

DRAFT AGENDA

ID	1652
Committee	Llwydcoed Crematorium
Date	12/12/2017
Attendees	<p>Y Cyngorydd Helen Boggis (Committee Member)</p> <p>Y Cyngorydd Ann Crimmings (Committee Member)</p> <p>Y Cyngorydd Adam Fox (Committee Member)</p> <p>Y Cyngorydd Gareth Jones (Committee Member)</p> <p>Y Cyngorydd Karen Morgan (Committee Member)</p> <p>Emma Wilkins (Secretary)</p> <p>Hannah Williams (Secretary)</p>

Item ID	2747
Item Title	datgan buddiant
Summary	<p>To receive disclosures of personal interest from Members in accordance with the Code of Conduct</p> <p>Note:</p> <ol style="list-style-type: none"> Members are requested to identify the item number and subject matter that their interest relates to and signify the nature of the personal interest: and Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest they must notify the Chairman when they leave.

Item ID	2750
Item Title	Cofnodion
Summary	To approve as a correct record the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on the 19 September 2017

Item ID	2751
Item Title	Statistics and Performance
Summary	To consider the report of the Bereavement Services Manager

Item ID	2752
Item Title	Verbal Update - Assistant Cemetery Manager
Summary	Verbal update on the Christmas Carol Service and the Infant

	Memorial Dedication service
--	-----------------------------

Item ID	2753
Item Title	Report of the Treasurer
Summary	To consider the report of the Treasurer in relation to the following; <ul style="list-style-type: none">• The 2017/18 Budget Monitoring update

Item ID	2749
Item Title	Busnes Brys
Summary	To consider any items, which the Chairman, by reason of special circumstances, is of the opinion should be considered at the meeting as a matter of urgency

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

Minutes of the Annual General Meeting of the Llwydcoed Crematorium Joint Committee held at the Civic Offices of Merthyr Tydfil County Borough Council, Merthyr Tydfil on Tuesday, 19 September 2017 commencing at 2.00 p.m.

PRESENT

Merthyr Tydfil County Borough Councillors

M. Colbran, J. Thomas, D. Isaac and D. Chaplin

Rhondda Cynon Taf County Borough Councillors

H. Boggis and G. Jones

Officers in Attendance

Ms. J. Lewis – Bereavement Services Manager

Mr. A. Wilkins – Head of Legal, Corporate & Democratic Services

Mr. S. Preddy – Group Accountant, Community Services

Ms. H. Williams (Wales Audit Office)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Borough Councillors (Mrs) A. Crimmings, K. Morgan and A. S. Fox (Rhondda Cynon Taf County Borough Council).

2 DECLARATION OF INTERESTS

There were no declarations of interests in matters pertaining to the agenda.

3 ELECTION OF CHAIRMAN OF LLWYDCOED CREMATORIUM JOINT COMMITTEE FOR 2017-18

RESOLVED to elect County Borough Councillor D. Isaac as Chairman of the Joint Committee for the 2017-18 municipal year.

4 APPOINTMENT OF VICE-CHAIRMAN OF THE LLWYDCOED CREMATORIUM JOINT COMMITTEE FOR 2017-18

RESOLVED to appoint County Borough Councillor H. Boggis as Vice-Chairman of the Joint Committee for the 2017-18 municipal year.

5 MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 21st March 2017,

subject to it being noted that Councillor D. Isaac's name being omitted from the list of apologies.

REPORT OF THE CLERK

6 CALENDAR OF MEETINGS

Members were asked to consider the proposed calendar of quarterly meetings for the Joint Committee for the 2017-18 municipal year.

Members noted that it was proposed to hold each of the meetings at the Civic Offices of Merthyr Tydfil County Borough Council.

Following a discussion, it was **RESOLVED** to agree the calendar of meetings for the 2017-18 municipal year.

REPORT OF THE BEREAVEMENT SERVICES MANAGER

7 STATISTICS AND PERFORMANCE

In her report, the Bereavement Services Manager provided Members with Statistics and Performance figures relating to the operation of the Crematorium since the last meeting and following consideration thereof, it was **RESOLVED** to note the information.

