

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT OF THE CLERK & TECHNICAL OFFICER
COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 3 MARCH 2017

PROGRAMME OF MEETINGS 2017/18

1. Purpose of the Report

- 1.1 The purpose of this report is to seek approval for the proposed programme of meetings for 2017/18.

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 In previous years there have been four meetings of the Crematorium Joint Committee which have taken place in June (AGM), September, December and March.
- 3.2 A review of the business needs and previous agenda reports for the Crematorium has been carried out and it is considered appropriate to reduce the number of meetings a year in line with the Memorandum of Agreement.
- 3.3 The following programme of meetings is now proposed:-

Friday 15th September 2017 - Annual General Meeting & Site Visit

Friday 2nd March 2018

4. **Effect upon Policy Framework and Procedure Rules**

4.1 There is none.

5. **Equalities Impact Assessment**

5.1 There is no impact on specific equality groups and disability duties.

6. **Financial Implications**

6.1 There are none.

7. **Recommendation:**

7.1 The Joint Committee is recommended to approve the programme of meetings for 2017/18.

**ZAK SHELL
CLERK AND TECHNICAL OFFICER
March 2017**

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Background Papers: Equality Impact Assessment Toolkit