

**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, 18 SEPTEMBER 2015 AT 2.00 PM**

Present

Councillor – Chairperson

E Dodd	G John	AD Owen	DR Pugh
C Westwood	E Williams		

Officers:

Gareth Evans	Parks and Playing Fields Officer
Joanna Hamilton	Crematorium Manager and Registrar
Frances Mantle	Finance Manager Governor and Exchequer
Zak Shell	Clerk and Technical Officer
Nigel Smith	Finance Manager – Financial Control and Closing
Mark Galvin	Senior Democratic Services Officer - Committees

107. APPOINTMENT OF CHAIRPERSON

RESOLVED: That Councillor C L Jones be appointed Chairperson of the Coychurch Crematorium Joint Committee for the ensuing year.

108. APPOINTMENT OF VICE-CHAIRPERSON

RESOLVED: That Councillor E Hacker be appointed Vice- Chairperson of the Coychurch Crematorium Joint Committee for the ensuing year.

109. APPOINTMENT OF CHAIRPERSON (FOR THE MEETING)

In the absence of the newly appointed Chairperson and Vice-Chairperson, it was

RESOLVED: That Councillor A Owen be appointed Chairperson for today's meeting.

Councillor Owen took the Chair

110. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members:-

Councillor E Hacker – Work commitments
Councillor C L Jones – Work commitments
Councillor H Williams – Other Council business
Councillor R K Turner – No reason given

111. DECLARATIONS OF INTEREST

None

112. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of the Coychurch Crematorium Joint Committee dated 12 June 2015, be approved as a true and accurate record

113. CREMATOR REPLACEMENT PROGRAMME

The Crematorium Manager and Registrar submitted a report, in order to advise the Joint Committee on progress with the cremator replacement programme in relation to the appointment of a manufacturer to install and maintain, through a maintenance agreement, the new cremators, ancillary equipment and mercury abatement plant.

She explained that work had already commenced in respect of the programme with a scheduled completion date of the third week of February 2016, as was stated in the report.

She added that the 1st cremator would be delivered and installed on 26 September 2015, after which the old cremator would be removed. It would take 2 weeks before this new cremator became fully operational, however, no cremations were being/would be put off due to the changeover process. Staff were working longer hours to ensure that normal service levels were met.

The Crematorium Manager and Registrar added that the new cremators would be re-positioned to make more use of the space in the crematory extension. She further added that the 2nd new cremator would be delivered at a later date.

A Member asked if the works were causing any noise or inconvenience to visitors to the Crematorium.

The Crematorium Manager and Registrar confirmed that work was only being undertaken regarding the installation works after normal working hours and on weekends when there were no funerals or services taking place in the Chapel.

Members felt that this was a good news report, confirming that they would be please when the works were finally completed as this would assist the Crematorium in its work.

RESOLVED: That the Joint Committee noted the report

114. GREEN FLAG AWARD

The Crematorium Manager and Registrar submitted a report, the purpose of which, was to advise the Joint Committee on Coychurch Crematorium's successful application for a Green Flag Award in 2015.

The report gave some background information, following which, the Crematorium Manager and Registrar confirmed that once more the Crematorium had been successful in securing the above nationally recognised award for the standards of care and maintenance within the grounds of the Crematorium and confirms the commitment to maintaining high standards, which can be appreciated by visitors to the Crematorium.

She re-affirmed that Coychurch was one of only two crematoria sites in Wales that held the Green Flag Award, and was now flying such an award for the 6th year in succession. She added that the award requires an annual application, and therefore, a further submission would be made in January 2016.

A Member congratulated staff at the Crematorium for obtaining this award yet again, and asked that thanks be extended to employees who contribute towards the excellent operation of the Crematorium including the grounds, that were always maintained in excellent condition.

RESOLVED: That the Joint Committee noted the success of the Crematorium in securing the Green Flag Award for 2015.

115. POST AUDIT ANNUAL RETURN 2014-15

The Treasurer submitted a report, in order to present the post audited Annual Return to the Joint Committee for the financial year 2014-15.

By way of background information, the Finance Manager Governance and Exchequer advised that regulation of the Accounts and Audit (Wales) Regulations 2014 requires smaller local government bodies such as Joint Committees with an annual income and expenditure of below £2.5m to complete an Annual Return. This had now subsequently been audited by KPMG, external auditors appointed by the Joint Committee.

She confirmed that the Annual Return for the year ended 31 March 2015 had been agreed by the auditors without any recommended changes. The surplus for the year remained at £176k, leaving an accumulated surplus of £1,195k at the above date.

The Finance Manager Governance and Exchequer then referred to the two appendices to the report as follows:-

Appendix 1 – Crematorium Joint Committee total useable reserves at year end
Appendix 2 – Review of annual Return for the year end

She then concluded her submission by referring to the report's financial implications detailed in paragraph 7.1 of the report.

RESOLVED: That the Joint Committee noted and approved:-

(1) The Annual Return for the year ended 31 March 2015

(2) The Auditors "Review of Annual Return".

116. REVENUE MONITORING STATEMENT 1 APRIL TO 31 JULY 2015

The Finance Manager Governance and Exchequer submitted a report, the purpose of which, was to inform the Joint Committee of actual income and expenditure for this financial year, and to provide a projection of the likely financial position at year end.

Table 1 in paragraph 4 of the report reflected details of income and expenditure for this financial year and the projected outturn for year end. This detailed a projected outturn of £738 for 2015-16. An explanation of the variances between the Budget and projected outturn was detailed in bullet point format in this same paragraph of the report.

She concluded her submission, by advising the Joint Committee that the overall projected deficit for 2015-16 had decreased from £746k to £738k after allowing for the changes outlined in the report. This deficit included the Cremator replacement costs, to be funded from the Coychurch Crematorium's current reserves, which were currently £1.195m.

RESOLVED: That the Joint Committee noted the report.

117. URGENT ITEMS

None

The meeting closed at 2.30 pm