

DRAFT AGENDA

ID	50000116
Committee	Amlosgfa Llwydcoed
Date	20/03/2018
Attendees	<p>Andy Wilkins (Legal) (Monitor)</p> <p>Y Cyngorydd Adam Fox (Committee Member)</p> <p>Y Cyngorydd Helen Boggis (Committee Member)</p> <p>Y Cyngorydd Karen Morgan (Committee Member)</p> <p>Y Cyngorydd Gareth Jones (Committee Member)</p> <p>Y Cyngorydd Ann Crimmings (Committee Member)</p> <p>Simon Humphreys (Monitor)</p> <p>Paul Nicholls (Monitor)</p> <p>Emma Wilkins (Secretary)</p> <p>Hannah Williams (Secretary)</p>

Item ID	3887
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	3888
Item Title	Cofnodion
Summary	To receive the minutes of the previous meeting of the Llwydcoed Crematorium Joint Committee which was held on 12 December 2017.

Item ID	3890
Item Title	REPORT OF THE BEREAVEMENT SERVICES MANAGER
Summary	To consider the report of the Bereavement Services Manager.

Item ID	3891
Item Title	CREMATORIUM AND SUPPLEMENTARY FEES AND

	CHARGES 2018 - 19
Summary	To consider the report of the Service Director, Public Health & Protection.

Item ID	3892
Item Title	PROPOSED CALENDAR OF MEETINGS FOR 2018 - 19
Summary	To consider the report of the Clerk to the Joint Committee.

Item ID	3893
Item Title	BUDGET MONITORING REPORT FOR 2017 - 18 AND DRAFT REVENUE ESTIMATES FOR 2018 - 19
Summary	To consider the report of the Treasurer.

Item ID	3889
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 meeting of the Llwydcoed Crematorium Joint Committee held at the Civic Offices of Merthyr Tydfil County Borough Council, Merthyr Tydfil on Tuesday, 12th December 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, (Mrs) A. Crimmings, A. S. Fox and G. Jones

Officers in Attendance

Mr. C. Pritchard – Assistant Cemetery Manager

Mr. S. Preddy – Group Accountant, Community Services

Mrs. L. Coughlan – Solicitor

11 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Borough Councillor K. Morgan (Rhondda Cynon Taf County Borough Council).

12 DECLARATION OF INTERESTS

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

13 MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 19th September 2017.

REPORT OF THE BEREAVEMENT SERVICES MANAGER

14 STATISTICS AND PERFORMANCE

The Assistant Cemetery 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.

15 VERBAL UPDATE – ASSISTANT CEMETERY MANAGER

The Assistant Cemetery Manager provided Members with an oral update on the Christmas Carol Service at the Llwydcoed Crematorium.

The Committee was informed that following discussions with the Chairman and Vice Chairman of the Llwydcoed Crematorium Joint Committee the order of service had been finalised and the Service is on schedule to proceed as intended.

Following discussions, it was **RESOLVED** to acknowledge the work undertaken to arrange the Christmas Carol Service at the Llwydcoed Crematorium.

REPORT OF THE TREASURER

16 BUDGET MONITORING REPORT FOR 2016-17 AND DRAFT REVENUE ESTIMATES FOR 2017-18

The Group Accountant, Community Services presented the report, which provided Members with a comparison of actual projected expenditure and income against the approved budget for the first eight months of 2017-18 financial year.

Following consideration of the report, it was **RESOLVED** –

(1) To note the 2017-18 budget monitoring position.

**D.ISAAC
CHAIRMAN**

The meeting terminated at 2.20 p.m.

REPORT OF THE BEREAVEMENT SERVICES MANAGER

20th March 2018

1. Purpose of the Report

This report provides members with an overview of the recently agreed MOU (memorandum of understanding), regarding the approach to adopt a fair and consistent approach across Wales, to the fees charged by local Government for the burial and cremation fees of children up to the age of 18 years.

Background to the Report

As you may be aware, the Welsh Government recently agreed by virtue of Memorandum of understanding, between Welsh Ministers, the Welsh Local Government Association (the WLGA) and One Voice Wales, to adopt a fair and consistent approach across Wales to the fees charged by local Government for the burial and cremation fees of children.

This MOU (memorandum of understanding) has been prepared in partnership between the Welsh Government, which oversees the strategic policy and funding framework in respect of local government in Wales.

