

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON FRIDAY, 5 DECEMBER 2014 AT 1.30PM

Present:

Councillor B Stephens - Chairperson in the Chair

Representing Bridgend County Borough Council

Councillor E Dodd  
Councillor C L Jones  
Councillor A Owen  
Councillor D R Pugh  
Councillor C Westwood

Representing Vale of Glamorgan Council

Councillor K J Geary  
Councillor G John

Officers:

Z Shell - Head of Neighborhood Services & Clerk and Technical Officer  
S Hooper - Bereavement Services Manager  
G Evans - Parks and Playing Fields Manager  
J Hamilton - Crematorium Manager and Registrar  
F Mantle - Finance Manager Technical and Corporate  
A Rees - Senior Democratic Services Officer - Committees

78 APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members for the reasons so stated:

Councillor E Hacker - Other Council Business  
Councillor R K Turner - Other Council Business  
Councillor P J White - Other Council Business

79 DECLARATIONS OF INTEREST

None.

80 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the Coychurch Crematorium Joint Committee of 13 June 2014 were approved as a true and accurate record.

81 INTRODUCTION

The Clerk and Technical Officer introduced to the Committee Mr Gareth Evans, Parks and Playing Fields Manager who will be taking on the role of managing Bereavement Services, following a re-structure of management roles in the Communities Directorate.

82 REVENUE MONITORING STATEMENT 1 APRIL TO 31 OCTOBER 2014

The Finance Manager Technical and Corporate reported on the details of income and expenditure for the financial year and gave a projection of the final outturn. She provided

an explanation of the variables between the budget and projected outturn. The overall projected outturn for 2014/15 is estimated to be a surplus of £23k, which had decreased from £112k.

RESOLVED: That the Joint Committee noted the Revenue Monitoring Statement from 1 April to 31 October 2014.

83 CREMATOR REPLACEMENT PROGRAMME

The Clerk and Technical Officer reported on progress of the cremator replacement programme and sought approval to appoint a consultant to oversee the final preparation of specifications and the tendering and selection process.

He informed the Joint Committee that discussions were ongoing on the specification for and procurement of replacement cremators and mercury abatement equipment, which is a specialised area with a limited number of companies able to provide this service. He stated that the Crematorium had benefitted from observing how cremator replacements had been managed at other crematoria who had appointed a consultant at this stage to assist in the selection and appointment of a manufacturer. The cost of engaging a consultant is estimated to be £10k for which it was proposed be incorporated into the overall cost of the works, originally to be £1,060,000. The Clerk and Technical Officer informed the Committee that the procurement of consultancy services will adhere to Bridgend County Borough Council's Contract Procedure Rules.

RESOLVED: That the Joint committee:-

- (1) Noted the completion of the building works;
- (2) Approved 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;
- (3) Approved the delegation of the authorisation of a consultant's appointment to the Chairman of the Joint Committee.

84 GREEN FLAG AWARD

The Bereavement Services Manager reported on the results of the Crematorium's 'mystery shop' from a Green Flag assessor. She stated the results were encouraging and demonstrated the high standard of service received by the visitor.

The Crematorium Manager and Registrar commented on the one slightly negative comment made by the assessor relating to the absence of the Green Flag Certificate being on display. The Crematorium Manager and Registrar clarified that the certificate is on display at the entrance gate and also at the office.

The Chairman congratulated the staff at the Crematorium on the excellent assessment received from the Green Flag assessor.

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

85 CHRISTMAS SERVICE

The Bereavement Service Manager reported on the arrangements for the Christmas Service 2014 which was taking place on 18 December 2014 commencing at 7.00pm. She stated that invitations had been sent to the Mayor's of Bridgend, Vale of Glamorgan and Rhondda Cynon Taff Councils, members of the Joint Committee and local councillors. It was proposed that the

proceeds from the Christmas Service go to the Joint Committee's Chairman's Mayor's charity fund.

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

The meeting closed at 1.42pm.