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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

Amlogfa Llangrallo
Llangrallo
Pen-y-bont ar Ogwr
CF35 6AB



Coychurch Crematorium
Coychurch
Bridgend
CF35 6AB

Tel: 01656 656605
Fax: 01656 668108

*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

Deialu uniongyrchol / Direct line /: 01656 643148 /
643147 / 643694

Gofynnwch am / Ask for: Democratic Services

Ein cyf / Our ref:

Eich cyf / Your ref:

Date / Dyddiad: Friday, 23 February 2024

Dear Councillor,

COYCHURCH CREMATORIUM JOINT COMMITTEE

A meeting of the Coychurch Crematorium Joint Committee will be held in remotely - via Microsoft Teams on **Friday, 1 March 2024 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 - 4
To receive for approval the Minutes of 01/09/2023
4. Crematorium Business Plan and Fees 5 - 34
5. Financial Performance 2023-24 and Proposed Revenue Budget 2024-25 35 - 50
6. Programme of Meetings 2024-25 51 - 52
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, 1 SEPTEMBER 2023

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE
HELD HYBRID IN THE COUNCIL CHAMBER - CIVIC OFFICES, ANGEL STREET,
BRIDGEND, CF31 4WB / VIA MICROSOFT TEAMS ON FRIDAY, 1 SEPTEMBER 2023 AT
14:00

Present

Councillor B Stephens – Chairperson

E L P Caparros
JC Spanswick

P Davies
C Stallard

G John

J Lynch-Wilson

Officers:

Mark Galvin	Senior Democratic Services Officer - Committees
Stephen Griffiths	Democratic Services Officer - Committees
Joanna Hamilton	Bereavement Services Manager and Registrar
Dean Jones	Accountant - Financial
Oscar Roberts	Business Administrative Apprentice - Democratic Services
Zak Shell	Head of Neighbourhood Services

30. DECLARATIONS OF INTEREST

None

31. APPROVAL OF MINUTES

RESOLVED That the minutes of a meeting of the Coychurch Crematorium Joint Committee dated 9 June 2023, be approved as a true and accurate record.

32. GREEN FLAG AWARD

The Bereavement Services Manager and Registrar for Coychurch Crematorium advised the committee on their successful application for the Green Flag award, which promotes good management standards in green space sector and high environmental standards. The award is judged on a welcoming atmosphere, a healthy environment, being safe and secure, well maintained, biodiversity, landscape and heritage, community involvement and communication and management. No ceremony or presentation was held this year she confirmed. The next application period was due in January 2024, costing £350.

Members acknowledged the fact that the Green Flag had been awarded to Coychurch Crematorium once more, for the continued high standard of service provided by the facility and its staff to customers.

RESOLVED: The Committee thanked the staff and management at Coychurch Crematorium for their continued hard work and stewardship of the facility and surrounding area grounds and noted the report with pleasure.

33. **REVENUE MONITORING STATEMENT 1 APRIL TO 30 JUNE 2023 & ANNUAL ACCOUNTING STATEMENT 2022-23 UPDATE**

The Accountant Financial Control and Closing presented a report to inform and assess financial performance and projections for Coychurch Crematoria, and to update the committee on the Revenue Monitoring Statement for the above period.

An increased deficit of £311,000 was noted by members compared to expected projections of £71,00, he advised. The annual Accountant's Statement (now submitted to Audit Wales) showed a deficit of £361,665 and a balance of £2,817,942 as of 31/03/23.

RESOLVED: The Committee noted and approved the Revenue Monitoring Statement, noting that there is considerable value for money for the cost of the increased expenditure, as well as the fact that reserves existed to cover that increased spending both currently and moving forward into the future.

34. **URGENT ITEMS**

None

The meeting closed at 14:16

Agenda Item 4

Meeting of:	COYCHURCH CREMATORIUM JOINT COMMITTEE
Date of Meeting:	1 MARCH 2024
Report Title:	CREMATORIUM BUSINESS PLAN AND FEES
Report Owner / Corporate Director:	REPORT OF THE CLERK & TECHNICAL OFFICER COYCHURCH CREMATORIUM JOINT COMMITTEE
Responsible Officer:	JOANNA HAMILTON BEREAVEMENT SERVICES MANAGER & REGISTRAR
Policy Framework and Procedure Rules:	There is no impact on the policy framework and procedure rules.
Executive Summary:	<ul style="list-style-type: none">• The Report provides the Joint Committee with the details of a Service Level Business Plan and the proposed fees and charges for 2024-25• Appendix 1 provides the Service Level Business Plan.• Appendix 2 provides a comparison table of fees and charges.

1. Purpose of Report

- 1.1 The purpose of this report is to approve the Crematorium Service Level Business Plan and Fees report for 2024-25.

2. Background

- 2.1 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.

3. Current situation / proposal

- 3.1 The total number of cremations for the 2023 calendar year was 1,186, made up of 773 from Bridgend, 283 from Rhondda Cynon Taff and 87 from the Vale of Glamorgan, with 43 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 17 individual NVF cremations were arranged directly with families. Statistical records for the period from January to December 2022 and 2023 are included in the Business Plan for comparison.

