together. They allow parents and carers to relax and recharge their

batteries and they make sure the needs of brothers and sisters are never forgotten. Tŷ Hafan uses the term life-limited to describe a child not expected to live beyond 18 years of age. They report to have supported nearly **850** children since they opened in 1999. Importantly, they are also a family's safe haven when their child is close to the end of life, providing expert comfort and support in their darkest hours and beyond. Every year Tŷ Hafan reports to raise £3.7 million to provide its free services to families in Wales.

TENOVUS – Tenovus Cancer Care is a Welsh cancer charity that supports cancer patients and their families, funds cancer research and works to raise awareness of how to prevent cancer. It has supported people affected by cancer in Wales for over 70 years bringing treatment, support and care closer to home for cancer patients in Wales and funding life-saving and life-changing research. Tenovus offers a range of services, such as a support line open every day, mobile support units bringing chemotherapy or lymphoedema treatment closer to home, a counselling team, choirs to lift spirits and unite people suffering with cancer, cancer support advisors and research.

SANDS (Stillbirth And Neonatal Death Charity) Welsh Network – helping support parents and hospitals by running support groups, providing memory boxes to hospitals, funding special bereavement suites in hospitals, funding special equipment, funding training for midwives and hospital staff to improve the quality of care and services offered to bereaved families and contributing funding to research and prevention to reduce the number of babies who die.

CRUSE Bereavement Care (Cymru) - offering counselling for the bereaved. Cruse promotes the well-being of bereaved people and enables anyone bereaved to understand their grief and cope with their loss. As well as providing free care to all bereaved people, the charity also offers information, support and training services. Cruse is a leading bereavement charity in the UK. Cruse Morgannwg provides local support through targeted information and advice, one to one sessions with trained counsellors, a support group and via a friendship group which meets twice monthly to provide ongoing social support to those left isolated following the loss of a loved one.

BRIDGEND SAMARITANS - set up in 1972, Bridgend Samaritans have been supporting our local community for over 45 years. There are 88 volunteers who provide a telephone, email and face to face listening service every day of the week, including weekends and overnights. In 2019 they spent over 4,500 hours on the phone answering over 24,000 calls and replied to 1,000 email messages. Bridgend Samaritans helps children and adults through difficult times, in person at the Bridgend branch and at the Princess of Wales Hospital, answering callers by telephone, email, text and also participating in the pastoral care scheme in Bridgend Centre on Saturday nights. The branch trains listeners in Parc Prison so they can provide support to fellow prisoners. The organisation's emotional support programme allows general discussion in schools, colleges, training centres and doctors surgeries. The branch attends events and shows throughout the region and has been part of the multi-disciplinary team tackling the level of teenage suicides in the past few years.

4.3 The charities will be nominated by the Crematorium upon request from the ICCM and in the order in which they are listed in the report.

5. Effect upon policy framework and procedure rules

5.1 None.

6. Equality Act 2010 implications

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

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

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

8. Financial implications

8.1 The cost of any donation is funded from the ICCM and therefore has no impact on the revenue budget of Coychurch Crematorium.

9. Recommendations:

9.1 The Joint Committee is recommended to note the charitable donations made by Coychurch Crematorium.

9.2 The Joint Committee is recommended to nominate and support the list of suitable charities, for submission for funding from the National Recycling of Metals Scheme.

**ZAK SHELL
HEAD OF OPERATIONS, COMMUNITY SERVICES
BRIDGEND COUNTY BOROUGH COUNCIL
CLERK AND TECHNICAL OFFICER
COYCHURCH CREMATORIUM JOINT COMMITTEE
28 OCTOBER 2022**

Contact Officer: Joanna Hamilton
Bereavement Services Manager & Registrar

Telephone: (01656) 656605

Email: Joanna.Hamilton@bridgend.gov.uk

Postal address: Bereavement Services
Coychurch Crematorium
Coychurch
Bridgend
CF35 6AB

Background Papers: Recycling of Metals Scheme Donations Report to the Joint Committee 15th June 2018,

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COYCHURCH CREMATORIUM JOINT COMMITTEE

28 OCTOBER 2022

REPORT OF THE TREASURER

REVENUE MONITORING STATEMENT 1 APRIL TO 30 SEPTEMBER 2022 AND ANNUAL ACCOUNTING STATEMENT 2021-22 UPDATE

1. Purpose of report

- 1.1 The purpose of this report is to inform the Joint Committee of the details of the income and expenditure for the first six months of the 2022-23 financial year and give a projection of the final outturn, and to provide an update to the Joint Committee in relation to the Annual Accounting Statement 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 objective under the **Well-being of Future Generations (Wales) Act 2015**:-
1. **Smarter use of resources** – ensure 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 2022-23 Revenue Budget was approved by the Joint Committee at its meeting on 4 March 2022. The current budget position and projected outturn for 2022-23 is shown in paragraph 4.1.
- 3.2 The unaudited Annual Accounting Statement for the 2021-22 financial year was presented and approved by the Joint Committee at the meeting on the 15 July 2022 and submitted to Audit Wales for review.

