

**MINUTES OF A MEETING OF THE COYCHURCH CREMATORIUM JOINT COMMITTEE
HELD IN COUNCIL CHAMBER, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON
FRIDAY, 24 JUNE 2016 AT 2.00 PM**

Present

Councillor E Hacker– Chairperson

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| E Dodd | G John | C L Jones |
| CL Reeves | B Stephens | E Williams |

Officers:

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| Adele Ahearn | Accountant |
| Joanna Hamilton | Bereavement Services Manager and Registrar |
| Zak Shell | Head of Neighbourhood Services |
| Sarah Daniel | Democratic Services Officer - Committees |

133. APPOINTMENT OF CHAIRPERSON

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

The outgoing Chairperson thanked all Officers for their contributions to the Committee and stated the last year had been a pleasure, he asked Officers to pass on thanks to all for the fantastic job they had done in the last year.

134. APPOINTMENT OF VICE-CHAIRPERSON

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

135. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following Members:

Councillor D R Pugh
Councillor R Turner
Councillor C Westwood
Councillor A D Owen

136. DECLARATIONS OF INTEREST

None

137. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of the Coychurch Crematorium Joint Committee held of 4 March 2016 were approved as a true and accurate record of the meeting.

138. STAFFING STRUCTURE

The Head of Neighbourhood Services submitted a report to the Joint Committee to update them on the staffing structure at Coychurch Crematorium. He stated that on 6 March 2015 the Joint Committee approved the proposed changes to the staffing structure and officer functions at the Crematorium, subject to the relevant consultation with the affected staff.

He informed Members that under the proposal the role of the Crematorium Manager and Registrar had been expanded to include the management and administration functions associated with the Authority's Burial Service with the job title changing to Bereavement Services Manager and Registrar and the grade of the post being increased to accommodate this. He added that the operational aspects of the burials service relating to grave digging and grounds maintenance was proposed to remain with BCBC's Parks Department's ground maintenance managers and operational grounds team.

RESOLVED: The Joint Committee noted the report.

139. ANNUAL REVIEW

The Bereavement Service Manager and Registrar provided the Joint Committee with a report to advise them on the performance of Coychurch Crematorium during 2015/16.

The Bereavement Service Manager and Registrar referred Members to Appendix A of the report. She advised that there were a higher number of cremations carried out in 2015, this was mainly due to a fire at Margam Crematorium. She added that the Crematorium carried out a quarterly review of questionnaire results which fed into an annual assessment of the quality of service. She stated that for 2015/16, this showed that the overall satisfaction level to a standard of good or excellent. In response to the five people that responded with an average rating for the availability of service times, the Bereavement Service Manager and Registrar stated that some families thought that the crematorium did not have much availability, when in fact it was usually what the funeral directors were able to offer them at the crematorium. She added that the Crematorium continued to operate and offer services as normal when the cremators were being replaced

RESOLVED: The Joint Committee noted the report.

140. CREMATOR REPLACEMENT PROGRAMME

The Bereavement Services Manager and Registrar presented a report to the Joint Committee on the progress with the cremator replacement programme in relation to the installation and maintenance agreement, of the new cremators, ancillary equipment and mercury abatement plant.

She advised that the Cremator Replacement Programme had provided two modern bariatric cremators and ash processing equipment, coffin cold storage facilities, a mobile automatic coffin loading machine for the safe charging of bariatric coffins and a mercury abatement system providing 100% abatement of the Crematoriums cremations. She added that the works also included a bespoke ventilation system to provide operator comfort.

The Bereavement Services Manager advised the Joint Committee that the new plant met the highest environmental standards and was housed in the extended, modern crematorium building which was fit for the purpose. The new refrigeration facilities enabled bodies to be stored hygienically and allowed the cremators to be used in the

most efficient and least environmentally detrimental manner. The original part of the crematory had been fully tiled to ensure that it was presented to the highest standard.

The Bereavement Services Manager and Registrar advised the Joint Committee that the works were included in the expenditure budget and Service Level Business Plan for 2015/16 and accommodated from the accumulated balance of £1,195,000 which was built up over a number of years to meet the planned costs of replacing the plant.

RESOLVED: The Joint Committee noted the report.

141. RECYCLING OF METALS SCHEME DONATIONS

The Bereavement Services Manager and Registrar provided a report to the Joint Committee which sought their approval and nominations of organisations to receive charitable funding from the Institute of Cemetery and Crematorium Management (ICCM) Scheme for the recovery of metals arising from the cremations and to update the Joint Committee on charity donations made by Coychurch Crematorium.

A Member asked if the charitable organisation "2 Wish Upon a Star" could be moved to the top of the list to receive funding. All Members were in agreement with the request. The Bereavement Services Manager and Registrar stated that the ICCM appeared to be requesting charity nominations every six months now instead of annually.

RESOLVED: That the Joint Committee:

1. Noted the charitable donations made by Coychurch Crematorium
2. Recommended that 2 Wish Upon a Star was moved to the top of the list to receive charitable donations
3. Supported the list of suitable charities for submission for funding from the National Recycling of Metals Scheme

142. ANNUAL ACCOUNTING STATEMENT 2015-16

The Accountant for the Crematorium presented a report to the Joint Committee on the unaudited Annual Accounting Statement following closure of the accounts for the financial year 2015-16 to the Joint Committee, and to obtain approval to submit the Statement for Coychurch Crematorium to the Wales Audit Office.

The Accountant referred Members to the Annual Accounting Statement which was attached as appendix 1 to the report that showed in 2015-16 Coychurch Crematorium made a net deficit of £460,000. She explained that the deficit was deducted from the accumulated reserve for the Crematorium budget forward at 31 March 2015, bringing the total of that reserve to £735,000 at 31 March 2016 compared to £1,195,000 in the preceding year

RESOLVED: The Joint Committee approved the Annual Accounting Statement for Coychurch Crematorium for 2015-16 and agreed the submission of the Accounting Statement for Coychurch Crematorium to the Wales Audit Office.

143. URGENT ITEMS

None

The meeting closed at 2.42pm