- 3.2 The proposed Service Level Business Plan for 2024-25 is attached as **Appendix 1** which outlines the service objectives for the period.
- 3.3 The Crematorium's cremation charge was placed at 291 out of 322 cremation authorities in a national fee league table published in summer 2023 by the Cremation Society of Great Britain (where the highest cost is detailed first).
- 3.4 The table below indicates comparison on **current** (2023-24) cremation fees for adjoining crematoria:

Crematorium	Cremation Fee 2023-24
Vale of Glamorgan (Barry)	£1030.00+ (excl.£60 organ)
Langstone Vale (Newport)	£1010.00 (excl. organ)
Llanelli	£1010.00 (excl. organ)
Sirhowy Valley (Pontllanfraith)	£1010.00 (excl. organ)
Croesyceiliog (Gwent)	£845.00 (excl. organ)
Coychurch (Bridgend)	£824.00 (excl. organ)
Thornhill (Cardiff)	£820.00 (excl. organ)
Glyntaff (Pontypridd)	£813.00 (excl. organ)
Llwydcoed (Aberdare)	£813.00 (excl. organ)
Narberth	£806.00
Morryston (Swansea)	£805.00 (excl.£31 organ)
Margam	£635.00

- 3.5 Fees and charges are set in accordance with delegated powers and the requirements outlined in Bridgend County Borough Council's Fees and Charge's Policy. In general, the aim is for full cost recovery, with fees and charges increased by inflation based on Consumer Price Index (CPI) (in line with the most recent CPI figure published in December 2023, which is 4%), or in accordance with statutory or service requirements, except where a clear decision is taken not to do so.
- 3.6 Coychurch Crematorium achieves full cost recovery each year, plus additional income which is transferred to its reserve funds.
- 3.7 In recent years Coychurch Crematorium has increased its fees in accordance with CPI, while nearby crematoria have taken account of the cost of living crisis and reduced their percentage fee increases. Margam Crematorium applied a 0% fee increase for three consecutive financial years from April 2019 until April 2023, and increased by only 3% in 2023-24. The table below provides a comparison of fee increases since 2019 with the nearest local authority crematoria, Margam to the west and Thornhill to the east:

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25 Proposed
Margam cremation fee £	617	617	617	617	635	654
% increase		(0%)	(0%)	(0%)	(3%)	(3%)
Coychurch cremation fee £	680.70	696.40	707.50	745.70	824	824

% increase		(2.3%)	(1.6%)	(5.4%)	(10.5%)	(0%)
Cardiff						
cremation fee £	640	700	740	780	820	
% increase		(9.3%)	(5.71%)	(5.4%)	(5.13%)	

- 3.8 Cremation numbers at Coychurch Crematorium decreased by 385 from 1,571 in the 2022 calendar year to 1,186 in 2023 due to the closure of the larger chapel, Crallo Chapel, and the continual use of the smaller chapel, Coity Chapel, while the Flower Court building extension works took place. With less income being generated as a result of the decreased funeral numbers, the fee increase of 10.5% assisted with meeting increases in energy costs and other inflationary increases. Cremation numbers have increased to more normal levels since the re-opening of Crallo Chapel in December 2023, and numbers are expected to maintain normal levels during 2024-25. The proposed budget for 2024-25 shows a projected accumulated reserve balance as at 31 March 2024 of £1.9 million. The 2024-25 proposed revenue budget shows an anticipated net surplus of £256,000 to be transferred to the reserve funds, increasing the net surplus to £2.141 million as at 31 March 2025.
- 3.9 It is proposed that fees and charges relating to Cremation fees and ancillary services charges are not increased from 1st April 2024. This will assist to balance out the 10.5% increase in fees and charges in 2023-24 and prevent the gap in fees with Margam Crematorium widening further. **Appendix 2** shows the proposed fees and charges for 2024-25 and the additional comparator for fee increases of 4%.
- 3.10 In recent years it has become apparent that the Wesley Media system is the preferred choice for the bereaved, who are opting to utilise the unrestricted selection of digital music for reflection during the funeral service and also make use of webcast, recording and visual tribute options. Hymns are not so frequently requested but when hymns are chosen, they are normally well-known hymns that are accommodated on the Wesley Media system, with most families preferring to sing along to Wesley Media hymn choices which include accompanying choirs.
- 3.11 Media systems have now digitalised and moved on considerably in quality. The organ music now provided by Wesley Media is utilised by most of the Crematoria in the United Kingdom (UK). In recognition of this, the Crematorium recently invested in new state-of-the-art audio-visual systems for both chapels and consequently pays maintenance, administration and performance charges to Wesley Media. The Crematorium provides the digital Wesley Media system free of charge for all music choices during a funeral service. The Wesley Media system is operated by the Crematorium's Chapel Attendant. Consequently, providing a full-time organist post has become unsustainable. Enabling funeral directors to engage freelance organists, which are much more readily available, provides a means of meeting the needs of those few families that still require this service. It also removes the risk and pressures on the service when accountable for continual organist provision, improving the resilience of the service for the bereaved. This is the standard operating procedure implemented by the majority of crematoria throughout the UK.

3.12 Coychurch Crematorium is a unique Grade 2* listed building with a large, extension pipe organ, designed and built by N P Mander of St Peter's Organ Works, London, which forms a part of the listed building status. Such a specialist instrument not only requires regular technical care and maintenance but also needs protecting from misuse. The organ in the second chapel is another highly valuable instrument. The application of a small charge of £50, applied for the use of the Crematorium's organs, covers the increased service and maintenance costs, insurance and liability charges, and protects the organs from misuse by ensuring that they are utilised by an accomplished organist. This fee is included in the Crematorium's List of Fees.

3.13 Coychurch Crematorium provides visual tributes as part of its digital services with Wesley Media. These requests must be finalised 48 hours in advance of the funeral service. Wesley Media charges an additional fee for any such requests made within 48 hours of a funeral service. This charge of £100.00 has been added to the Crematorium's List of Fees.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 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.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

5.1 The Act provides the basis for driving a different kind of public service in Wales, with five ways of working to guide how public services should work to deliver for people. The well-being objectives are designed to complement each other and are part of an integrated way of working to improve well-being for the people of Bridgend. The well-being 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 well-being goals/objectives as a result of this report.

6. Climate Change Implications

6.1 There are no Climate Change implications arising from this report.

7. Safeguarding and Corporate Parent Implications

7.1 There are no Safeguarding and Corporate Parent implications arising from this report.

8. Financial Implications

8.1 These are reflected in the report. All variations to expenditure and income, as outlined in the Service Level Business Plan 2024-25, have been incorporated into the Treasurer's Report and the Revenue Budget for 2024-25, 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 2024-25 (**Appendix 1**).