The purpose of the MOU is that Burial/Cremation Authorities in Wales will not charge any fees in relation to the standard burial or cremation of a child, defined for these purposes as a person under the age of 18. This commitment applies to standard fees that authorities charge relating to:

- The cremation of a person under the age of 18 years (including stillborn and foetal remains).
- The interment of a person under the age of 18 years (including stillborn and foetal remains).
- The Exclusive Right of Burial where required.
- Any other fee directly relating to the burial or cremation of a person, under the age of 18 years (for example, the fees and charged for the permission to erect a memorial).

The commitment does not relate to wider funeral costs, such as the cost of a memorial, funeral director fees, flowers or coffins.

In recognition of the financial implications of waiving the fees as described above, the Welsh Government will, while this MOU remains in force, annually make available the sum of £600,000 for allocation among principal Councils in Wales, who have signed up to the commitment. Principal Councils will distribute appropriate sums to other burial authorities and other providers of the relevant services in this area which have agreed to adopt the commitment.

This Memorandum of Understanding will be subject to review in advance of the financial year 2020/21.

Currently this Authority does not charge for children up to the age of 16 years. However, the requirement with regard to this Memorandum of Understanding is to extend the defined age of a child from 16 years to 18 years and make no charges.

Due to the urgency of the implementation date of this Agreement and the Joint Committee not convening until the 20th March, the Chairman of the Joint Committee, Councillor David Isaac, following consultation, kindly agreed that this Committee would implement this MOU should the need arise before the Committee meets and makes a formal approval.

Rhondda Cynon Taff County Borough Council also adopted this Memorandum of Understanding, which was implemented on the 18th January 2018.

RECOMMENDATION:

- That the Joint Committee formally adopts the implementation of the Memorandum of Understanding, with regard to a fair and consistent approach across Wales, to the fees charged by local government for the burial and cremation of children up to the age of 18 years.
- That this be retrospectively implemented from the 18th January 2018.

2. **STATISTICS**

To consider the Crematorium statistics.

RECOMMENDED: That the Crematorium statistics as detailed be noted.

Llwydcoed Crematorium Joint Committee

Report of the Bereavement Services Manager.

1 Statistics and Performance

Cremations	
1970-2015	50038
2016	1258
2017	1480
Jan 2018	171
Feb 2018	158
Total to date	53105
Year to 31 March 2018	
Adults	1354
Children	4
Stillbirths	7
NVF's	271
Body organs	1
Scattered	32
Interred	134
Released	1199
Applications for memorials	
Book of Remembrance	117
Memorial Cards	5
Plaques on Plots	183
Plaques in Garden	4
Rose Bushes	13

RECOMMENDATION:

To note the report

This page intentionally blank

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DISCUSSION PAPER FOR LLWYDCOED CREMATORIUM JOINT COMMITTEE

20th March 2018

**REPORT OF DIRECTOR PUBLIC HEALTH, PROTECTION & COMMUNITY
SERVICES**

**CREMATION & SUPPLEMENTARY FEES AND CHARGES
2018-19**

**Author: Paul Mee, Director, Public Health, Protection & Community
Services
Tel. No. 01443 425513**

1. PURPOSE OF REPORT

- 1.1 To set the fees & charges for 2018-19, including the annual uplift effective from 1st April 2018.

2. RECOMMENDATIONS

- 2.1 It is recommended that with effect from 1st April 2017:
- a) Consider and if appropriate approve the revised levels for cremation and all supplementary fees and charges detailed at section 4, and
 - b) Consider and, if appropriate agree to implement a 12 month pilot scheme in respect of bereavement fees for armed forces veterans (paragraph 4.6).

3. BACKGROUND

- 3.1 At its meeting on the 15th February 2018, Rhondda Cynon Taf County Borough Council Cabinet agreed the annual increase to fees and charges for 2018/19. This included an increase to cremation fees of 2.95%.
- 3.2 The Llwydcoed Crematorium Joint Management Committee, at its meeting on 21st March 2017, agreed an uplift of 2.25% to cremation fees and other fees and charges for 2017/18.
- 3.3 There is currently a consistent schedule of fees and charges across Llwydcoed and Glyntaff Crematorium. This was applied on the basis that the operational management arrangements across both facilities are the same and the services provided across both facilities are the same. Therefore it would be inequitable to have different fees & charges.
- 3.4 This decision was applied from 1st April 2014 and a consistent set of fees and charges has been in place since. To maintain this consistent position the Joint

Management Committee will need to consider applying the same increase as that applied by Rhondda Cynon Taf County Borough Council.