4. Current situation/proposal

- 4.1 Table 1 below shows detail of income and expenditure for the period April to September 2022, together with the projected outturn for the financial year.

Table 1 – Crematorium Financial Position 2022-23

Actual Spend 2021-22 £'000		Budget 2022-23 £'000	*Adjusted Actual 01/04/2022 to 30/09/2022 £'000	Projected Outturn 2022-23 £'000	Projected Over/ (Under) Spend £'000
	<u>Expenditure</u>				
359	Employees	378	187	379	1
281	Premises	428	191	435	7
201	Supplies, Services & Transport	206	81	210	4
100	Agency / Contractors	112	56	112	0
42	Administration	39	19	39	0
246	Capital Financing	1,385	5	1,385	0
1,229	Gross Expenditure	2,548	539	2,560	12
	<u>Income</u>				
(1,409)	Fees and Charges	(1,555)	(578)	(1,575)	(20)
(71)	Welsh Government Grant	(15)	(7)	(15)	0
(30)	BCBC Contribution	(26)	(13)	(29)	(3)
(1,510)	Gross Income	(1,596)	(598)	(1,619)	(23)
(281)	(Surplus)/Deficit	952	(59)	941	(11)
(281)	Transfer (to)/from Reserve	952		941	

*Adjusted to include pro-rata commitments during the year.

Table 1 shows a projected deficit of £941,000 for the 2022-23 financial year, which is in line with the deficit approved by the Joint Committee on 4 March 2022 and is as a result of additional budget being approved for capital works for the Flower Court extension. An explanation of the variances between the budget and projected outturn is detailed below:

- The projected overspend of £1,000 on Employees relates to additional hours worked by Crematorium staff.
- The projected overspend of £7,000 on Premises is due to increased costs relating to increased water usage (£4,000) and an increase in Ground Maintenance costs (£5,000), offset by a reduction in Business rates (£2,000).
- The projected overspend of £4,000 on Supplies, Services and Transport relates to an increase in Security costs.
- The projected increase of £20,000 in Fees and Charges income is due to additional memorial sales.

- The projected increase in Bridgend County Borough Council Contribution of £3,000 relates to increased staffing costs recharged to the Council's Cemeteries service.

4.2 Table 2 below shows a breakdown of the Capital Financing budget for 2022-23, along with the expenditure for the period April to September 2022 and projected outturn for the financial year. An additional budget of £719,957 was agreed to fund the increased costs for the Flower Court extension at the Joint Committee meeting on 15 July 2022, increasing this budget to £1.270 million.

Table 2 – Capital Financing Budget 2022-23

	Budget 2022-23	Spend to 30/09/22	Projected Outturn 2022-23
	£'000	£'000	£'000
Flower Court Extension	1,270	0	1,270
Site Lighting	5	5	5
Groundworks - Paths	100	0	100
Chapel of Remembrance	10	0	10
Total	1,385	5	1,385

4.3 The Annual Return for 2021-22 (**Appendix 1**) was submitted to Audit Wales at the end of July 2022, showing a surplus of £280,724 for the year, and an accumulated balance of £3,179,607 at 31 March 2022.

Audit Wales has now confirmed that the Return has been audited with no amendments required (**Appendix 2**).

A copy of the certified Return will be made available at the Crematorium and electronically on Bridgend County Borough Council's website.

5. Effect upon policy framework and procedure rules

5.1 There is no effect upon the policy framework and procedure rules.

6. Equality Act 2010 Implications

6.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. This is an information report, therefore it is not necessary to carry out an Equality Impact assessment in the production of this report. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

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

7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- **Long-term:** the consideration of this report will assist in the short-term planning for the long-term operation of the crematorium.
- **Prevention:** the consideration and approval of this report will assist in the planning of expenditure and funding to support future service delivery for the benefit of communities.
- **Integration:** the report supports all the well-being objectives.
- **Collaboration:** savings are achieved as a result of collaboration and integrated working of the Joint Committee.
- **Involvement:** publication of the report ensures that members and stakeholders can review the projected spend and schedule of planned capital maintenance.