9.2 The Joint Committee is recommended to approve the content of the report, the fees and charges as set out in this report and in **Appendix 2**, with no increases to fees and charges for 2024-25.

Background documents: None

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APPENDIX 1

COYCHURCH CREMATORIUM

SERVICE LEVEL BUSINESS PLAN

2024-25



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:	1 ST MARCH 2024

Name and job title of author:	JOANNA HAMILTON – BEREAVEMENT SERVICES MANAGER & REGISTRAR
Directorate/Department:	COMMUNITIES DIRECTORATE, BCBC - COYCHURCH CREMATORIUM JOINT COMMITTEE
Date:	1 ST MARCH 2024

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 2010/11/12/13/14/15/16/17/18/19/20/21/22/23
- 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

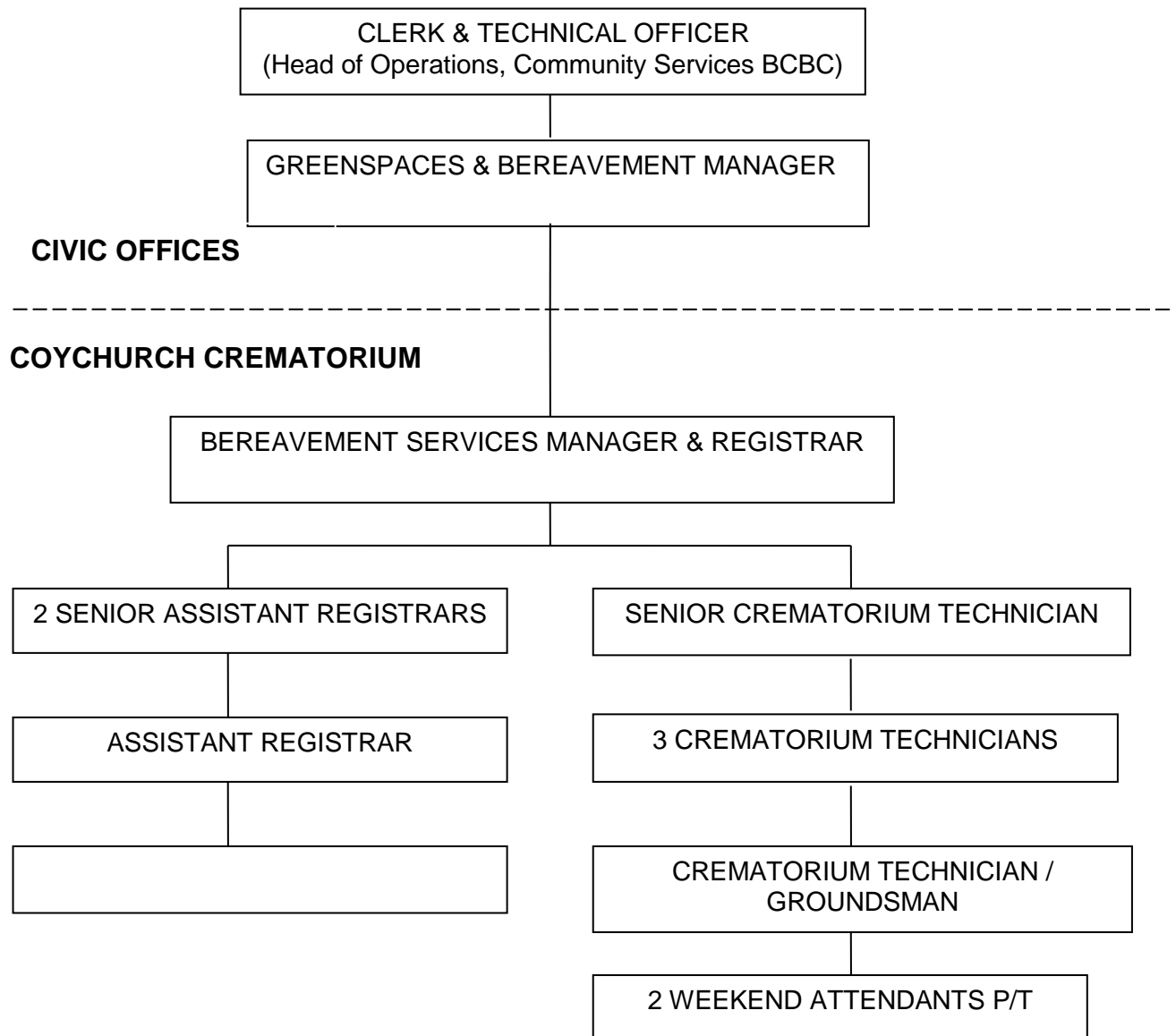
- The service has a net revenue budget (surplus) of **£256k** for 2024-25. A breakdown of this budget by expenditure type is given in **Section 3**.
- ICT systems used by the Service are:
 - Gower Sequel
 - Cedar Financials

Staffing

The Service employs 9 full time employees and 2 part time employees, working at Coychurch Crematorium. 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.

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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 and funeral directors

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

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- Separate collection of compostable waste
- Monitoring of utilities
- Borehole water feed to support pond
- Water capture from roads, roofs and raingardens
- 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, 2020, 2021, 2022 and 2023.
- 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.

COYCHURCH CREMATORIUM JOINT COMMITTEE

- Replacement of crematory roof.
- 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 2022-23.
- New paths in memorial areas for improved pedestrian access 2023-24.
- Cleaning of exterior stonework 2023.
- Refurbishment of exterior of Chapel of Remembrance 2023.
- Improvements to exit gate: site lines to highway – planned for 2024-25.
- Install new pathways in memorial areas for improved pedestrian access – planned for 2024-25.
- Cleaning of exterior stonework – planned for 2024-25.

