

Public Document Pack

Coychurch Crematorium Joint Committee

C y d - B w y l l g o r A m l o s g f a L l a n g r a l l o

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Pen-y-bont ar Ogwr
CF35 6AB



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

Cyfarywddiaeth y Prif Weithredwr / Chief Executive's Directorate

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643147 / 643694

Gofynnwch am / Ask for: Democratic Services

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

Date / Dyddiad: Monday, 27 February 2023

Dear Councillor,

COYCHURCH CREMATORIUM JOINT COMMITTEE

A meeting of the Coychurch Crematorium Joint Committee will be held remotely - via Microsoft Teams on **Friday, 3 March 2023 at 14:00**.

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1st September 2009.
3. Approval of Minutes 3 - 6
To receive for approval the Minutes of 28 10 2022
4. Crematorium Business Plan and Fees 7 - 30
5. Financial Performance 2022-23 and Proposed Revenue Budget 2023-24 31 - 40
6. Programme of Meetings 2023-24 41 - 44
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.

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, 28 OCTOBER 2022

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE
HELD REMOTELY - VIA MICROSOFT TEAMS ON FRIDAY, 28 OCTOBER 2022 AT 14:00

Present

Councillor JC Spanswick – Chairperson

E L P Caparros
C Stallard

P Davies
B Stephens

G John

J Lynch-Wilson

Apologies for Absence

S J Griffiths

Officers:

Mark Galvin
Joanna Hamilton
Michael Pitman
Eilish Thomas

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

10. DECLARATIONS OF INTEREST

None.

11. APPROVAL OF MINUTES

RESOLVED:

That the minutes of a meeting of the Coychurch Crematorium Joint Committee dated 15 July 2022, be approved as a true and accurate record.

12. GREEN FLAG AWARD

The Bereavement Services Manager and Registrar presented a report, in order to advise the Joint Committee on Coychurch Crematorium's successful application for a Green Flag Award in 2022.

By way of background, she explained that 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 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.

Coychurch Crematorium received its first award in 2010 and annually thereafter to the present date.

A re-submission for the Green Flag Award was made in January 2022 and awards were announced on 11th July 2022, the Bereavement Services Manager and Registrar confirmed.

The Crematorium had 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.

She was pleased to say therefore, that Coychurch is flying its Green Flag for the thirteenth year in succession.

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.

On 27 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 to the report.

The award requires an annual application and a further submission will be made in January 2023, concluded the Bereavement Services Manager and Registrar.

RESOLVED: That the Joint Committee noted the report with pleasure and congratulated the Bereavement Services Manager and Registrar and her staff for once more achieving this award.

13. **RECYCLING OF METALS SCHEME DONATIONS**

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

She advised that 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 then distributed to charities associated with bereavement services, via the ICCM.

Paragraph 3.2 of the report, gave some examples of charities where such monies had been contributed to previously.

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.

In order to ensure that a wide range of local charities receive funding an updated list of organisations was listed in paragraph 4.2 of the report, for the Joint Committee's consideration. These charities have approached the Crematorium for funding. Only one charity can be nominated each time, the Bereavement Services Manager and Registrar added.

A Member felt that a charity for young people called Eye to Eye that supported schools in Rhondda Cynon Taf should be given a donation. The last donation given to this organisation was in 2015. This suggestion was supported by Members.

It was also suggested and agreed that the Alzheimer's Society also be donated to and that this be first on the list with Eye to Eye being second, then the remainder as listed in the report, being nominated in the order they were shown.

RESOLVED:

- (1) That the Joint Committee noted the charitable donations made by Coychurch Crematorium.
- (2) The Joint Committee agreed to nominate and support the list of suitable charities, for submission for funding from the National Recycling of Metals Scheme in the order shown in the report, following firstly the nomination of the Alzheimer's Society charity and Eye to Eye (in that order).

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

The Treasurer submitted a report, the purpose of which, was 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, as well as to provide an update to the Joint Committee in relation to the Annual Accounting Statement 2021-22.

By way of background information, the Finance Manager, Financial Control, Closing and Accounting Systems, confirmed that 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 was shown in paragraph 4.1 of the report.

She referred Members to paragraph 4.1 of the report and Table 1, which contained details of income and expenditure for the period April to September 2022, together with the projected outturn for the financial year.

This Table showed 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 were further detailed in this section of the report.

Table 2 in paragraph 4.2, gave 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, added the Finance Manager – Financial Control, Closing and Accounting Systems.

The Annual Return for 2021-22 (at Appendix 1 of the report) 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.

She advised that Audit Wales had now confirmed that the Return has been audited with no amendments required (Appendix 2 referred).

The Finance Manager – Financial Control, Closing and Accounting Systems finally added, that a copy of the certified Return will be made available at the Crematorium and electronically on Bridgend County Borough Council's website.