4. PROPOSED FEES & CHARGES FOR 2018/19

4.1 It is proposed that to maintain consistency across both facilities, an increase of 2.95% be applied to all fees and charges. The effect of this increase on the principal fees & charges is presented at Table I below.

Table I – Principal Fees & Charges

Service	Existing Fee	Increase	Proposed Fee
Cremation	£670	£20	£690
Purchase of cremated remains plot	£256	£8	£264
Interment in a cremated remains plot	£256	£8	£264

4.2 To inform the Committee’s decision a comparison has been undertaken of existing fees and charges applied at other Crematoria. Table II presents a comparison of existing fees and charges.

Table II – Existing Cremation Fees 2017/18

Crematoria	Cremation Fee	Purchase of Plot	Interment Fee
Glyntaff	£670	£256	£256
LLwydcoed	£670	£256	£256
Gwent	£671	£339*	£276*
Thornhill	£540	£290	£240
Coychurch	£636.70	£386.80	£398
Margam	£650	£296**	£271**

*Torfaen County Borough Council

** Neath Port Talbot County Borough Council

4.3 The proposed increase of 2.95% will add £20 to the existing cremation fee of £670, increasing it to £690. Although this is slightly higher than existing cremation fees at other Council run crematoria in the region, the fees for the purchase of a plot and interment of cremated remains will remain below those of other facilities.

4.4 At the time of writing, it was not possible to ascertain what fee increases for 2018/19 are proposed by other local authorities across Wales. Nonetheless, the fee increases proposed in this report are considered reasonable.

4.5 The effect of the proposed increase on supplementary fees and charges is presented at Table III.

Table III – Supplementary Fees

Item	Existing Fee	Proposed Fee
Dedication of rosebush and plaque for 10 year period	£181	£186
Exhumation of cremated remains	£238	£245
Additional Chapel slot	£115	£118
Book of Rem. 2 line	£73	£75
Book of Rem. 5 line	£108	£111
Book of Rem. 8 line	£144	£148
Floral emblem and crest	£115	£118
Rededication of rosebush for 10 year period	£152	£156

- 4.6 In addition to the proposed increase in fees and charges, Rhondda Cynon Taf Council has agreed to undertake a 12 month pilot whereby all bereavement fees incurred by the families of deceased veterans resident in Rhondda Cynon Taf be subject to a 25% reduction in recognition of the commitment to their country and the Council's commitment to the Armed Forces Covenant. This will apply to all veterans who have served their minimum period of service/enlistment or seen active duty. For Members information, no budgetary adjustment is proposed for the 2018/19 financial year with the financial implications being assessed as part of the pilot over the next 12 months. Members of the joint Committee may wish to consider a similar pilot at LLwydcoed Crematorium.

5. CONCLUSION

- 5.1 The harmonisation of operational and management practices across Llwydcoed Crematorium and the Council's Bereavement Services has established a consistent schedule of fees and charges. This was achieved in 2014/15 by applying the proposed annual uplift consistently to both services and by harmonising supplementary fees.
- 5.2 To maintain this position it is proposed that an increase be applied to fees and charges at Llwydcoed that is consistent with the uplift to Bereavement Services fees and charges being applied by Rhondda Cynon Taf County Borough Council from 1st April 2018.
- 5.3 The adoption of a reduction in fees and charges for armed forces veterans would reflect both Councils commitment to supporting the armed forces through the Armed Forces Covenant. A 12 month pilot would enable to financial implications to be quantified.

This page intentionally blank

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
MERTHYR TYDFIL COUNTY BOROUGH COUNCIL**

MUNICIPAL YEAR 2018-2019

LLWYDCOED CREMATORIUM JOINT COMMITTEE 20TH MARCH 2018	Agenda Item No. 5
REPORT OF THE CLERK	PROPOSED CALENDAR OF MEETINGS FOR THE 2018-19 MUNICIPAL YEAR

1. PURPOSE

To consider the proposed calendar of meetings for the Joint Committee for the 2018-19 municipal year.

2. RECOMMENDATION

To agree the calendar of meetings for the 2018-19 municipal year.

3. BACKGROUND

- 3.1 The following schedule of quarterly meetings is proposed for the 2018-19 municipal year with the Chairman having the power to call special meetings as and when necessary to consider any matters requiring urgent consideration.

Quarterly Cycle

Tuesday, 19 June 2018 at 2.00pm

Tuesday, 18 September 2018 at 2.00pm

Tuesday, 11 December 2018 at 2.00pm

Tuesday 19 March 2019 at 2.00pm

- 3.2 The venue for the meetings will be the Civic Offices of Merthyr Tydfil County Borough Council.