8. Financial implications

8.1 These are reflected within the report.

9. Recommendations

9.1 The Joint Committee is recommended to note the Revenue Monitoring Statement April to September for 2022-23 and the position in relation to the Annual Accounting Statement 2021-22.

**CARYS LORD
CHIEF OFFICER - FINANCE, PERFORMANCE AND CHANGE
BRIDGEND COUNTY BOROUGH COUNCIL
TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE
OCTOBER 2022**

Contact officer: Dean Jones
Accountant, Financial Control and Closing
Bridgend County Borough Council

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Wing 4
Ravenscourt
CF31 4AP

Background documents: None

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Minor Joint Committees in Wales

Annual Return for the Year Ended 31 March 2022

Accounting statements 2021-22 for:

Name of body: COYCHURCH CREMATORIUM

	Year ending		Notes and guidance for compilers
	31 March 2021 (£)	31 March 2022 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	2,053,652	2,898,883	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	1,807,575	1,510,211	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(347,910)	(358,585)	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	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	(614,434)	(870,902)	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	2,898,883	3,179,607	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	193,774	172,118	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	2,717,196	3,018,016	All accounts: 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	(12,087)	(10,527)	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	2,898,883	3,179,607	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	4,586,928	4,860,080	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 2022, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> • effective financial management during the year; and • the preparation and approval of the accounting statements. 	<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.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statements and/or the Annual Governance Statement

1.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Committee approval and certification

The Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.

RFO signature: 


Name: Carys Lord

Date: 06/07/2022

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:

Minute ref: 9

Chair of meeting signature: 

Name: JOHN C. SPANSWICK

Date: 18/07/22

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 2022.

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"/>	All payments are made through the Council's bank account and ledger system.
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"/>	All payments made through the Council's financial system. The sample testing confirmed that the vast majority of payments were supported by invoices and correctly authorised. A recommendation has been made in one instance but this is not material. VAT has been accounted for correctly.
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 Management Policy and a Corporate risk assessment is in place. Risk Assessment procedure guidance for risks available to all Council departments.
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. Budget and reserves are monitored centrally and reported to the 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"/>	Charges for the Crematorium were agreed by the Joint Committee on 5th March 2021 and income is recorded on Council's central system.
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.
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"/>	Staff paid on NJC payscales via central payroll system. Testing verified that all staff paid on the crematorium cost code

	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**	
					during this year were employed in roles that are related to the Crematorium.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Confirmed for 2020-21 return that the Crematorium was included on the central asset register. This will next be included when auditing 2022-23 financial year.

	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**	
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"/>	Crematorium use main Council bank account. Previous audits have confirmed the controls are 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"/>	Centralised main accounting audit performed regularly, and no recent relevant issues identified.

For any risk areas identified by the Council/Board/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

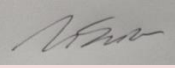
* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** 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 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Nathan Smith – Assistant Audit Manager
Signature of person who carried out the internal audit: 
Date: 20th June 2022

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2022 of:

COYCHURCH CREMATORIUM

Auditor General's report

Audit opinion

~~[Except for the matters reported below]~~* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Committee's governance arrangements; and
- that the Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

~~I draw the Committee's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.~~ There are no further matters or recommendations that I wish to draw to the Committee's attention.

External auditor's name: **Adrian Crompton**

External auditor's signature:



Date: 26 September 2022

Auditor General for Wales

* Delete as appropriate.

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Reference: 3151A2022

Date issued: September 2022

Dear Members

Coychurch Crematorium Annual Return for the Year Ended 31 March 2022

The auditor is responsible for providing an opinion:

- on whether the information contained in the Annual Return is in accordance with proper practices; and
- if any matters have come to the auditor's attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We received the draft Annual Return for the financial year ended 31 March 2022 in line with the agreed deadline. We have completed our audit work and we are reporting to you the issues arising from our work.

Audit certificate and opinion

It is our intention to issue an unqualified certificate and report for the year ended 31 March 2022 and there are no matters in respect of the opinion which we wish to draw to your attention.

Qualification issues

There are no qualification issues to report.

Misstatements in the Annual Return

There were no misstatements found in the Annual Return.

Other matters not affecting our opinion

There are no other matters affecting our audit opinion.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Derwyn Owen', is displayed within a light blue rectangular box.

Derwyn Owen

Engagement Director