REPORT OF THE TREASURER

8 DRAFT ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2017

Members considered the report of the Treasurer which provided an audited Annual Return for the year ended 31st March 2017.

Members noted that although the Annual General Meeting of the Llwydcoed Crematorium Joint Committee was undertaken later than scheduled due to unforeseen circumstances, this had not affected the figures for the Annual Return for the year ended 31st March 2017.

Members were provided with information relating to:

- The financial performance and movement of usable reserves
- General Fund Balances 2012/13 to 2016/17
- Balance Sheet for the year ended 31st March 2017

and following consideration thereof, it was **RESOLVED** –

(1) To note the report.

(2) To note the audited Annual Return for the year ended 31st March 2017 as presented.

- (3) That the Chairman of the Joint Committee signs the Approval and Certification Section of the Annual Return.

REPORT OF THE BEREAVEMENT SERVICES MANAGER

9 PROVISION OF INFANT MEMORIAL GARDEN

The Bereavement Manager presented the report setting out details of the proposed development which is to provide an Infant Memorial Garden at Llwydcoed Crematorium with a cost of £18,700, subject to approval from this Committee.

Following discussions, the Committee **RESOLVED** to approve the above aforementioned development at Llwydcoed Crematorium.

10 URGENT ITEM

In respect of the previous drainage problems and hazards experienced at the site during inclement weather, Members questioned whether it was anticipated that further works be undertaken.

In response, it was reported that this will be closely monitored over the coming winter months.

In response to a query raised in relation to an additional Public Notice Board being erected outside of the Llwydcoed Crematorium, it was reported that this would be reviewed sometime in the near future.

County Borough Councillor D. Isaac asked would it be possible to write a letter of thanks on behalf of the Committee to those Members who previously served on the Committee to thank them for their hard work and contributions at meeting over the years.

Following discussions, it was **RESOLVED** to send thank you letters to previous County Borough Councillors A. Jones, A. Chaplin, K. Moran and (Mrs) J. Ward.

**D. ISAAC
CHAIRMAN**

The meeting terminated at 2.27 p.m.

These minutes are subject to approval as an accurate record at the next meeting of the Joint Committee

This page intentionally blank

LLWYDCOED CREMATORIUM JOINT COMMITTEE**12th December 2017****REPORT OF THE TREASURER****1.0 PURPOSE OF THE REPORT**

1.1 This report is intended to provide Members with an update on the 2017/18 Budget Monitoring position.

2.0 RECOMMENDATIONS

2.1 It is recommended that members note the 2017/18 budget monitoring position.

3.0 2017/18 Budget Monitoring Report

3.1 The Budget Monitoring Report provides a comparison of actual and projected expenditure and income against the approved budget for the first eight months of 2017/18 financial year. This is shown in the attached Appendix 1.

3.2 The Joint Committee on 21st March 2017 approved a revenue budget for 2017/18, which projected a net contribution to reserves of £449,100.

3.3 Projected expenditure for 2017/18 totals £538,592 against a budget of £442,000 – an over spend of £96,592.

3.4 The main expenditure variance is as follows: -

- Employees £16,827 over spent. This is due to the operational decision made during 2016/17 to employ a full time grounds operative via Randstad Agency
- Premises £50,311 over spent. This is due to £35,000 works relating to the Rose Garden and Drainage which were not completed in 2016/17 and also because the NNDR charge for the Crematorium has increased to £35,429 following a recent revaluation by the Valuation Office.
- Supplies & Services £25,808 over spent. This is due to the first year's charge of the 15 year service agreement with Facultatieve Technologies.

3.5 Projected income for 2017/18 totals £963,862 against a budget of £887,600 showing a surplus of income of £76,262. This is based on the best estimates of the number of cremations to the year-end and will continue to be monitored closely.

3.6 Summary position for 2017/18

	£
General Reserves carried forward 31st March 2017	1,131,293
Projected Net Revenue contribution to reserves in 2017/18	<u>428,770</u>
Projected General Reserves 31st March 2018	1,560,063

4.0 **SUMMARY**

4.1 The level of reserves will be dependent upon the 2017/18 final revenue position and any further capital expenditure required as part of the ongoing delivery of the service. This will be monitored closely as part of the Budget Monitoring process and reported to the Joint Committee at appropriate intervals.