LOCAL GOVERNMENT ACT 1972

As amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

20th MARCH 2018

**REPORT OF THE CLERK TO THE LLWYDCOED CREMATORIUM JOINT
COMMITTEE**

ITEM

Proposed Calendar of Meetings for the 2018-19 municipal year

Free Standing Matter

LLWYDCOED CREMATORIUM JOINT COMMITTEE**20th March 2018****REPORT OF THE TREASURER****MATTERS REPORTED FOR DECISION****BUDGET MONITORING REPORT FOR 2017/18 AND DRAFT REVENUE ESTIMATES FOR 2018/19****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 and the Draft Revenue Estimates for 2018/19.

2.0 RECOMMENDATIONS

2.1 It is recommended that:-

- (a) Members note the 2017/18 Budget Monitoring position
- (b) Members approve the Draft Revenue Estimates for 2018/19

3.0. BUDGET MONITORING REPORT 2017/18

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

3.2 Appendix 1 gives details of the approved budget, actual expenditure to 28th February 2018 and projected outturn figures for 2017/18.

3.3 **Expenditure for 2017/18 is projected to be £581,950 against a budget of £442,000 – an overspend of £139,950.**

3.4 The main expenditure variances are as follows: -

- **Employee costs £19,680 overspend.** This is due to the operational decision made during 2016/17 to employ a full time grounds operative via Randstad Agency and additional grass cutting costs.
- **Premises £63,594 overspend.** This is mainly 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.
- **Transport costs £1,479 overspend.** This is due to additional grass cutting costs.

- **Supplies and Services £35,763 overspend.** This is due to the first year's charge of the 15 year service agreement with Facultatieve Technologies.
- **Support Costs £19,434 overspend.** This is based on the actual time apportionment for central recharges

3.5 **Operating income for 2017/18 is projected to be £1,081,985 against a budget of £887,600, showing a surplus of income of £194,385.**

3.6 The reason for the surplus of income is a result of a marked increase in the number of cremations this year. Projections for cremation fees have been made on the basis of actuals to date and an estimated number of cremations for March.

3.7 **Summary position for 2017-18**

	£
General reserves brought forward 1st April 2017	1,131,293
Projected Net Revenue contribution to reserves in 2017/18	<u>503,535</u>
Projected General Reserves 31st March 2018	<u>1,634,828</u>

4.0 **DRAFT REVENUE ESTIMATES 2018/19**

4.1 The Draft Revenue Estimates 2018/19 are also shown in Appendix 1.

4.2 **Proposed operational expenditure is £558,730 compared with an approved budget of £442,000 in 2017/18.**

- **Employees budget £195,740** - this provides for a full establishment for the full year. It also includes a budget to cover the gardening and grass cutting function.
- **Premises budget £162,050** - provides for a reallocation of Gas and Electricity budgets, increased budgets for NNDR and Fixtures & Fittings based upon 2017/18 expenditure levels.
- **Transport budget £3,000**
- **Supplies & Services budget £121,115** – the budget has been increased to reflect the 15 year service agreement with Facultatieve Technologies.
- **Central Support Budget £76,825** – includes management support costs based on current time apportionment.

4.3 **Proposed operational income is £1,073,315 compared with an approved budget of £887,600 in 2017/18.**

- This is based on estimated levels of activity and the proposed increase to fees and charges subject to approval by the Joint Committee.

5.0 SUMMARY

- 5.1 The Budget Monitoring position will be dependent upon the final 2017/18 position and any further capital expenditure to be incurred to the year-end 31st March 2018. The final year end position will be reported at the June 2018 Joint Committee meeting.
- 5.2 The Draft Revenue Estimates 2018/19 propose an operating surplus of £514,585. With anticipated investment income of £3,500, the contribution to reserves in 2018/19 is estimated at £518,085.
- 5.3 Based on the 2017/18 Budget Monitoring Report and the Draft Revenue Estimates 2018/19 the estimated General Reserve Balance at the end of 2018/19 would be £2,152,913.