A Member referred to the top of page 29 of the report, where it made reference to a projected increase in Bridgend County Borough Council Contribution of £3,000 relating to increased staffing costs recharged to the Council's Cemeteries service. He asked for some clarification as to what this was.

The Bereavement Services Manager and Registrar confirmed that this was a percentage of salary of a member of staff that had been placed from the Cemeteries Department of the Communities Directorate to the Crematorium, therefore some of the post's salary was re-charged to that Department.

RESOLVED:

That the Joint Committee noted the Revenue Monitoring Statement April to September for 2022-23 and the position in relation to the Annual Accounting Statement 2021-22.

15. **URGENT ITEMS**

None.

The meeting closed at 14:45

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COYCHURCH CREMATORIUM JOINT COMMITTEE

3 MARCH 2023

REPORT OF THE CLERK & TECHNICAL OFFICER

CREMATORIUM BUSINESS PLAN AND FEES

1. Purpose of report

- 1.1 The purpose of this report is to approve the Crematorium Business Plan and Fees report for 2023-24.

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. **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 deliver to 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 the 2022 calendar year was 1,571, made up of 970 from Bridgend, 402 from Rhondda Cynon Taff and 135 from the Vale of Glamorgan, with 64 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 5 individual NVF cremations were arranged directly with families. Statistical records for the period from January to December 2021 and 2022 are included in the Business Plan for comparison.
- 4.2. The proposed Service Level Business Plan for 2023-24 is attached as **Appendix 1** which outlines the service objectives for the period.

- 4.3. The Crematorium's cremation charge was placed at 287 out of 314 cremation authorities in a national fee league table published in summer 2022 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 £745.70 to £824.00. This is based on a general increase in fees of 10.5% (CPI at 10.5% in line with the most recent Consumer Price Index figure published in December 2022). The table below indicates comparison on **current** (2022-23) cremation fees for adjoining crematoria:

Crematorium	Cremation Fee 2022-23
Vale of Glamorgan (Barry)	£980.00+ (excl.£55 organist)
Langstone Vale (Newport)	£950.00 (excl. organist)
Llanelli	£950.00 (excl. organist)
Sirhowy Valley (Pontllanfraith)	£950.00 (excl. organist)
Croesyceiliog (Gwent)	£828.00 (excl. organist)
Thornhill (Cardiff)	£780.00 (excl. organist)
Morrison (Swansea)	£765.00 (excl.£28 organist)
Narberth	£749.00 (excl. organist)
Coychurch (Bridgend)	£745.70
Glyntaff (Pontypridd)	£739.00 (excl. organist)
Llwydcoed (Aberdare)	£739.00 (excl. organist)
Margam	£630.50 (excl. organist)

- 4.4 The introduction of the unattended 'direct cremation' fee for 2022-23 has been well received by those families who do not require a funeral service at the crematorium. It has raised a discrepancy, however, with the fee charged for a memorial service (chapel hire where no cremation service is provided). The crematorium currently charges £82.10 for hiring the crematorium chapel for a thirty-minute memorial service. This fee is doubled for Saturday services. This fee is substantially below that charged at other crematoria. The difference between Coychurch Crematorium's current weekday attended cremation charge of £745.70 and the unattended direct cremation charge of £550.00 is £195.70. Consequently, it is recommended that the weekday charge for hiring the crematorium chapel for a thirty-minute memorial service should be increased to £220.00 for 2023-24, which would double for Saturdays, and bring it into line with neighbouring crematoria. The table below indicates comparison on **current** (2022-23) fees charged by adjoining crematoria for the hire of the chapel for a memorial service:

Crematorium	Chapel Hire Fee 2022-23 (No cremation)
Llanelli	£475.00
Langstone Vale (Newport)	£475.00
Sirhowy Valley (Pontllanfraith)	£475.00
Vale of Glamorgan (Barry)	£385.00
Morrison (Swansea)	£370.00
Thornhill (Cardiff)	£300.00
Margam	£175.00

Glyntaff (Pontypridd)	£126.00
Llwydcoed (Aberdare)	£126.00
Coychurch (Bridgend)	£82.10

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 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 All variations to expenditure and income, as outlined in the Service Level Business Plan 2023-24, have been incorporated into the Treasurer's Report and the Revenue Budget for 2023-24, and will be presented to the Joint Committee in a separate report.

9. Recommendations

9.1 The Joint Committee is recommended to approve the Service Level Business Plan 2023-24.

9.2 The Joint Committee is recommended to approve the cremation fee for 2023-24 at £824.00 and a general increase in all fees of 10.5%.

9.3 The Joint Committee is recommended to approve the fee for hiring the crematorium chapel for a thirty-minute memorial service at £220.00 for 2023-24, which would double on Saturdays.

