

COYCHURCH CREMATORIUM JOINT COMMITTEE - FRIDAY, 3 JULY 2026

MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE HELD REMOTELY - VIA MICROSOFT TEAMS ON FRIDAY, 3 JULY 2026 AT 14:00

Present

H T Bennett
G John

E L P Caparros
C Stallard

H Griffiths
B Stephens

S J Griffiths
J Turner

Apologies for Absence

Cllr John Spanswick
Cllr Paul Davies

Declarations of Interest

None

Officers:

Stephen Griffiths
Nimi Chandrasena

Democratic Services Officer - Committees
Democratic Services Officer

Joanna Hamilton

Bereavement Services Manager and Registrar

Dean Jones

Accountant - Financial

Martin Morgans

Interim Head of Operations - Community Services

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

Decision Made	<u>RESOLVED:</u> Cllr Eugene Caparros was appointed as Chairperson for 2026-27.
Date Decision Made	03/07/26

82. Election of Vice Chairperson (From Rhondda Cynon Taff Council Members)

Decision Made	<u>RESOLVED:</u> Cllr Barry Stephens was appointed as Vice Chairperson for 2026-27.
Date Decision Made	03/07/26

85. Approval of Minutes

Decision Made	<u>RESOLVED:</u> That the minutes of the meeting of the Coychurch Crematorium Joint Committee held on 6 th March 2026 be approved as a true and accurate record.
Date Decision Made	03/07/26

86. Annual Review of 2025-26 Business Plan Objectives

Decision Made	The purpose of the report was to advise the Joint Committee on the performance of Coychurch Crematorium during 2025-26. Clause 3.2 of the Joint Authority 'Memorandum of Agreement' relating to the Coychurch Crematorium Joint
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	Committee requires that the Joint Committee shall receive a report at the Annual General Meeting reviewing performance against the Business Plan for the preceding financial year. Appendix A of the report identified the performance of Coychurch Crematorium relating to: • Number of cremations. • Service standards • Planned expenditure • Achievement of Business Plan objectives In response to the report, members discussed a number of issues: • The Bereavement Services Manager and Registrar and her team were congratulated for the outstanding service and performance of Coychurch Crematorium. • The number of 'pure' cremations per week. The Bereavement Services Manager and Registrar indicated that she would provide members with the exact numbers. • The maximum number of cremations that could be scheduled. In response, the Bereavement Services Manager and Registrar indicated that the maximum number was 17 per day, but that they tried to schedule no more than 10. • The small anomaly in the figures for the rating of the availability of service times (April to June 2025), where the percentage figures added up to 103%. • The reasons for the small fall in the Excellent rating (87.5%) for the fourth quarter, compared to the previous three. • The reasons for the delay in completing the groundworks to improve sight lines at the exit junction. <u>RESOLVED:</u> The Joint Committee is recommended to note the report.
Date Decision Made	03/07/26

87. Annual Accounting Statement 2025-26

Decision Made	The purpose of the report was to present the unaudited Annual Accounting Statement for the 2025-26 financial year to the Joint Committee, and to obtain approval to submit the Annual Accounting Statement for Coychurch Crematorium to Audit Wales.
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This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

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	In response to the report, Members discussed a couple of issues: • The vacant posts. The Bereavement Services Manager and Registrar indicated that the two vacant posts had been filled. • The reasons why a Regulation 10 notice had been issued to indicate that the Annual Accounting Statement had not been approved and certified by the Joint Committee by 31 May. It was noted that the key reason was related to the scheduling of Joint Committee meetings. The Accountant – Financial agreed to provide members with additional information about the Regulation 10 notice and whether it had been necessary in previous years. • The reasons for the underspend of £139,000 on Premises, and in particular the underspend of £102,000 on Planned, Cyclical and Day to Day Maintenance. • The reasons for the overspend of £56,000 on Items for resale. The Bereavement Services Manager and Registrar noted that this was a timing issue as far as the accounts are concerned related to when they needed to purchase new granite plinths for the burial plots, which are then resold to members of the public. • The paragraph that suggested the accumulated surplus would be the subject of a future report considering its use for proposed improvements and the possible repayment to the Partner Authorities. The Bereavement Services Manager and Registrar indicated that this section would need to be corrected as the Memorandum of Agreement stated that any surplus had to remain as a fund to protect against eventualities at Coychurch Crematorium and not to be repaid to Partner Authorities. <u>RESOLVED:</u> The Joint Committee approved the Annual Accounting Statement for Coychurch Crematorium for 2025-26 (Appendix 1) and requested that the Chair of the Joint Committee sign the Annual Accounting Statement prior to submission to Audit Wales, subject to a correction to the report to state that the surplus could not be repaid to partner authorities.
Date Decision Made	03/07/26

88. Urgent Items

Decision Made	None
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	The Bereavement Services Manager and Registrar thanked Cllr G John for his support as Chairperson over the last year.
Date Decision Made	03/07/26

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

The meeting closed at 14:54.