

**MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE
HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB
ON FRIDAY, 13 SEPTEMBER 2019 AT 14:00**

Present

Councillor RE Young – Chairperson

S Edwards

G John

AA Pucella

E Venables

Apologies for Absence

G Cox, G Hopkins, JC Spanswick, R Turner, DBF White and JE Williams

Officers:

Philip Beaman

Green Spaces and Bereavement Services Manager

Joanna Hamilton

Bereavement Services Manager and Registrar

Arron Norman

Finance Manager - Social Services Wellbeing, Resources & LARS

Michael Pitman

Business Administrative Apprentice

58. APOLOGIES FOR ABSENCE

Zak Shell, Cllr J Williams, Cllr G Cox, John Spanswick.

59. DECLARATIONS OF INTEREST

None

60. APPROVAL OF MINUTES

RESOLVED: That the Minutes of the 14/06/2019 of the Coychurch Crematorium Joint Committee be approved as a true and accurate record.

61. GREEN FLAG AWARD

The Bereavement Services Manager and Registrar presented a report which advised the Joint Committee on Coychurch Crematorium's successful application for a Green Flag Award in 2019.

She explained that the Green Flag Award, which was first introduced in 1996, was awarded to parks and green spaces in England and Wales of the highest standards. She added that it was also a way of encouraging organisations to strive to achieve high environmental standards.

The Bereavement Services Manager and Registrar informed the Joint Committee that Coychurch Crematorium had once again received the nationally recognised award for the standards of care and maintenance of the site and grounds. She said that the award confirmed the commitment to maintaining high standards, which can be appreciated by all visitors.

She advised that on 26th July 2019, BCBC issued a press release to advise the public of the Green Flag Award successes, a copy was attached at Appendix A.

She also explained that there was a financial implication for the submission of the award for £350; however this was met from the crematoriums revenue budget.

A Member expressed his thanks to the staff at Coychurch Crematorium over the past 10 years. He described the particular crematorium as one of the best crematoriums that he had been to. He stated that the guests at the crematorium are taken back by how beautiful it is and how well it is run.

The chairperson agreed with comments while stating that he was at the age where he is in attendance at crematoriums more regularly and described Coychurch Crematorium as a 'little gem'. He said that this was down to the staff and management and asked the Bereavement Services Manager and Registrar to take the comments back to their staff.

The Bereavement Services Manager and Registrar thanked the chairperson and member for their comments and would let her staff know how appreciated their work has been.

A Member asked about the work that was due to be undertaken on the Flower Court Facilities and would this affect Coychurch Crematorium's chances of a Green Flag Award next year.

The Bereavement Services Manager and Registrar explained that there was no reason this should affect their chances as the judges would see this as a positive improvement and would understand that work is required on facilities to ensure they look and function at their best.

RESOLVED: That the Joint Committee noted the success off the Crematorium in securing the Green Flag Award for 2019.

62. CHRISTMAS SERVICE

The Bereavement Services Manager and Registrar presented a report which advised the Joint Committee on arrangements for the Christmas Service 2019.

She explained that Coychurch Crematorium holds an annual Christmas Service for visitors and bereaved. This year the services had been arranged for Thursday 19th December – 7:00pm.

The Bereavement Services Manager and Registrar added that the service this year would be led by Reverend Stephen Pare, formerly of the Church in Wales Parishes of Llansantffraid, Bettws and Aberkenfig, with musical support being provided by the Lewis Merthyr Band. She also added that refreshments would be kindly sponsored by W H Preene and Son, Independent Funeral Directors, Pontyclun.

The Bereavement Services Manager and Registrar explained that they had hoped to invite a choir for this years' service, however the pipe organ was undertaking repairs in London. She was however very happy to invite the band back. Members agreed that the Christmas service is an excellent service and were happy to see the band return.

RESOLVED: That the Joint Committee approved the contents of the report.

63. REVENUE MONITORING STATEMENT 1 APRIL TO 30 JUNE 2019

The Finance Manager - Financial Control & Closing presented a report which informed the Joint Committee of the details of income and expenditure for the first quarter of the 2019-20 financial year and gave a projection of the final outturn .

He informed members of the Crematoriums financial position for 2019-20 which was detailed in section 4 - table 1 of the report.

The Finance Manager - Financial Control & Closing explained that there was several variances with the budget and projected outturn as listed below:

- The Staffing projected outturn underspend of £20,000 is as a result of one Weekend Assistant position and one Grounds Person/ Relief Crematorium Technician position being vacant.
- The Premises projected outturn overspend of £3,000 is made up of overspends on Gas (£3,500) and Contract Cleaning (£1,000), offset by an underspend on Business Rates (£1,500).
- The Supplies, Services & Transport projected outturn underspend of £1,000 is made up of an underspend on Equipment Repairs & Maintenance (£5,000) which is offset by an overspend on Purchase of Equipment (£2,500) and Security Services (£1,500).
- The projected additional Fees & Charges income of £13,000 is made up of the Child Burial Fees Grant from Welsh Government.

The Finance Manager - Financial Control & Closing presented the Capital Financing budget breakdown of £776,000 as listed in section 4.2 – table 2 of the report.

A Member queried the figures relating to the Flower Court Facilities project as well as the site lighting. He asked why this cost was in the budget but not in the projected outturn.

The Bereavement Services Manager and Registrar explained that while the work for these would be starting this financial year, the actual figures would not appear until the next financial year, as the project would not be completed this financial year.

The Finance Manager - Financial Control & Closing explained that the Annual Return for 2018-2019 was submitted to Wales Audit Office at the end of June 2018, which showed a surplus of £497,000 for the year, and an accumulated balance of £1,755,000. Wales Audit Office has now written to confirm that the Return has been audited. This was listed in Appendix 1 and Appendix 2 of the report.

RESOLVED: That the Joint Committee noted the report.

64. URGENT ITEMS

None