**ZAK SHELL
HEAD OF OPERATIONS, COMMUNITY SERVICES
BRIDGEND COUNTY BOROUGH COUNCIL
CLERK AND TECHNICAL OFFICER
COYCHURCH CREMATORIUM JOINT COMMITTEE
3 MARCH 2023**

Contact Officer: Joanna Hamilton
Bereavement Services Manager & Registrar

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

Background Papers: None

COYCHURCH CREMATORIUM

SERVICE LEVEL BUSINESS PLAN

2023-24



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 1970 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 (BCBC), 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:	3 RD MARCH 2023

Name and job title of author:	JOANNA HAMILTON – BEREAVEMENT SERVICES MANAGER & REGISTRAR
Directorate/Department:	COMMUNITIES DIRECTORATE, BCBC - COYCHURCH CREMATORIUM JOINT COMMITTEE
Date:	3 RD MARCH 2023

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 2010/11/12/13/14/15/16/17/18/19/20/21/22
- 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

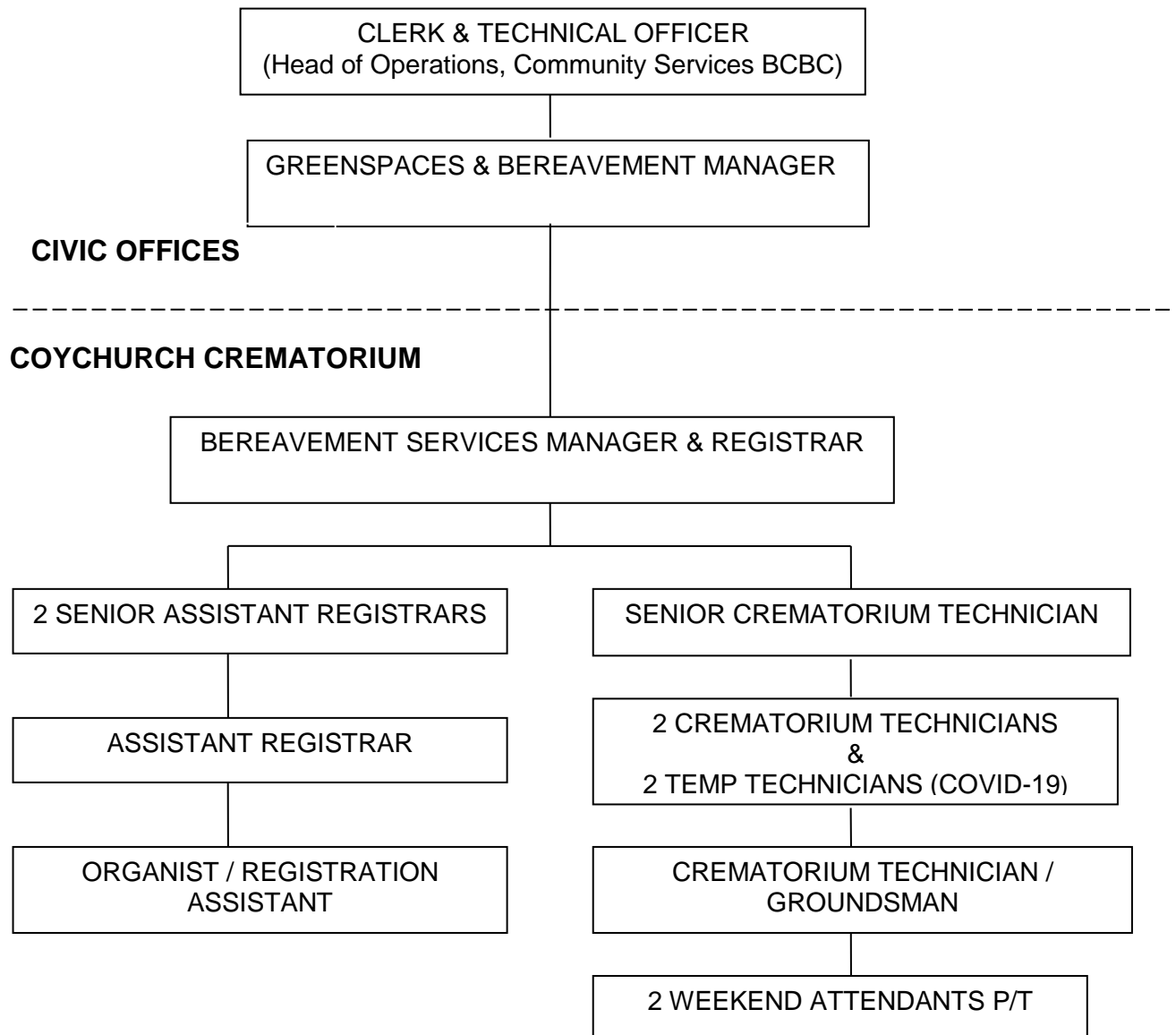
- The service has a net revenue budget of **-£71k** for 2023-24. A breakdown of this budget by expenditure type is given in **Section 3**.
- ICT systems used by the Service are:
 - Gower Sequel
 - Cedar Financials

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 since 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 Green Spaces 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 2021.
- Renewal of chapel digital music facilities & installation of visual tribute screens 2021.
- Structural extension to Flower Court/Chapel Exit – planned for 2022-23.
- Refurbishment of Chapel of Remembrance – planned for 2023-24.
- Improvements to exit gate: site lines to highway – planned for 2023-24.
- Install new pathways in memorial areas for improved pedestrian access – planned for 2023-24.