COYCHURCH CREMATORIUM JOINT COMMITTEE

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 2019/20	Actual 2020/21	Actual 2021/22	Actual 2022/23	Actual 2023/24	Target 2024/25
100%	100%	100%	100%	100%	100%

Annual Statistics

The following table indicates the annual usage of the Crematorium for 2022. A copy of the details for 2022 are also included for comparison purposes. The total number of viable cremations for **2023** was **1,186**, made up of **773 from Bridgend**, **283 from Rhondda Cynon Taff** and **87 from Vale of Glamorgan**, with **43 non-residents**. This is a decrease of 385 cremations from the 2022 figures.

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Crematorium Statistics for Year Ending 31st December 2023

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CREMATIONS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Borough of Bridgend	86	79	74	65	66	55	45	68	49	44	73	69	773	
Others	4	8	6	2	4	2	6	2	2	1	2	4	43	
Rhondda-Cynon-Taff	28	27	29	19	22	23	14	21	23	23	26	28	283	
Vale of Glamorgan	9	5	14	10	5	9	6	5	4	7	4	9	87	
TOTALS	127	119	123	96	97	89	71	96	78	75	105	110	1186	
NVF CREMATIONS (INDIVIDUAL)	1	2			4	3	2		1	2	2		17	
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	22	11	19	13	9	9	13	17	8	5	14	9	149	28
Interred in Rose Garden	6	6	3	3	3	5	3	6	2	3	3	7	50	17
Scattered in Garden of Remembrance	6	3	4	2	4	5	3	2	3	4	4	2	42	16
Placed in Columbarium Vault	1												1	1
Taken Away by Funeral Director	93	102	97	79	85	74	54	72	66	66	86	93	967	
On Hold														
TOTALS	128	122	123	97	101	93	73	97	79	78	107	111	1209	62
MEMORIALS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS	
Plaques - Burial Plot/Rose Garden/Bench	28	24	37	18	27	21	21	25	19	20	26	4	270	
Book of Remembrance & Mini Book of Rem.	4	2	2		1	2	3	2	3	4	5	3	31	
Lease - Columbarium Vault (includes plaque)			1	1									2	
Lease - Wall Tablet/Vase Block (includes plaque)		2		2	11	2	2	2		1	1	1	24	
Lease - Tree Dedication/Shrub Bed (inc. plaque)														
Lease - Vase Block Space		1	1	80	14	11	4	3	3	4	1	2	124	
Memorial Bench Lease - New/Renewal				1				1					2	
External Chapel Wall Space														
TOTALS	32	29	41	102	53	36	30	33	25	29	33	10	453	

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

2: Service Developments

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 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
01/01/22 – 31/12/22	3172.92
TOTAL	37,517.46

The Crematorium is awaiting confirmation of the potential amount of income it can expect to generate for 2023.

2021-22 AGREED WORKS:

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, and the budget amount 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.

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.

Architect Mr Jonathan Adams, Percy Thomas Architects, 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

COYCHURCH CREMATORIUM JOINT COMMITTEE

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 and Practical Completion was achieved on 26th September 2023. Following some additional works and remedials, the Flower Court extension and Crallo Chapel opened to the public in November 2023.

Some unforeseen additional works have increased the anticipated capital spend. These works have included groundworks and drainage alterations, additional sustainable drainage systems (SuDS) to comply with BCBC'S SAB officer's requirements, replacement and realignment of main utilities (electric supply, water supply, gas pipes), CCTV and intruder alarm cabling, works to the existing immediate area for safety purposes (existing brick flooring, steps and tarmac area, surface of main car park), some repair and aesthetic improvements works to the existing adjoining building (the concrete façade and exposed soffits, existing stone walling, lighting, doors and windows), alterations to roofing materials, and the addition of specialist glass artwork within the canopy. This will be funded from the Crematorium's accumulated balance and is detailed in the Treasurer's Report.



COYCHURCH CREMATORIUM JOINT COMMITTEE

2023-24 AND 2024-25 AGREED WORKS:

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 planned capital works for the installation of underground heating have been cancelled due to the listed building status of the chapel and the potential negative impact upon humidity levels. The Joint Committee approved expenditure for the works in the sum of £10,000, which was included in the Crematorium's Business Plan and budget for 2023-24. This now shows as an underspend in the 2023-24 capital budget for planned works.

Instead, redecoration and repair works to the exterior of the Chapel were completed in May 2023 and funded from the revenue maintenance budget. Internal redecoration works were delayed due to the Flower Court extension works taking place (the Book of Remembrance needs to be relocated to the second chapel when the Chapel of Remembrance is closed for repairs) and have been programmed into the works schedule and revenue maintenance budget for 2024-25.

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 maintenance budget for 2024-25.

Additional Pathways in Memorial Areas

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

The project has been partly delayed due to the Flower Court extension works taking place. New pathways have been installed in the Crematorium's Rose Garden and additional works have been reprogrammed into the works schedule and capital budget for 2024-25.

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	
	2023/24	2024/25
	£000	£000
Flower Court Extension: Construction (capital) Retention (capital)	403	25
Additional Paths in Memorial Areas (capital)	50	50
Redecoration of Chapel of Remembrance – Redecoration external (revenue) – Redecoration internal (revenue)	3	7
Groundworks to Exit Junction (revenue)		40
TOTAL PLANNED WORKS	456	122