This page intentionally blank

						Appendix 1
2017-18					2018/19	
	Budget	Actual to 28th	Projected	Projected	Comments	Draft Revenue
	£	February 2018	outturn	variance		Estimate
	£	£	£	£		£
OPERATING EXPENDITURE						
Employees						
Admin salaries	79,950	73,398	79,710	-240		80,100
Technicians wages	84,030	74,919	81,343	-2,687		84,240
Agency staff	8,160	0	30,767	22,607	Grasscutting + Full Time Gardner	31,400
	172,140	148,317	191,820	19,680		195,740
Premises						
Repair and Maintenance	60,000	89,942	95,000	35,000	Rose Garden and Drainage Works	60,000
Gas	24,070	18,579	23,479	-591		23,500
Electricity	20,270	15,100	18,400	-1,870		18,500
NNDR	18,250	35,429	35,429	17,179	Rateable Value has doubled following revaluation	36,140
Council Tax	700	702	702	2		1,400
Water Charges	1,350	480	480	-870		510
Fixtures and Fittings	2,500	5,265	16,844	14,344	Signage	15,000
Cleaning Materials	800	1,170	1,200	400		1,200
General Insurance	5,800	5,800	5,800	0		5,800
	133,740	172,467	197,334	63,594		162,050
Transport						
Plant and Vehicles	1,500	2,547	4,479	2,979		3,000
Car Allowances/Subsistence	1,500	0	0	-1,500		0
	3,000	2,547	4,479	1,479		3,000
Supplies and Services						
Plaques and Memorials	14,000	8,498	10,170	-3,830		14,000
Caskets and Urns	5,000	345	2,765	-2,235		5,000
Books of Remembrance	2,000	1,482	1,500	-500		2,000
Hire Of Equipment	7,000	6,950	6,950	-50		7,000
Computer Costs	8,500	1,724	1,785	-6,715		2,500
Protective Clothing	1,500	1,859	2,000	500		2,000
Office expenses	5,500	6,932	6,990	1,490		7,000
Subscriptions	1,500	1,549	1,549	49		1,550
Analyst's Fees	1,500	1,145	1,145	-355		1,150
Medical Expenses	23,960	22,571	29,000	5,040		29,000
Contractor Payments	0	45,284	45,284	45,284	Facultatieve Technologies Cremator Service Contract	45,300
Consultants Fees	2,000	0	0	-2,000		0
Audit Fees	1,500	-458	1,500	0		2,000
Training	500	0	0	-500		500
Other Miscellaneous Expenses	0	100	100	100		100
Credit/Debit Card Transaction Charges	500	0	0	-500		500
Employers liability insurance	1,530	0	1,515	-15		1,515
	76,490	97,981	112,253	35,763		121,115
Support costs						
Central Support costs	56,630	0	76,064	19,434	Based on actual time apportionment	76,825
	56,630	0	76,064	19,434		76,825
Total Operating Expenditure	442,000	421,312	581,950	139,950		558,730
OPERATING INCOME						
Caskets and Urns	-7,990	-5,470	-5,850	2,140		-6,000
Plaques and Memorials	-19,180	-17,283	-18,475	705		-19,000
Cremation Fees	-773,680	-843,171	-970,746	-197,066	Based on 1,449 cremations	-970,000
Books of Remembrance	-2,130	-2,081	-2,200	-70		-2,265
Burial Fees	-59,930	-37,058	-54,556	5,374		-55,000
Exhumation Fees	-710	-714	-952	-242		-980
Chapel Use	-8,520	-8,574	-10,414	-1,894		-10,700
Memorial permits	-6,100	-8,360	-9,100	-3,000		-9,370
Mercury Abatement Income	-9,200	0	-9,200	0		0
Energy Savings	0	-492	-492	-492		0
Vending Sales	-160	0	0	160		0
Total Operating Income	-887,600	-923,203	-1,081,985	-194,385		-1,073,315
Operating Surplus						
Operating Surplus	-445,600	-501,891	-500,035	-54,435		-514,585
Interest on Investments/ Balances	-3,500	0	-3,500	0		-3,500
Net contribution to/from Reserves	-449,100	-501,891	-503,535	-54,435		-518,085
General reserves B/F	1,131,293		1,131,293	0		1,634,828
Contributions to/ from Revenue	449,100		503,535	54,435		518,085
Capital expenditure charged to reserves	0			0		
General reserves C/F	1,580,393		1,634,828	54,435		2,152,913

LOCAL GOVERNMENT ACT 1972

As amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

20th March 2018

Report of the Treasurer to Llwydcoed Crematorium

LIST OF BACKGROUND PAPERS

Ref:

Item 1 - Budget Monitoring Report 2017/18
& Draft Revenue Estimates 2018/19

Contact Officer

Steve Preddy
(01443 680644)