

COYCHURCH CREMATORIUM JOINT COMMITTEE - FRIDAY, 4 SEPTEMBER 2026

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD REMOTELY - VIA MICROSOFT TEAMS ON FRIDAY, 4 SEPTEMBER 2026 AT 14:00

Present

Councillor E L P Caparros – Chairperson

H T Bennett
G John

JC Spanswick
B Stephens

H Griffiths

S J Griffiths

Officers:

Sam Coombs
Joanna Hamilton
Dean Jones
Martin Morgans
Michael Pitman

Finance Manager - Financial Control, Closing & Systems
Bereavement Services Manager and Registrar
Accountant - Financial
Interim Head of Operations - Community Services
Technical Support Officer – Democratic Services

89. Apologies for Absence

Decision Made	Apologies for absence were received from Councillors J Turner and C Stallard
Date Decision Made	4 September 2026

90. Declarations of Interest

Decision Made	None
Date Decision Made	4 September 2026

91. Approval of Minutes

Decision Made	<u>RESOLVED:</u> That the minutes of 3 July 2026 be approved as a true and accurate record.
Date Decision Made	4 September 2026

92. Green Flag Award

Decision Made	The Bereavement Services Manager and Registrar submitted a report in order to advise the Joint Committee of Coychurch Crematorium's Green Flag Award success for 2026, which the Crematorium has received for the seventeenth year in succession, confirming continued recognition of its status as one of the best green spaces in the country, demonstrating the highest standards of management of the site and grounds Members in turn, commended this award which the Crematoria had received for the last 17 years, which they felt was a very considerable achievement. They wished that their thanks to the Bereavement Services Manager and Registrar and her staff were placed on record, for maintaining this prestigious award. <u>RESOLVED:</u> The Joint Committee noted the report.
Date Decision Made	4 September 2026

93. Internal Audit of Coychurch Crematorium

Decision Made	The Bereavement Services Manager and Registrar presented a report, in order to advise the Joint Committee of a recent Internal Audit of Coychurch Crematorium, which provided substantial assurance to the Joint Committee that suitable governance and financial controls were in place to ensure the effective operation of the Crematorium (the Appendix to the report referred). Members once more applauded the staff for maintaining the excellent and consistent work of a high standard in order to ensure the work ongoing in the Crematoria is maintained that which had been recognised and acknowledged in the positive audit assurance.
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	<u>RESOLVED:</u> The Joint Committee was recommended to note the Internal Audit Report (at Appendix A of the report)
Date Decision Made	4 September 2026

94. The Federation of Burial and Cremation Authorities Inspection of Coychurch Crematorium

Decision Made	The purpose of this report presented by the Bereavement Services Manager and Registrar, is to advise the Joint Committee on the outcome of an inspection visit by the Federation of Burial and Cremation Authorities (FBCA) which took place on 9th July 2026. The Crematorium Compliance Scheme assesses performance across eight key areas of service delivery, ranging across operational procedures, statutory and regulatory compliance, the quality of service provided and the standard of facilities. A Member asked about the frequency of the inspections and whether they were mandatory. The Bereavement Services Manager and Registrar advised that generally these inspections were every 3 years, but they were often made unannounced at short notice, so the work of the Crematoria had to be maintained to a high standard consistently in terms of the areas of work the FBCA assessed/monitored periodically. <u>RESOLVED:</u> The Joint Committee noted the report and Certificate (at Appendix A to the report).
Date Decision Made	4 September 2026

95. Revenue Monitoring Statement 1 April 2026 to 30 June 2026 & Annual Accounting Statement 2025-26 Update

Decision Made	The purpose of this report presented by the Accountant – Financial, was to inform the Joint Committee of income and expenditure for the first quarter of the 2026-27 financial year, along with a projection of the final outturn for 2026-27 and also to provide an update to the Committee in relation to the Annual
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	Accounting Statement 2025-26. As part of his submission, he explained that: - • The Revenue Monitoring Statement 1 April 2026 to 30 June 2026 and Annual Accounting Statement 2025-26 update, is presented to the Joint Committee. • The Revenue Monitoring Statement showed current income and expenditure levels, and a projected budget surplus of £343,100 for 2026-27. This will increase the accumulated balance for 2026-27. • The Annual Accounting Statement was included at Appendix 1 and reflected that in 2025-26 Coychurch Crematorium made a net surplus of £461,385 and has an accumulated balance of £3,160,305 at 31 March 2026. The Statement had been forwarded to Audit Wales for review which will be completed later in the year, and an update will be provided at the next Joint Committee meeting. <u>RESOLVED:</u> That the Joint Committee noted the income and expenditure for the first quarter of the 2026-27 financial year along with a projection of the final outturn for 2026-27, as well as the position in relation to the audit of the Annual Accounting Statement 2025-26.
Date Decision Made	4 September 2026

96. Urgent Items

Decision Made	There were no urgent items.
Date Decision Made	4 September 2026

To observe further debate that took place on the above items, please click this [link](#).

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The meeting closed at 14:33.