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 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	Actual 2022/23	Target 2023/24
100%	100%	100%	100%	100%	100%

COYCHURCH CREMATORIUM JOINT COMMITTEE

Annual Statistics

The following table indicates the annual usage of the Crematorium for 2022. A copy of the details for 2021 are also included for comparison purposes. The total number of viable cremations for **2022** was **1,571**, made up of **970 from Bridgend**, **402 from Rhondda Cynon Taff** and **135 from Vale of Glamorgan**, with **64 non-residents**. This is a decrease of 305 cremations from the 2021 figures.

COYCHURCH CREMATORIUM JOINT COMMITTEE

Crematorium Statistics for Year Ending 31st December 2022

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CREMATIONS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Borough of Bridgend	110	84	89	80	98	70	78	79	83	67	62	70	970	
Others	7	4	3	7	5	4	6	8	2	5	8	5	64	
Rhondda-Cynon-Taff	35	42	40	36	41	32	32	44	33	17	27	23	402	
Vale of Glamorgan	13	12	14	8	13	14	11	13	11	7	11	8	135	
TOTALS	165	142	146	131	157	120	127	144	129	96	108	106	1571	
NVF CREMATIONS (INDIVIDUAL)		1					1			2		1	5	
NVF CREMATIONS (COMMUNAL)		1		1		1		1		1		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	23	15	20	19	20	8	8	11	14	17	14	15	184	18
Interred in Rose Garden	9	2	4	2	6	4	6	6	3	2	6	1	51	12
Scattered in Garden of Remembrance	10	7	6	7	4	5	5	7	8	3	3	6	71	16
Placed in Columbarium Vault												1	1	
Taken Away by Funeral Director	123	120	116	104	127	104	109	121	104	77	85	85	1275	
On Hold														
TOTALS	165	144	146	132	157	121	128	145	129	99	108	108	1582	46
MEMORIALS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Plaques - Burial Plot/Rose Garden/Bench	41	22	37	32	30	21	14	17	24	21	13	25	297	
Book of Remembrance & Mini Book of Rem.	4	5	5		3	7		1	2	1	1	1	30	
Lease - Columbarium Vault (includes plaque)				1			1					1	3	
Lease - Wall Tablet/Vase Block (includes plaque)	2	1	2	2	2	5			3	1	2	1	21	
Lease - Tree Dedication/Shrub Bed (inc. plaque)		1			1	1							3	
Lease - Vase Block Space	2		1	3							1	1	8	
Memorial Bench Lease - New/Renewal		3			3					3	1		10	
External Chapel Wall Space														
TOTALS	49	32	45	38	39	34	15	18	29	26	18	29	372	

COYCHURCH CREMATORIUM JOINT COMMITTEE

Crematorium Statistics for Year Ending 31st December 2021

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CREMATIONS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Borough of Bridgend	153	156	113	74	56	83	83	73	83	97	103	89	1163	
Others	6	7	8	3	5	7	5	4	6	5	3	6	65	
Rhondda-Cynon-Taff	51	59	56	35	44	33	25	45	39	35	39	48	508	
Vale of Glamorgan	15	19	16	10	10	13	6	18	7	12	17	8	151	
TOTALS	225	241	193	122	115	135	119	140	135	149	162	151	1887	
NVF CREMATIONS (INDIVIDUAL)	1	5	1	1		1	1	1	2	0		1	14	
NVF CREMATIONS (COMMUNAL)		2		1		1		1		1		1	7	
DISPOSAL OF CREMATED REMAINS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	From Away
Interred in Burial Plot	29	31	24	17	13	18	10	17	14	15	24	17	229	24
Interred in Rose Garden	6	13	6	4	5	4	4	2	2	10	6	4	66	9
Scattered in Garden of Remembrance	10	14	11	5	3	9	4	3	4	4	1	8	76	9
Placed in Columbarium Vault						1							1	
Taken Away by Funeral Director	181	190	153	98	94	105	102	120	117	121	131	124	1536	
On Hold														
TOTALS	226	248	194	124	115	137	120	142	137	150	162	153	1908	42
MEMORIALS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Plaques - Burial Plot/Rose Garden/Bench	34	45	44	32	26	30	32	23	25	25	22	22	360	
Book of Remembrance & Mini Book of Rem.	6	5	3	1	3	3	4	5	7	5	2		44	
Lease - Columbarium Vault (includes plaque)	1	3											4	
Lease - Wall Tablet/Vase Block (includes plaque)			4		3		2	3		1	4	3	20	
Lease - Tree Dedication/Shrub Bed (inc. plaque)											1		1	
Lease - Vase Block Space	1		3	3		1	1						9	
Memorial Bench Lease - New/Renewal	1	1					1						3	
External Chapel Wall Space														
TOTALS	43	54	54	36	32	34	39	32	32	31	29	25	441	