					Appendix 1
2017-18					
	Budget	Actual to 30th November 2017	Projected outturn	Projected variance	Comments
	£	£	£	£	
OPERATING EXPENDITURE					
Employees					
Admin salaries	79,950	54,462	79,910	-40	
Technicians wages	84,030	55,570	81,338	-2,692	
Agency staff	8,160	0	27,719	19,559	Grasscutting + Full Time Gardner
	172,140	110,032	188,967	16,827	
Premises					
Repair and Maintenance	60,000	57,757	95,500	35,500	Rose Garden and Drainage Works
Gas	24,070	10,287	21,085	-2,985	
Electricity	20,270	8,558	21,138	868	
NNDR	18,250	35,429	35,429	17,179	Rateable Value has doubled following revaluation
Council Tax	700	702	702	2	
Water Charges	1,350	345	495	-855	
Fixtures and Fittings	2,500	2,580	2,580	80	
Cleaning Materials	800	882	1,322	522	
General Insurance	5,800	0	5,800	0	
	133,740	116,540	184,051	50,311	
Transport					
Plant and Vehicles	1,500	1,518	2,276	776	
Car Allowances/Subsistence	1,500	0	0	-1,500	
	3,000	1,518	2,276	-724	
Supplies and Services					
Plaques and Memorials	14,000	6,565	9,847	-4,153	
Caskets and Urns	5,000	345	517	-4,483	
Books of Remembrance	2,000	1,482	2,223	223	
Hire Of Equipment	7,000	6,950	6,950	-50	
Computer Costs	8,500	1,724	2,243	-6,257	
Protective Clothing	1,500	1,568	1,568	68	
Office expenses	5,500	3,677	5,516	16	
Subscriptions	1,500	664	995	-505	
Analyst's Fees	1,500	1,145	1,717	217	
Medical Expenses	23,960	14,548	21,823	-2,137	
Contractor Payments	0	33,963	45,284	45,284	Facultatieve Technologies Cremator Service Contract
Consultants Fees	2,000	0	0	-2,000	
Audit Fees	1,500	-2,500	1,500	0	
Training	500	0	500	0	
Other Miscellaneous Expenses	0	100	100	100	
Credit/Debit Card Transaction Charges	500	0	0	-500	
Employers liability insurance	1,530	0	1,515	-15	
	76,490	70,231	102,298	25,808	
Support costs					
Central Support costs	56,630	0	61,000	4,370	
	56,630	0	61,000	4,370	
Total Operating Expenditure	442,000	298,321	538,592	96,592	
OPERATING INCOME					
Caskets and Urns	-7,990	-3,594	-5,391	2,599	
Plaques and Memorials	-19,180	-12,560	-18,840	340	
Cremation Fees	-773,680	-560,228	-850,108	-76,428	Estimated 1,296 Cremations
Books of Remembrance	-2,130	-1,806	-2,709	-579	
Burial Fees	-59,930	-30,420	-57,486	2,444	
Exhumation Fees	-710	-476	-714	-4	
Chapel Use	-8,520	-6,095	-9,142	-622	
Memorial permits	-6,100	-6,435	-9,652	-3,552	
Mercury Abatement Income	-9,200	0	-9,200	0	
Energy Savings	0	-413	-620	-620	
Vending Sales	-160	0	0	160	
Total Operating Income	-887,600	-622,027	-963,862	-76,262	
Operating Surplus	-445,600	-323,706	-425,270	20,330	
Interest on Investments/ Balances	-3,500	0	-3,500	0	
Net contribution to/from Reserves	-449,100	-323,706	-428,770	20,330	
General reserves B/F	1,131,293		1,131,293	0	
Contributions to/ from Revenue	449,100		428,770	-20,330	
Capital expenditure charged to reserves	0			0	
General reserves C/F	1,580,393		1,560,063	-20,330	

LOCAL GOVERNMENT ACT 1972

As amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

12th December 2017

Report of the Treasurer to Llwydcoed Crematorium

LIST OF BACKGROUND PAPERS

Ref:

Item 1 – 2017/18 Budget Monitoring Report

Contact Officer

Steve Preddy
(01443 680644)