

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT OF THE CLERK & TECHNICAL OFFICER**  
**COYCHURCH CREMATORIUM JOINT COMMITTEE**  
**FRIDAY 5<sup>TH</sup> DECEMBER 2014**

**CREMATOR REPLACEMENT PROGRAMME**

**1. Purpose of the Report**

- 1.1 The purpose of this report is to advise the Joint Committee of progress in the cremator replacement programme and for approval to appoint a consultant to oversee the final preparation of specifications and the tendering and selection process.

**2. Background**

- 2.1 The Joint Committee approved the cremator replacement programme on 7<sup>th</sup> June 2013. The contract for extending the crematory building was later approved on 13<sup>th</sup> June 2014 and the building works are now complete.

**3. Proposal**

- 3.1 Discussions are on-going on the specification for and procurement of replacement cremators and mercury abatement equipment. This is a specialised area and there are a limited number of companies that can provide this service.
- 3.2 Coychurch Crematorium has benefited from observing how cremator replacements were managed at other locations and has the opportunity to reduce the risks involved in this process. Whilst the Council's mechanical and electrical department has assisted in guiding the process so far, a lack of available internal resources to continue this project has been identified.
- 3.3 It has been noted that other local crematoria have appointed a consultant at this stage to assist them in selection and appointment of a manufacturer. An external consultant would be familiar with other installations and contracts and offers experience in preparing a suitable tender and specification. The crematorium service would benefit from their experiences and have a dedicated supervisor for the more intricate stage of the replacement programme.
- 3.4 The cost for a Consultant is estimated to be £10,000 and should be incorporated into the overall cost of the works which was originally

estimated at £1,060,000. The accumulated usable financial reserves for Coychurch Crematorium at the end of March 2014 were £1,019,000. The estimated transfer to reserves for this year is estimated to be a further £23,000.

- 3.5 The procurement of consultancy services will adhere to Bridgend Council's procedures and in particular the Council's Contract Procedure Rules and, to avoid any delays to the programme, the Joint Committee is asked to approve the authorisation of the delegation of the Consultant's appointment to the Chairman.

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

- 4.1 There are no effects.

#### **5. Equalities Impact Assessment**

- 5.1 There are no effects.

#### **6. Financial Implications**

- 6.1 The cost of appointing a Consultant is approximately £10k and will be incorporated into the cost for the cremator replacement programme. Officers will need to consider carefully when setting the 2015-16 Crematorium budget the minimum level of reserves which would be prudent to maintain and to further consider whether or not the Crematorium will need to borrow from the Council, funding to partly finance the costs of the cremator replacement programme. A further report will be presented to the Joint Committee in March 2015 to consider the budgetary and borrowing requirements for the forthcoming financial year.

#### **7. Recommendation:**

- 7.1 The Joint Committee is asked to:-
- Note the completion of the building works.
  - Approve the appointment of an external consultant to oversee the preparation of specifications/tender documentation and select a suitable manufacturer to install replacement cremators and mercury abatement equipment.
  - Approve the delegation of the authorisation of a Consultant's appointment to the Chairman of the Joint Committee.

**Zak Shell**  
**CLERK AND TECHNICAL OFFICER**  
**November 2014**

**Contact Officer:**

Sian Hooper Bereavement Services Manager Telephone No. 01656 643416

E-mail: [Sian.Hooper@bridgend.gov.uk](mailto:Sian.Hooper@bridgend.gov.uk)

**Background Papers:** None