

COYCHURCH CREMATORIUM JOINT COMMITTEE - FRIDAY, 21 JUNE 2024

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD REMOTELY - VIA MICROSOFT TEAMS ON FRIDAY, 21 JUNE 2024 AT 14:00

Present

Councillor JC Spanswick – Chairperson

E L P Caparros

S J Griffiths

G John

J Lynch-Wilson

Present Virtually

Apologies for Absence

B Stephens

C Stellard

Officers:

Stephen Griffiths

Joanna Hamilton

Dean Jones

Chris Morris

Zak Shell

Democratic Services Officer - Committees

Bereavement Services Manager and Registrar

Accountant - Financial

Accountant

Head of Neighbourhood Services

Declarations of Interest

None

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42. Election of Chairperson (From Bridgend County Borough Council Members)

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| Decision Made | <u>Resolved</u> : The Leader, Councillor John Spanswick was unanimously elected and appointed as the Chairperson for the Term of May 2024-May 2025 |
| Date Decision Made | 21/06/2024 |

43. Election of Vice Chairperson (From Vale Of Glamorgan Council Members)

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| Decision Made | <u>Resolved</u> : Councillor Gwyn John was unanimously elected and appointed as the Chairperson for the Term of May 2024-May 2025 |
| Date Decision Made | 21/06/2024 |

46. Approval of Minutes

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| Decision Made | <u>Resolved</u> : That the minutes of a meeting of the Coychurch Crematorium Joint Committee dated 1st March 2024 , be approved as a true and accurate record |
| Date Decision Made | 21/06/2024 |

47. Annual Accounting Statement 2023-4

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| Decision Made | <p>The report was presented by the Accountant, Financial Control and Closing, the purpose of which was to present the unaudited Annual Accounting Statement for the 2023-24 financial year to the Joint Committee, and to obtain approval to submit the Annual Accounting Statement for Coychurch Crematorium to Audit Wales.</p> <p>A Member referred to page 15 of the report and sought clarification on the major cause for the increase in fixed assets and long term assets from 4.9 to 6.9 million. It was understood that the cause was stated within a separate point within the report and it was agreed that this would be depicted within the report itself in the future.</p> |
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| | <p>The Member added that BCBC has significant reserves and there has been mention that these reserves go into Treasury Management, which would generate an interest return. He referred to point 5 of the report and related to previous discussions that the interest generated would be reflected in future reports. The Finance Manager, Financial Control and Closing stated that the issue in relation to interest had been discussed with Senior Finance officers and is going through the process following a recommendation made during a previous meeting.</p> <p>The Head Of Operations - Community Services and Clerk and Technical Officer for Coychurch Crematorium board stated that in instances where there are significant reserves, it has been known that the reserves are shared with some parent authorities. However, he stated that there are significant expenses that occur from time to time and therefore any reserves generated would be re-invested. The Bereavement Services Manager and Registrar added that within the Memorandum Of Agreement that has been set up for the crematorium joint Committee, there is a clause that states that all surpluses should be utilised for future improvement of the of the crematorium and not reallocated to the Parent authority.</p> <p><u>Resolved</u> : The Joint Committee approved the Annual Accounting Statement for Coychurch Crematorium for 2023-24 (Appendix 1), and agreed that the Chair of the Joint Committee signed the Annual Accounting Statement prior to submission to Audit Wales</p> |
| Date Decision Made | 21/06/2024 |

48. Annual Review Of 2023-24 Business Plan Objectives

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| Decision Made | <p>The report was presented by the Bereavement Services Manager and Registrar, the purpose of which was to advise the Joint Committee on the performance of Coychurch Crematorium during 2023-24.</p> <p>A Member referred to a previous mention of a plan to refurbish the equipment within the crematorium in 7 years time and inquired what the estimated costs would be and if so, was it included in a 5year investment plan.</p> <p>The Bereavement Services Manager and Registrar responded that the equipment were last replaced in</p> |
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2016 at an approximate cost of a Million Pounds Sterling, it was therefore anticipated that cost, when replacement was next required, would be approximately a Million and a half Pounds Sterling. She stated that the estimated costs were included in the business plans presented in March. The Bereavement Services Manager and Registrar also stated that whilst taking into consideration the healthy reserves accumulated, they were several areas where investment was going to be required. She responded it was their intention to look at a longer term budget to be presented to the Committee via the next business plan and they were looking present expenditure planned.

A Member asked if there was a projection over a similar period for burial capacity within the existing site.

The Bereavement Services Manager and Registrar responded that this was accounted for when the land was purchased for the extension approximately 5-6 years ago. The forecast at the time had been that the Crematorium would have at least another 50 years of usage at the site. She also mentioned the constantly evolving possibilities for different types of equipment and stated that the management team ensure that they were conscious of the need to be completely up to date with options available and the environmental implications of decisions made as time progresses.

Head Of Operations - Community Services recalled a previous challenge faced when replacing Cremators where the roof of the crematorium needed to have been taken off and inquired about provisions in place if faced with a similar situation in the future.

The Bereavement Services Manager and Registrar responded, describing work that had to be undertaken for the replacement to be made possible and stated that the service had since installed a removable roof so that it sat on like a lid thereby making it possible for the prefabricated cremators to be moved in or out utilizing a crane. She added that this flexibility had also allowed for the installation of very large refrigeration facilities. She elaborated that this enabled the service to look after coffins in a very sanitary way, holding coffins overnight and arranging for cremation early the next morning.

The Bereavement Services Manager and Registrar stated that this allowed them to use gas in a much more environmentally friendly and efficient way whilst remaining cost effective where the cost of the gas was concerned.

Head Of Operations - Community Services thanked The Bereavement Services Manager and Registrar for reminding them of an example where decisions taken in the past have had a bearing on preparing for the future.

The Chairperson and the Vice Chairperson both commended The Bereavement Services Manager and Registrar for the planning, organization and management of the Coychurch Crematorium and for

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| | <p>conducting operations with great efficiency.</p> <p>There was a discussion in relation to organizing a site visit and it was agreed that this would be deferred to September 2024, taking into consideration the General election and allowing time for the Joint Committee to settle in.</p> <p>The Bereavement Services Manager and Registrar stated that she would be working with the BCBC engineering department to look into improving the Exit Gate and the safety factor that surrounded it due to poor visibility when exiting the crematorium.</p> <p><u>Resolved</u> : It was agreed that the Joint Committee noted the contents of the report</p> |
| Date Decision Made | 21/06/2024 |

49. Urgent Items

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| Decision Made | None |
| Date Decision Made | 21/06/2024 |

To observe further debate that took place on the above items, please click this link

The meeting closed at 14:44.