COYCHURCH CREMATORIUM JOINT COMMITTEE

Proposed Budget 2024/25

Narrative	2023/24	2024/25
	Budget	Budget
	£000	£000
Employees	407	389
Premises	440	528
Supplies, Services and Transportation	229	257
Agency/Contractors	113	113
Administration	40	53
Capital Financing	513	75
Gross Expenditure	1742	1415
Income: Fees and Charges/Grants/BCBC	(1671)	(1671)
Surplus(-)/Deficit	71	(256)
Transfer to/from (-) Reserve	(71)	256
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		
					22/23	23/24	24/25
Budget Strategy	<ul style="list-style-type: none"> Exercise service charge Review works programme CAMEO income 	Annually Annually March 2025	Joanna Hamilton	Annual report to Joint Committee	(5)	(3)	(3)
Chapel Music & Media Systems	<ul style="list-style-type: none"> Replace 	March 2022	Joanna Hamilton	Regular progress meetings.			
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.	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	867	403	25
Additional Paths in Memorial Areas	<ul style="list-style-type: none"> Install Install 	March 2024 March 2025	Joanna Hamilton	Report to JC. Regular progress meetings	(100)	50	50
Chapel of Remembrance	<ul style="list-style-type: none"> Redecoration - external Redecoration - internal 	March 2024 March 2025	Joanna Hamilton	Regular progress meetings.	(10)	3	7
Improvements to Exit Junction	<ul style="list-style-type: none"> Groundworks to improve sight lines 	March 2025	Joanna Hamilton	Regular progress meetings.			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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APPENDIX 2

<u>FEES</u>	
<u>CREMATION FEES</u>	
Under 18 years (Weekday)	
Under 18 years (Saturday)	
Over 18 years (Weekday)	
Over 18 years (Saturday)	
Additional 30 min Chapel time - Weekday	
Additional 30 min Chapel time - Saturday (Double weekday rate)	
Provision of Pipe Organ	
Retained Organs (Cremated at establishment)	
Retained Organs (not previously cremated at establishment)	
Memorial Service - Weekday	
Memorial Service - Saturday (Double weekday rate)	
Live Webcast of funeral service - (includes 7 days on demand)	
Personal Digital Recording of the Webcast – Downloadable File link	
Personal Digital Recording of the Webcast with visual tributes inserted	
Personal Digital Video Recording of funeral service (funeral has not been Webcast)	
- Downloadable File Link (including a Visual Tribute if required)	
Visual Tributes - Display of Digital Single Still photograph - (Hold image)	
Visual Tributes - Display of Digital photographs Slideshow - max. 25 images with music if required	
- For every additional 25 photographs	
Visual Tributes - Display of Digital Family Video File	
Visual Tributes - Personal Digital Copy of Visual Tribute only – Downloadable File link	
Visual Tribute request within 24 hours of funeral service	
Direct Cremation only at 9am (No service, No Attendance, inclusive of Cremation Cert)	
<u>BURIAL PLOTS</u>	
Concrete plinth burial plot - purchase fee (double if cremated elsewhere)	
Granite plinth burial plot - purchase fee 75 yrs (double if cremated elsewhere)	
<u>SLATE PLAQUES</u>	
Standard plaque for concrete plinth burial plot/rose beds/trees	
Double plaque for plot/rose beds/trees	
Small photograph	
Large Photograph	
Standard slate plaque - blank	
Refurbishment of standard plaque lettering (double for double plaque)	
<u>GRANITE PLAQUES</u>	
Standard plaque for granite plinth burial plot	
Standard plaque for granite bench	
<u>BENCHES</u>	
Wooden bench - purchase fee with 10yr maintenance agreement	
Wooden bench - renewal of 10yr maintenance agreement	
Granite bench - 10yr lease on shared bench	
<u>LEASED MEMORIALS</u> (15 year lease unless otherwise stated)	
Columbaria units - from	

Vase blocks lease with plaque - from
Wall plaques and lease (GoR) - from
Tree dedication lease
Shrub bed dedication lease
Vase space lease - Cloisters (3 years)
<u>INTERMENT RELATED FEES</u>
Interment in rose beds (double if cremated elsewhere)
Interment in burial plot (double if cremated elsewhere)
Exhumation
Placement in Columbaria unit
Scattering of cremated remains (double if cremated elsewhere)
Witness of interment/scatter of cremated remains
Cremation Certificate/ Extract from Register
<u>URNS</u>
Aluminium urn - adult/child
Wooden casket
Biodegradable Scatter Tube
Polytainer urn

<u>FEES</u>	
<u>OTHER</u>	
External Chapel Wall Space (for granite plaque)	
Silver coloured flower vase for plots/columbaria units	
Lids for flower vase	
Service book	
<u>BOOK OF REMEMBRANCE</u>	
Reservation in Book	2 Lines
Reservation in Book	5 Lines
Reservation in Book	8 Lines
Entry	2 Lines
Entry	5 Lines
Entry	8 Lines
Special Entry	
Floral Emblem	
Coat of Arms	
Purchase of Miniature Book	

* All fees rounded to the nearest 10p.

<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	Increase
£ p	£ p	0.0%	4.0%
Free	Free	Free	Free
380.90	420.90	420.90	437.70
745.70	824.00	824.00	857.00
1061.10	1172.50	1172.50	1219.40
82.10	90.70	90.70	94.30
156.00	181.40	181.40	188.70
N/a	N/a	50.00	50.00
114.50	126.50	126.50	131.60
186.10	205.60	205.60	213.80
82.10	220.00	220.00	228.80
156.00	440.00	440.00	457.60
77.90	86.10	86.10	89.50
30.00	33.20	33.20	34.50
50.00	55.30	55.30	57.50
71.50	79.00	79.00	82.20
20.00	22.10	22.10	23.00
75.00	82.90	82.90	86.20
25.00	27.60	27.60	28.70
50.00	55.30	55.30	57.50
30.00	33.20	33.20	34.50
N/a	N/a	100.00	100.00
550.00	607.80	607.80	632.10
283.40	313.20	313.20	325.70
453.10	500.70	500.70	520.70
248.20	274.30	274.30	285.30
369.30	408.10	408.10	424.40
122.30	135.10	135.10	140.50
182.80	202.00	202.00	210.10
38.70	42.80	42.80	44.50
38.70	42.80	42.80	44.50
320.90	354.60	354.60	368.80
320.90	354.60	354.60	368.80
1109.80	1226.30	1226.30	1275.40
433.90	479.50	479.50	498.70
216.80	239.60	239.60	249.20
578.40	639.10	639.10	664.70