COYCHURCH CREMATORIUM JOINT COMMITTEE

2: Service Developments

2021-22 AGREED WORKS:

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 has generated the following income:

Surplus Tradable Mercury Abated Cremations (tmacs) Shared Via the CAMEO Burden Sharing Scheme	Amount of Income Received £
01/01/16 – 31/12/16	5950.10
01/01/17 – 31/12/17	6415.92
01/01/18 – 31/12/18	6297.16
01/01/19 – 31/12/19	5830.86
01/01/20 – 31/12/20	5006.21
01/01/21 – 31/12/21	4844.29
TOTAL	34,344.54

The Crematorium is awaiting confirmation of the potential amount of income it can expect to generate for 2022.

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

COYCHURCH CREMATORIUM JOINT COMMITTEE

sum of £41,696, which was included in the Crematorium's Business Plan and revenue budget for 2020-21.

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

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

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, but the Covid-19 pandemic impacted upon this timetable. At the meeting of 5th March 2021 the Joint Committee approved the award of tender for the installation phase of the project. The estimated amount of £300,000, which was included in the 2020-21 budget, was reduced to £250,000 and included in the 2021-22 budget. The works were completed in July 2021.

2022-23 AGREED WORKS:

Flower Court Extension

At the meeting on 15th June 2018 the Joint Committee approved the provision of a structural 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 narrow corridor 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.

COYCHURCH CREMATORIUM JOINT COMMITTEE

Architect Mr Jonathan Adams Percy Thomas Architects, Capita Real Estate and Infrastructure) 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.

On 18th March 2022 Bridgend County Borough Council invited tenders (Tender No. B783) via an open tender process through E-Tender Wales and an advert on Sell2Wales. The final date for the return of tenders was 17th June 2022 at 12pm.

On 15th July 2022 the Joint Committee approved the Tender from South Wales Contractors Ltd in the sum of £1,269,956.74 and awarded the Contract to this contractor.

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.

£550,000 for the project was already included in the Crematorium's Business Plan for 2022-23 and accommodated in the 2022-23 revenue budget. The additional £720,000 would be transferred from the Crematorium's accumulated surplus/reserve funds. The works commenced on 3rd October 2022 with an estimated completion period of ten months.

Chapel of Remembrance

The Chapel of Remembrance, which houses the Crematorium's Book of Remembrance and provides flower vases for visitors to place floral tributes, requires redecoration and improved heating. The repairs will ensure that the Chapel of Remembrance is maintained to an acceptable standard.

The project has been delayed due to the Flower Court extension works taking place and has been reprogrammed into the works schedule and revenue budget for 2023-24.

Improvements to Crematorium's Exit Junction

The sight lines to the highway at the Crematorium's exit gate are in need of improvement.

The project has been delayed due to the Flower Court extension works taking place and has been reprogrammed into the works schedule and revenue budget for 2023-24.

COYCHURCH CREMATORIUM JOINT COMMITTEE

Additional Pathways in Memorial Areas

The memorial areas would benefit from additional pathways to improve safety and pedestrian access.

The project has been delayed due to the Flower Court extension works taking place and has been reprogrammed into the works schedule and revenue budget for 2023-24.

2023-24 AGREED WORKS:

Property Contingency

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

Surplus Fund – General Reserve

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

COYCHURCH CREMATORIUM JOINT COMMITTEE

3: Revenue Budgets

Planned works

Narrative	Budget	
	2022/23	2023/24
	£000	£000
Flower Court Extension: Construction / Design consultants costs	867	403
External Lighting to site Construction (Completed 21/22) Retention Payment	5	
Additional Paths in Memorial Areas (Moved from 22/23 to 23/24)	(100)	100
Redecoration of Chapel of Remembrance – Redecoration (revenue) (Moved from 22/23 to 23/24)	(10)	10
– Underfloor heating	(10)	10
Groundworks to Exit Junction (revenue) (Moved from 22/23 to 23/24)	(40)	40
TOTAL PLANNED WORKS	712	563

