

**MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE
HELD REMOTELY - VIA MICROSOFT TEAMS ON FRIDAY, 3 MARCH 2023 AT 14:00**

Present

Councillor – Chairperson

E L P Caparros
C Stallard

S J Griffiths
B Stephens

G John

JC Spanswick

Officers:

Nimi Chandrasena	Democratic Services Officer - Support
Stephen Griffiths	Democratic Services Officer - Committees
Joanna Hamilton	Bereavement Services Manager and Registrar
Dean Jones	Accountant - Financial
Michael Pitman	Technical Support Officer – Democratic Services
Zak Shell	Head of Neighbourhood Services

16. DECLARATIONS OF INTEREST

None

17. APPROVAL OF MINUTES

RESOLVED: That the minutes of a meeting of the Coychurch Crematorium Joint Committee dated 28 October 2022, be approved as a true and accurate record.

18. CREMATORIUM BUSINESS PLAN AND FEES

The Bereavement Services Manager and Registrar for Coychurch Crematorium presented the report the purpose of which was to approve the Crematorium Business Plan and Fees Report for 2023-2024.

She mentioned that the Business plan is presented to the Joint Committee for approval as it sets out service objectives and proposed maintenance and improvement projects for the forthcoming financial year. The Bereavement Services Manager and Registrar for Coychurch Crematorium made reference to Appendix 1 which was the Service Level Business Plan and drew the committee's attention to the Green Flag award won by the Crematorium again in 2022 and the fact that the Service remains financially self-sufficient. She also mentioned the staffing structure, details of the business hours and types of memorialisation offered. She drew reference to the contents of the report mentioning the different ways the Crematorium markets itself and communicates with its service users and also referred to the different ways in which the crematorium remains environmentally sustainable.

The Bereavement Services Manager and Registrar for Coychurch Crematorium listed the key achievements over the last 10 years particularly that of the installation of external lighting in 2021 and the renewal of the two chapels' digital music facility including the installation of the visual tribute screens. She mentioned the structural building work which commenced in 2022 and ongoing to the extension of the flower court and main chapel exit.

A member queried the rate of the increased memorial service fee and the expected revenue resulting from the increase in the fee over the coming year. The Accountant, Financial Control and Closing stated he was unsure if an individual breakdown was available but saw that the general increase was forecast from 1.55million to 1.62million in the year 2023-24. He stated that he would endeavour to obtain further details around the figures.

The Bereavement Services Manager and Registrar for Coychurch Crematorium stated that the exact increase in revenue from increasing the memorial service fee had not been calculated. She clarified that they had seen an increase in usage of the larger Chapel for memorial services, particularly prior to cemetery burials, by local funeral directors prior to all funeral services being moved to the second chapel while building works were being carried out, as the fee was significantly lower than that in the local churches. She stated that the Crematorium's primary concern was to protect cremation and not become a general place for the hire of a Chapel because they were cost effective.

RESOLVED : The Joint Committee

- Noted the projected financial performance for 2022-23
- Confirmed and approve the revenue budget to be adopted for 2023-24
- Approved the increase in fees and charges with effect from 1 April 2023 outlined in **Appendix 1**.

20. **PROGRAMME OF MEETINGS 2023-24**

The Bereavement Services Manager presented a report which sought approval for the proposed programme of meetings for 2023-24.

She stated that the memorandum of agreement for the crematorium stated that the Joint Committee held at least two meetings in a municipal year, one of which must be the annual general meeting.

The first meeting of the Joint Committee after the annual meetings of Councils shall be the joint committee's annual general meeting, and that's the meeting that the Joint committee will elect, a chairman and the vice chairman for the ensuring year. She stated that the Joint committee may hold as many other meetings at such intervals as they as they find necessary or convenient and proceeded to propose a series of dates.

The Chairperson inquired the possibility of a site visit so that the committee could look at the proposals and see the operations and renovation work in progress.

The Bereavement Services Manager stated that they normally try to undertake a site visit prior to the Annual General Meeting.

In response to a query from a member as to whether the site visit can be undertaken upon completion of the flower court, the Bereavement Services Manager stated that the extension work with the flower court is not expected to be completed prior to the AGM and is more likely to be completed towards September 2023. She said she however felt that a site visit would be beneficial particularly as there were newly elected members on the joint committee who had not had a tour of the facilities before.

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RESOLVED : The Joint Committee approved the
programme of meetings for 2023-24.

21. URGENT ITEMS

None