NEW

NEW

384.20	424.50	424.50	441.50
384.20	424.50	424.50	441.50
337.10	372.50	372.50	387.40
191.40	211.50	211.50	220.00
55.40	61.20	61.20	63.60
137.70	152.20	152.20	158.30
137.70	152.20	152.20	158.30
137.70	152.20	152.20	158.30
50.10	55.40	55.40	57.60
25.20	27.80	27.80	28.90
33.30	36.80	36.80	38.30
17.00	18.80	18.80	19.60
38.70	42.80	42.80	44.50
47.00	51.90	51.90	54.00
28.10	31.10	31.10	32.30
18.40	20.30	20.30	21.10

<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>Increase</u>
£ p	£ p	0.0%	4.0%
349.50	386.20	386.20	401.60
8.30	9.20	9.20	9.60
3.50	3.90	3.90	4.10
31.60	34.90	34.90	36.30
20.20	22.30	22.30	23.20
40.20	44.40	44.40	46.20
60.40	66.70	66.70	69.40
56.70	62.70	62.70	65.20
115.50	127.60	127.60	132.70
149.00	164.60	164.60	171.20
222.90	246.30	246.30	256.20
60.40	66.70	66.70	69.40
77.00	85.10	85.10	88.50
55.80	61.70	61.70	64.20

Agenda Item 5

Meeting of:	COYCHURCH CREMATORIUM JOINT COMMITTEE
Date of Meeting:	1 MARCH 2024
Report Title:	FINANCIAL PERFORMANCE 2023-24 AND PROPOSED REVENUE BUDGET 2024-25
Report Owner / Corporate Director:	TREASURER TO THE COYCHURCH CREMATORIUM JOINT COMMITTEE
Responsible Officer:	DEAN JONES ACCOUNTANT - FINANCIAL CONTROL AND CLOSING
Policy Framework and Procedure Rules:	There is no impact on the policy framework or procedure rules
Executive Summary:	<ul style="list-style-type: none"> • The report outlines the projected Financial Performance for 2023-24 and the proposed revenue budget for 2024-25 for the Joint Committee. • The Financial Performance report shows current income and expenditure levels, and a projected budget deficit of £933,000 for 2023-24. This is due to additional unforeseen costs relating to the Flower Court Extension. • The proposed budget for 2024-25 is included for approval with a proposal for fees to remain at the same level as 2023-24, as shown in Appendix 1. • The Annual Accounting Statement for 2022-23 has been returned by Audit Wales with no amendments and is included as Appendix 2.

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 2023-24, and to obtain approval from the Joint Committee for the Proposed Budget and Fees and Charges for 2024-25 as set out in **Appendix 1**.

2. Background

- 2.1 The 2023-24 Revenue Budget was approved by the Joint Committee at its meeting on 3 March 2023. The current budget position and projected outturn for 2023-24 is shown in paragraph 3.1. The proposed budget for 2024-25 is set out in paragraph 3.3.
- 2.2 The Annual Return for 2022-23 was submitted to Audit Wales at the end of July 2023 which outlines a deficit of £361,665 for the year and an accumulated balance of £2,817,942 as at 31 March 2023.

Audit Wales has now confirmed that the Return has been audited with no amendments required. The Annual Return for 2022-23, signed by Audit Wales, is attached at **Appendix 2**.

3. Current situation / proposal

Projected Revenue Outturn 2023-24

- 3.1 Table 1 below shows the financial position as at 31 January 2024 and the projected outturn for 2023-24.

Table 1- Comparison of Budget against Projected Spend as at 31 January 2024

Budget	Category	*Adjusted Actual	Projected Outturn	Projected Over (Under) Spend
2023-24		01/04/23 to 31/01/24	2023-24	2023-24
£'000		£'000	£'000	£'000
407	Employees	339	392	(15)
440	Premises	286	406	(34)
229	Supplies, Services & Transport	161	230	1
113	Agency / Contractors	85	113	0
40	Administration	33	40	0
513	Capital Financing Costs	812	923	410
1,742	Gross Expenditure	1,716	2,104	362
(1,625)	Fees & Charges	(816)	(1,123)	502
(14)	WG Grants	(7)	(14)	0
(32)	BCBC Contribution	(27)	(34)	(2)
(1671)	Gross Income	(850)	(1171)	500
71	(Surplus)/Deficit	866	933	862
(71)	Transfer to/(from) Reserve	(866)	(933)	

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

3.2 When the budget was set there was an anticipated budget deficit of £71,000. The projected outturn as at the end of January is a deficit of £933,000 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 projected underspend of £15,000 on Employees is due to a number of vacant posts.
- The projected underspend of £34,000 on Premises is made up of underspends on planned maintenance (£100,000), day to day maintenance (£10,000) and water (£2,000). This is offset by overspends on gas (£45,000), electric (£22,000), business rates (£7,000), cyclical maintenance (£3,000) and maintenance of grounds (£1,000).
- The projected overspend of £1,000 on Supplies, Services & Transport is made up of an overspend on purchase of equipment (£5,000). This is offset by underspends on cleaning materials (£2,000) and printing (£2,000).
- Table 2 below shows a breakdown of the Planned Capital Maintenance budget along with the projected outturn and variances for 2023-24.

Table 2 – Planned Capital Maintenance 2023-24

	Budget 2023-24 £'000	Projected Outturn £'000	Projected Variance £'000
Flower Court Extension	403	873	470
Groundworks - Paths	100	50	(50)
Chapel Refurbishment	10	0	(10)
Total	513	923	410

- The overspend on the Flower Court extension is due to additional unforeseen works, including groundwork and drainage alterations, replacement of utility pipes, CCTV cabling and alterations to some materials used. Repair work and improvements to the existing adjoining building were also required to comply with safety requirements.
- The underspend on Groundworks - Paths is due to accessibility and logistics on site whilst the Flower Court Extension was being completed. Works to paths will continue into 2024-25 and is included in the Capital budget for 2024-25 shown in Table 4 below.
- Capital works for the Chapel of Remembrance will no longer go ahead, instead, over £11,000 has been spent from the revenue maintenance budget on various chapel refurbishments.
- Income is projected to be £500,000 less than budget. The small chapel was used whilst capital works took place on the Flower Court Extension. This resulted in a decrease in the number of cremations due to the size and accessibility of the chapel.