COYCHURCH CREMATORIUM JOINT COMMITTEE

Proposed Budget 2023/24

Narrative	2022/23	2023/24
	Budget	Budget
	£000	£000
Employees	378	407
Premises	428	440
Supplies, Services and Transportation	206	229
Agency/Contractors	112	113
Administration	39	40
Capital Financing	1385	513
Gross Expenditure	2548	1742
Income: Fees and Charges/Grants/BCBC	(1596)	(1671)
Surplus(-)/Deficit	952	71
Transfer to/from (-) Reserve	(952)	(71)
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		
					21/22	22/23	23/24
Budget Strategy	<ul style="list-style-type: none"> Exercise service charge Review works programme CAMEO income 	Annually Annually March 2024	Joanna Hamilton	Annual report to Joint Committee	(5)	(5)	(5)
Chapel Music & Media Systems	<ul style="list-style-type: none"> Replace 	March 2022	Joanna Hamilton	Regular progress meetings.	45		
External Lighting to Site	<ul style="list-style-type: none"> Install Lighting Retention 	Dec 2021 Dec 2022	Joanna Hamilton	Report to JC. Regular progress meetings.	245	5	
Flower Court Extension	<ul style="list-style-type: none"> Feasibility Study Construction / Design Consultants Fees 	June 2019 March 2024	Joanna Hamilton	Report to JC. Regular progress meetings	(550)	867	403
Additional Paths in Memorial Areas	<ul style="list-style-type: none"> Install 	March 2024	Joanna Hamilton	Report to JC. Regular progress meetings		(100)	100
Chapel of Remembrance	<ul style="list-style-type: none"> Redecoration Install underfloor heating 	March 2024	Joanna Hamilton	Regular progress meetings.		(10) (10)	10 10
Improvements to Exit Junction	<ul style="list-style-type: none"> Groundworks to improve sight lines 	March 2024	Joanna Hamilton	Regular progress meetings.		(40)	40

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

REPORT TO COYCHURCH CREMATORIUM JOINT COMMITTEE

3 MARCH 2023

REPORT OF THE TREASURER

FINANCIAL PERFORMANCE 2022-23 AND PROPOSED REVENUE BUDGET 2023-24

1. Purpose of report

- 1.1 The purpose of this report is to inform the Joint Committee of the projected financial performance for the Crematorium for 2022-23, and to obtain approval from the Joint Committee for the Proposed Budget and Fees and Charges for 2023-24 as set out in **Appendix 1**.

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**: -
- **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. The proposed budget for 2023-24 can be seen in paragraph 4.3.

4. Current situation/proposal

Estimated Revenue Outturn 2022-23

4.1 Table 1 below shows the financial position as at 31 January 2023 and the projected outturn for 2022-23.

Table 1 – Comparison of Budget against Projected Spend as at 31 January 2023

Budget	Category	*Adjusted Actual	Projected Outturn	Projected Over (Under) Spend
2022-23		01/04/22 to 31/01/23	2022-23	2022-23
£'000		£'000	£'000	£'000
378	Employees	337	392	14
428	Premises	206	296	(132)
206	Supplies, Services & Transport	116	220	14
112	Agency / Contractors	74	113	1
39	Administration	32	39	0
1,385	Capital Financing Costs	472	872	(513)
2,548	Gross Expenditure	1,237	1,932	(616)
(1,555)	Fees & Charges	(1,029)	(1,495)	60
(15)	WG Grants	(7)	(14)	1
(26)	BCBC Contribution	(22)	(32)	(6)
(1596)	Gross Income	(1058)	(1541)	55
952	(Surplus)/Deficit	179	391	(561)
(952)	Transfer to/(from) Reserve	(179)	(391)	

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

4.2 When the budget was set there was an anticipated budget deficit of £952,000. The projected outturn as at the end of January is a deficit of £391,000 which will require a transfer from the Crematorium's Accumulated Surplus. An explanation of the main variances between the budget and projected outturn is detailed below:

- The overspend of £14,000 on Employees is due to increased costs resulting from the support staff pay award as no allowance was made for this when the budget was set.

- The under spend of £132,000 on Premises is made up of under spends on planned maintenance (£130,000), day to day maintenance (£10,000) and business rates (£3,000). This is offset by overspends on maintenance of grounds (£6,000), gas (£2,000) and water (£3,000).
- The overspend of £14,000 on Supplies, Services & Transport is made up of overspends on items for resale (£20,000), and other miscellaneous office expenses (£1,000). This is offset by under spends on purchase of equipment (£5,000), and security services (£2,000).
- Table 2 below shows a breakdown of the Planned Capital Maintenance budget along with the projected outturn and variances for 2022-23.

Table 2 – Planned Capital Maintenance 2022-23

	Budget 2022-23 £'000	Projected Outturn £'000	Projected Variance £'000
Flower Court Extension	1,270	867	(403)
Site Lighting	5	5	0
Groundworks -Paths	100	0	(100)
Chapel of Remembrance	10	0	(10)
Total	1,385	872	(513)

- The under spend on the Flower Court Extension is due to delays in the procurement and tender process as a result of the Coronavirus pandemic which resulted in the works not commencing until October 2022. With the commencement of this work, it was decided to postpone the start of the Chapel of Remembrance and the Groundworks paths projects until 2023-24. Both projects are included in the Capital Budget for 2023-24 (see Table 4).
- Income is less than budgeted by £55,000. This is as a result of a decrease in the number of cremations following the Coronavirus pandemic and the requirement to use the small chapel whilst capital works take place on the flower court extension.

