

COYCHURCH CREMATORIUM JOINT COMMITTEE - FRIDAY, 13 JUNE 2025

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD REMOTELY - VIA MICROSOFT TEAMS ON FRIDAY, 13 JUNE 2025 AT 14:00

Present

Councillor G John – Chairperson

Present Virtually

H T Bennett
JC Spanswick

E L P Caparros
B Stephens

H Griffiths

S J Griffiths

Apologies for Absence

P Davies

Declarations of Interest

None

Officers:

Joanna Hamilton
Dean Jones
Martin Morgans
Chris Morris
Michael Pitman

Bereavement Services Manager and Registrar
Accountant - Financial
Head of Performance and Partnership Services
Accountant
Technical Support Officer – Democratic Services

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

Decision Made	Cllr Gwyn John was nominated as Chairperson for the ensuing year.
Date Decision Made	13 June 2025

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

Decision Made	Cllr Eugene Caparros was nominated as Vice-Chairperson for the ensuing year.
Date Decision Made	13 June 2025

63. Approval of Minutes

Decision Made	<u>RESOLVED</u> That the minutes of the .. were approved as a true and accurate record, subject to the finishing time being corrected from 10:50 to 14:50.
Date Decision Made	13 June 2025

64. Annual Review Of 2024-25 Business Plan Objectives

Decision Made	<p>The Bereavement Services Manager and Registrar presented a report which updated the committee on the performance of Coychurch Crematorium relating to:</p> <p>Number of cremations - There were a total of 1,479 cremations, marking a return to normal levels after a dip in the previous year. This included a breakdown of cremations from Bridgend, the Vale of Glamorgan, Rhondda Cynon Taf, and outside areas.</p>
---------------	---

COYCHURCH CREMATORIUM JOINT COMMITTEE - FRIDAY, 13 JUNE 2025

	<p>Service standards - The crematorium maintained a 100% overall satisfaction level (rated good or excellent) based on public feedback. Positive comments specifically praised the staff's professionalism and the new flower court extension.</p> <p>Planned expenditure - The primary capital works for the year involved an expenditure of £53,000 on new pathways to improve access to various memorial areas.</p> <p>Achievement of Business Plan objectives - Several larger maintenance tasks were successfully completed and funded from the revenue budget, including redecoration of the Chapel of Remembrance and professional cleaning of the exterior stonework. She added that the crematorium continues to be financially self-sufficient, as outlined in its budget strategy.</p> <p>The Bereavement Services Manager and Registrar was pleased to announce that the Crematorium had achieved it's 15th green flag award, which had been maintained consecutively for the past 15 years.</p> <p>A Member asked in relation to the delay in service times and why it might be perceived as limited. The Bereavement Services Manager and Registrar stated that this seemed to be based more on the funeral directors availability rather than the crematoriums availability, and this was particularly difficult to get across to members of the public but have tried to improve this message when the topic has arisen.</p> <p>A Member asked for clarification on the number of direct cremations that the crematorium performs, as opposed to more common cremations held as a funeral. The Bereavement Services Manager and Registrar stated that on average across the year it was usually 1 direct cremation a week.</p> <p><u>RESOLVED:</u> That the Joint Committee is recommended to noted the report</p> <p>Members agreed that the investment income be factored into the next budget. It was also suggested creating a long-term (5-10 year) capital funding plan.</p>
Date Decision Made	13 June 2025

65. Annual Accounting Statement 2024-25

COYCHURCH CREMATORIUM JOINT COMMITTEE - FRIDAY, 13 JUNE 2025

Decision Made	<p>The Accountant – Financial presented a report which provided the unaudited Annual Accounting Statement for the 2024-25 financial year. He also asked for approval to submit the Annual Accounting Statement for Coychurch Crematorium to Audit Wales.</p> <p>The Accountant- Financial provided a summary and stated that the crematorium achieved a net surplus of £615,000 for the 2024-2025 financial year. This was a significant positive variance, coming in £359,000 higher than the budgeted surplus of £256,000.</p> <p>As a result of the surplus, the crematorium's reserves increased from £2,083,000 to £2,698,000.</p> <p>He advised that the main reasons for the surplus were as follows:</p> <ul style="list-style-type: none">• An underspend of £147,000 in premises costs (mainly from lower-than-expected maintenance and utility costs).• An underspend of £84,000 in supplies and services.• Unexpected investment income of £105,000. <p>A Member asked for an explanation for the large underspend (50% of the budget) in administration costs. The Accountant – Financial explained that this was due to a year-end adjustment for recharge costs and offered to provide a full breakdown via email following the meeting.</p> <p>A Member asked at what point the surplus would be considered too high, and if it might trigger a reduction in cremation fees or a distribution of funds to the partner councils.</p> <p>The Bereavement Services Manager and Registrar explained that the surplus was essential for ensuring the crematorium's long-term self-sufficiency. She noted that major future projects, such as replacing the cremators and repairing the road systems, will substantially reduce the reserves. The memorandum of agreement requires that any surplus be reinvested into the facility.</p> <p><u>RESOLVED:</u> That the Joint Committee approved the Annual Accounting Statement for Coychurch Crematorium for 2024-25 (Appendix 1), and requested that the Chair of the Joint Committee signs the Annual Accounting Statement prior to submission to Audit Wales.</p>
Date Decision Made	13 June 2025

66. Urgent Items

Decision Made	There were no urgent items
Date Decision Made	13 June 2025

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

The meeting closed at 14:41