2024-25 Proposed Budget

3.3 Table 3 below shows the proposed revenue budget for 2024-25.

Table 3 – Proposed Budget 2024-25

Category	Budget 2024-25 £'000
<u>Expenditure</u>	
Employees	389
Premises	528
Supplies, Services & Transport	257
Agency / Contractors	113
Administration	53
Capital Financing Costs	75
Gross Expenditure	1,415
<u>Income</u>	
Fees & Charges	(1,623)
Grants	(14)
Contribution from BCBC	(34)
Gross Income	(1,671)
Net (Surplus)/Deficit	(256)
Transfer to/(from) Reserves	256

3.4 All 2023-24 non-employee budgets have been reviewed and any necessary adjustments made to meet anticipated expenditure for 2024-25.

3.5 Employee budgets have been adjusted to reflect salary increments although no allowance has yet been made for a pay award in 2024-25. When pay awards are agreed it is anticipated that funding for these will be drawn down from the accumulated balance for the Joint Committee.

3.6 The Business Plan for 2024-25 includes a budget requirement of £75,000 to meet Planned Capital Maintenance expenditure itemised in the table below:

Table 4 – Planned Capital Maintenance Spending Requirements

2024-25	£'000
Flower Court Extension - Retention	25
Groundworks - Paths	50
Total	75

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

Fees and Charges

- 3.7 Fees and charges are reviewed in line with Bridgend County Borough Council's Fees and Charges Policy and are usually increased by the Consumer Price Index (CPI) as at December prior to the start of the financial year. CPI for December 2023 was 4%, however, the fee increases in recent years have meant that current fees are substantially higher than those charged at neighbouring crematoria. It is therefore proposed that there is no increase to fees for the 2024-25 financial year.
- 3.8 Income budgets have been prepared based on normal levels of activity. Two new fees have been introduced for the use of the pipe organ and a visual tribute request within 24 hours of funeral service. The 2024-25 proposed fees table is attached at **Appendix 1**.

Accumulated Balance

- 3.9 The effect on the accumulated balance of the proposed budget for 2024-25 is shown in Table 5 below:

Table 5 – Impact on Accumulated Balance of Proposed Budget 2024-25

Accumulated Balance	£000
Balance as at 31 March 2023	(2,818)
Projected Transfer from Reserves	933
Projected Balance as at 31 March 2024	(1,885)
Projected Transfer to Reserves 2024-25	(256)
Projected Balance as at 31 March 2025	(2,141)

- 3.10 It is projected that as at 31 March 2025, there will be an accumulated balance of £2.141 million. The balance of reserves as at 31 March 2024 is considered a sufficient level to maintain and protect the service in light of any pay awards agreed and other unknown demands or emergencies.

Capital Expenditure 2024-25

- 3.11 Capital expenditure will not require any loan charge or contribution from constituent authorities in 2024-25. Items of a capital nature for 2024-25 in paragraph 3.6, Table 4, will be directly funded from revenue contributions and the accumulated surplus from previous years.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 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.

5. **Well-being of Future Generations implications and connection to Corporate Well-being Objectives**

5.1 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 and approval 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 and certify the Financial Performance 2023-24 and proposed revenue budget for 2024-25.

6. **Climate Change Implications**

6.1 There are no Climate Change implications arising from this report.

7. **Safeguarding and Corporate Parent Implications**

7.1 There are no Safeguarding and Corporate Parent implications arising from this report.

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 2023-24.

(b) Confirm and approve the revenue budget for 2024-25.

(c) Approve no increase in fees and charges with effect from 1 April 2024 as outlined in **Appendix 1**.