2023-24 Proposed Budget

4.3 Table 3 below shows the proposed revenue budget for 2023-24.

Table 3 – Proposed Budget 2023-24

Category	Budget 2023-24 £'000
<u>Expenditure</u>	
Employees	407
Premises	440
Supplies, Services & Transport	229
Agency / Contractors	113
Administration	40
Capital Financing Costs	513
Gross Expenditure	1,742
<u>Income</u>	
Fees & Charges	(1,625)
Grants	(14)
Contribution from BCBC	(32)
Gross Income	(1,671)
Net (Surplus)/Deficit	71
Transfer to/(from) Reserves	(71)

4.4 All 2022-23 non-employee budgets have been reviewed and any necessary adjustments made to meet anticipated expenditure for 2023-24.

4.5 Employee budgets have been adjusted to reflect salary increments although no allowance has been made for a pay award in 2023-24.

4.6 The Business Plan for 2023-24 includes a budget requirement of £513,000 to meet Planned Capital Maintenance expenditure itemised in the table below:

Table 4 – Planned Capital Maintenance Spending Requirements

2023-24	£'000
Flower Court Extension	403
Groundworks (Additional Paths)	100
Chapel Refurbishment	10
Total	513

These costs will be met from the Capital Financing Costs budget identified in Table 3 above.

Fees and Charges

- 4.7 Fees and charges are reviewed in line with Bridgend County Borough Council fees and charges policy, and are increased by the Consumer Price Index as at December prior to the start of the financial year. The general increase applied for 2023-24 is 10.5%. However, the fee increases for memorial services fall outside of this as they are currently substantially below that charged at other crematoria, at £82.10. It is therefore proposed that the fee is increased to £220 (Weekday).
- 4.8 Income budgets have also been prepared based on a decrease in the levels of activity experienced over the last two years because of the Coronavirus pandemic and the number of cremations currently timetabled whilst capital works are completed. The 2023-24 proposed fees table is attached at **Appendix 1**.

Accumulated Balance

- 4.9 The effect on the accumulated balance of the proposed budget for 2023-24 is shown in Table 5 below:

Table 5 – Impact on Accumulated Balance of Proposed Budget 2023-24

Accumulated Balance	£000
Balance as at 31 March 2022	(3,180)
Projected Transfer from Reserves	391
Projected Balance as at 31 March 2023	(2,789)
Projected Transfer from Reserves 2023-24	71
Projected Balance as at 31 March 2024	(2,718)

- 4.10 It is projected that as at 31 March 2024, there will be an accumulated balance of £2.718 million. The balance of reserves as at 31 March 2023 is considered a sufficient level to maintain and protect the service in light of unknown demands or emergencies.

Capital Expenditure 2023-24

4.11 Capital expenditure will not require any loan charge or contribution from constituent authorities in 2023-24. Items of a capital nature for 2023-24 in paragraph 4.6, Table 4 will be directly funded from revenue contributions and the accumulated surplus from previous years.

5. Effect upon policy framework and procedure rules

5.1 There are no effects on the policy framework or procedure rules arising from this report.

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 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 capital 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 proposed budget 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

- (a) Note the projected financial performance for 2022-23.
- (b) Confirm and approve the revenue budget to be adopted for 2023-24.
- (c) Approve the increase in fees and charges with effect from 1 April 2023 outlined in **Appendix 1**.

**CARYS LORD
CHIEF OFFICER - FINANCE, PERFORMANCE AND CHANGE
BRIDGEND COUNTY BOROUGH COUNCIL
TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE
3 MARCH 2023**

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

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Email: Dean.Jones@bridgend.gov.uk

Postal address: Bridgend County Borough Council
Wing 4
Ravenscourt
CF31 4AP

Background documents: None

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APPENDIX 1

<u>FEES</u>	<u>2022/23</u>	<u>2023/24</u>
	£ p	£ p
<u>CREMATION FEES</u>		
Under 18 years (Weekday)	Free	Free
Under 18 years (Saturday)	380.90	420.90
Over 18 years (Weekday)	745.70	824.00
Over 18 years (Saturday)	1061.10	1172.50
Additional 30 min Chapel time - Weekday	82.10	90.70
Additional 30 min Chapel time - Saturday (Double weekday rate)	156.00	181.40
Retained Organs (Cremated at establishment)	114.50	126.50
Retained Organs (not previously cremated at establishment)	186.10	205.60
Memorial Service - Weekday	82.10	220.00
Memorial Service - Saturday (Double weekday rate)	156.00	440.00
Live Webcast of funeral service - (includes 7 days on demand)	77.90	86.10
Personal Digital Recording of the Webcast – Downloadable File link	30.00	33.20
Personal Digital Recording of the Webcast with visual tributes inserted	50.00	55.30
Personal Digital Video Recording of funeral service (funeral has not been Webcast) - Downloadable File Link (including a Visual Tribute if required)	71.50	79.00
Visual Tributes - Display of Digital Single Still photograph - (Hold image)	20.00	22.10
Visual Tributes - Display of Digital photographs Slideshow - max. 25 images with music if required - For every additional 25 photographs	75.00	82.90
Visual Tributes - Display of Digital Family Video File	25.00	27.60
Visual Tributes - Personal Digital Copy of Visual Tribute only – Downloadable File link	50.00	55.30
Visual Tributes - Personal Digital Copy of Visual Tribute only – Downloadable File link	30.00	33.20
Direct Cremation only at 9am (No service, No Attendance, inclusive of Cremation Cert)	550.00	607.80
<u>BURIAL PLOTS</u>		
Concrete plinth burial plot - purchase fee (double if cremated elsewhere)	283.40	313.20
Granite plinth burial plot - purchase fee 75 yrs (double if cremated elsewhere)	453.10	500.70
<u>SLATE PLAQUES</u>		
Standard plaque for concrete plinth burial plot/rose beds/trees	248.20	274.30
Double plaque for plot/rose beds/trees	369.30	408.10
Small photograph	122.30	135.10
Large Photograph	182.80	202.00
Standard slate plaque - blank	38.70	42.80
Refurbishment of standard plaque lettering (double for double plaque)	38.70	42.80
<u>GRANITE PLAQUES</u>		
Standard plaque for granite plinth burial plot	320.90	354.60
Standard plaque for granite bench	320.90	354.60
<u>BENCHES</u>		
Wooden bench - purchase fee with 10yr maintenance agreement	1109.80	1226.30
Wooden bench - renewal of 10yr maintenance agreement	433.90	479.50
Granite bench - 10yr lease on shared bench	216.80	239.60
<u>LEASED MEMORIALS</u> (15 year lease unless otherwise stated)		
Columbaria units - from	578.40	639.10
Vase blocks lease with plaque - from	384.20	424.50
Wall plaques and lease (GoR) - from	384.20	424.50
Tree dedication lease	337.10	372.50
Shrub bed dedication lease	191.40	211.50
Vase space lease - Cloisters (3 years)	55.40	61.20
<u>INTERMENT RELATED FEES</u>		
Interment in rose beds (double if cremated elsewhere)	137.70	152.20
Interment in burial plot (double if cremated elsewhere)	137.70	152.20
Exhumation	137.70	152.20
Placement in Columbaria unit	50.10	55.40
Scattering of cremated remains (double if cremated elsewhere)	25.20	27.80
Witness of interment/scatter of cremated remains	33.30	36.80
Cremation Certificate/ Extract from Register	17.00	18.80
<u>URNS</u>		
Aluminium urn - adult/child	38.70	42.80
Wooden casket	47.00	51.90
Biodegradable Scatter Tube	28.10	31.10
Polytainer urn	18.40	20.30

<u>FEES</u>	<u>2022/23</u>	<u>2023/24</u>
	£ p	£ p
<u>OTHER</u>		
External Chapel Wall Space (for granite plaque)	349.50	386.20
Silver coloured flower vase for plots/columbaria units	8.30	9.20
Lids for flower vase	3.50	3.90
Service book	31.60	34.90
<u>BOOK OF REMEMBRANCE</u>		
Reservation in Book 2 Lines	20.20	22.30
Reservation in Book 5 Lines	40.20	44.40
Reservation in Book 8 Lines	60.40	66.70
Entry 2 Lines	56.70	62.70
Entry 5 Lines	115.50	127.60
Entry 8 Lines	149.00	164.60
Special Entry	222.90	246.30
Floral Emblem	60.40	66.70
Coat of Arms	77.00	85.10
Purchase of Miniature Book	55.80	61.70

* All fees rounded to the nearest 10p.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COYCHURCH CREMATORIUM JOINT COMMITTEE

3 MARCH 2023

REPORT OF THE CLERK & TECHNICAL OFFICER

PROGRAMME OF MEETINGS 2023-24

1. Purpose of report

- 1.1 The purpose of this report is to seek approval for the proposed programme of meetings for 2023-24.

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 for 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 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 proposed: -

Friday 9th June 2023 - Annual General Meeting

Friday 1st September 2023

Friday 1st March 2024

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 wellbeing goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of wellbeing goals/objectives as a result of this report.

8. Financial implications

- 8.1 None.

9. Recommendation

- 9.1 The Joint Committee is recommended to approve the programme of meetings for 2023-24.

**ZAK SHELL
HEAD OF OPERATIONS, COMMUNITY SERVICES
BRIDGEND COUNTY BOROUGH COUNCIL
CLERK AND TECHNICAL OFFICER
COYCHURCH CREMATORIUM JOINT COMMITTEE
3 MARCH 2023**

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Background Papers: None

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