Background documents: None

APPENDIX 1

<u>FEES</u>	<u>2023/24</u>	<u>2024/25</u>
	£ p	£ p
<u>CREMATION FEES</u>		
Under 18 years (Weekday)	Free	Free
Under 18 years (Saturday)	420.90	420.90
Over 18 years (Weekday)	824.00	824.00
Over 18 years (Saturday)	1172.50	1172.50
Additional 30 min Chapel time - Weekday	90.70	90.70
Additional 30 min Chapel time - Saturday (Double weekday rate)	181.40	181.40
Provision of Pipe Organ	N/A	50.00
Retained Organs (Cremated at establishment)	126.50	126.50
Retained Organs (not previously cremated at establishment)	205.60	205.60
Memorial Service - Weekday	220.00	220.00
Memorial Service - Saturday (Double weekday rate)	440.00	440.00
Live Webcast of funeral service - (includes 7 days on demand)	86.10	86.10
Personal Digital Recording of the Webcast – Downloadable File link	33.20	33.20
Personal Digital Recording of the Webcast with visual tributes inserted	55.30	55.30
Personal Digital Video Recording of funeral service (funeral has not been Webcast) - Downloadable File Link (including a Visual Tribute if required)	79.00	79.00
Visual Tributes - Display of Digital Single Still photograph - (Hold image)	22.10	22.10
Visual Tributes - Display of Digital photographs Slideshow - max. 25 images with music if required - For every additional 25 photographs	82.90 27.60	82.90 27.60
Visual Tributes - Display of Digital Family Video File	55.30	55.30
Visual Tributes - Personal Digital Copy of Visual Tribute only – Downloadable File link	33.20	33.20
Visual Tribute request within 24 hours of funeral service	N/A	100.00
Direct Cremation only at 9am (No service, No Attendance, inclusive of Cremation Cert)	607.80	607.80
<u>BURIAL PLOTS</u>		
Concrete plinth burial plot - purchase fee (double if cremated elsewhere)	313.20	313.20
Granite plinth burial plot - purchase fee 75 yrs (double if cremated elsewhere)	500.70	500.70
<u>SLATE PLAQUES</u>		
Standard plaque for concrete plinth burial plot/rose beds/trees	274.30	274.30
Double plaque for plot/rose beds/trees	408.10	408.10
Small photograph	135.10	135.10
Large Photograph	202.00	202.00
Standard slate plaque - blank	42.80	42.80
Refurbishment of standard plaque lettering (double for double plaque)	42.80	42.80
<u>GRANITE PLAQUES</u>		
Standard plaque for granite plinth burial plot	354.60	354.60
Standard plaque for granite bench	354.60	354.60
<u>BENCHES</u>		
Wooden bench - purchase fee with 10yr maintenance agreement	1226.30	1226.30
Wooden bench - renewal of 10yr maintenance agreement	479.50	479.50
Granite bench - 10yr lease on shared bench	239.60	239.60
<u>LEASED MEMORIALS</u> (15 year lease unless otherwise stated)		
Columbaria units - from	639.10	639.10
Vase blocks lease with plaque - from	424.50	424.50
Wall plaques and lease (GoR) - from	424.50	424.50
Tree dedication lease	372.50	372.50
Shrub bed dedication lease	211.50	211.50
Vase space lease - Cloisters (3 years)	61.20	61.20
<u>INTERMENT RELATED FEES</u>		
Interment in rose beds (double if cremated elsewhere)	152.20	152.20
Interment in burial plot (double if cremated elsewhere)	152.20	152.20
Exhumation	152.20	152.20
Placement in Columbaria unit	55.40	55.40
Scattering of cremated remains (double if cremated elsewhere)	27.80	27.80
Witness of interment/scatter of cremated remains	36.80	36.80
Cremation Certificate/ Extract from Register	18.80	18.80
<u>URNS</u>		
Aluminium urn - adult/child	42.80	42.80
Wooden casket	51.90	51.90
Biodegradable Scatter Tube	31.10	31.10
Polytainer urn	20.30	20.30

<u>FEES</u>	<u>2023/24</u>	<u>2024/25</u>
	£ p	£ p
<u>OTHER</u>		
External Chapel Wall Space (for granite plaque)	386.20	386.20
Silver coloured flower vase for plots/columbaria units	9.20	9.20
Lids for flower vase	3.90	3.90
Service book	34.90	34.90
<u>BOOK OF REMEMBRANCE</u>		
Reservation in Book 2 Lines	22.30	22.30
Reservation in Book 5 Lines	44.40	44.40
Reservation in Book 8 Lines	66.70	66.70
Entry 2 Lines	62.70	62.70
Entry 5 Lines	127.60	127.60
Entry 8 Lines	164.60	164.60
Special Entry	246.30	246.30
Floral Emblem	66.70	66.70
Coat of Arms	85.10	85.10
Purchase of Miniature Book	61.70	61.70

* All fees rounded to the nearest 10p.

Appendix 2

Minor Joint Committees in Wales

Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: COYCHURCH CREMATORIUM

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	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	2,898,883	3,179,607	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	1,510,211	1,417,769	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	(358,585)	(395,553)	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	(870,902)	(1,383,881)	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	3,179,607	2,817,942	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	172,118	143,819	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	3,018,016	2,684,138	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	(10,527)	(10,015)	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	3,179,607	2,817,942	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	4,860,080	4,934,501	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 2023, 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.

<p>Certification by the RFO</p> <p>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 2023.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
<p>RFO signature: </p>	<p>Minute ref: 29</p> <p>Chair of meeting signature: </p>
<p>Name: Carys Lord</p>	<p>Name: Barry Stephens</p>
<p>Date: 02/06/2023</p>	<p>Date: 25/06/23</p>

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 2023.

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. 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 4th March 2022 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 paycales via central payroll system. Testing verified that all staff paid on the crematorium cost code during this year were employed in roles that are related to the Crematorium.

	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**	
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Confirmed that the Crematorium was included on the Fixed Asset Register.
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

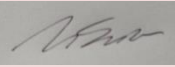
* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** 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 2021-22 and 2022-23. 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: 30th May 2023

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 2023 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: Auditor General for Wales	Date: 20 December 2023
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* Delete as appropriate.

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Agenda Item 6

Meeting of:	COYCHURCH CREMATORIUM JOINT COMMITTEE
Date of Meeting:	1 MARCH 2024
Report Title:	PROGRAMME OF MEETINGS 2024-25
Report Owner / Corporate Director:	REPORT OF THE CLERK & TECHNICAL OFFICER COYCHURCH CREMATORIUM JOINT COMMITTEE
Responsible Officer:	JOANNA HAMILTON BEREAVEMENT SERVICES MANAGER & REGISTRAR
Policy Framework and Procedure Rules:	There is no impact on the policy framework and procedure rules.
Executive Summary:	The Report provides the Joint Committee with proposed dates for future meetings in 2024-25, in line with the Memorandum of Agreement.

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval for the proposed programme of meetings for 2024-25.

2. Background

- 2.1 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.

3. Current situation / proposal

- 3.1 The following programme of meetings is proposed: -

Friday 21st June 2024 - Annual General Meeting
Friday 6th September 2024
Friday 7th March 2025

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 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.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

5.1 The well-being 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 well-being goals/objectives as a result of this report.

6. Climate Change Implications

6.1 There are no Climate Change implications arising from this report.

7. Safeguarding and Corporate Parent Implications

7.1 There are no Safeguarding and Corporate Parent implications arising from this report.

8. Financial Implications

8.1 None.

9. Recommendation:

9.1 The Joint Committee is recommended to approve the programme of meetings for 2024-25.

Background documents: None