

**CYNGOR BWRDEISTREF SIROL
RHONDDA CYNON TAF
COUNTY BOROUGH COUNCIL**

GWŶS I GYFARFOD O'R CYNGOR

C. Hanagan
Cyfarwyddwr Materion Cyfathrebu a Phennaeth Dros Dro'r Gwasanaethau
Llywodraethol
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Y Pafiliynau
Parc Hen Lofa'r Cambrian
Cwm Clydach CF40 2XX

Dolen gyswllt: Marc Jones - Swyddog Gwasanaethau Democrataidd (01443 424102)

DYMA WŶS I CHI i gyfarfod o **AMLOSGFA LLWYDCOED** yn cael ei gynnal yn **Civic Offices, Merthyr Tydfil County Borough Council, Merthyr Tydfil** ar **DYDD MAWRTH, 11EG RHAGFYR, 2018** am **2.00 PM**.

AGENDA

Tudalennau

1. DATGAN BUDDIANT

Derbyn datganiadau o fuddiannau personol gan Aelodau, yn unol â gofynion y Côd Ymddygiad.

Noder:

1. Mae gofyn i Aelodau ddatgan rhif a phwnc yr agendwm mae eu buddiant yn ymwneud ag ef a mynegi natur y buddiant personol hwnnw; a
2. Lle bo Aelodau'n ymneilltuo o'r cyfarfod o ganlyniad i ddatgelu buddiant sy'n rhagfarnu, mae rhaid iddyn nhw roi gwybod i'r Cadeirydd pan fyddan nhw'n gadael.

2. COFNODION

Derbyn cofnodion cyfarfod diwethaf Cydbwyllgor Amlosgfa Llwydcoed a gafodd ei gynnal ar 18ain Medi 2018

3 - 4

3. ADRODDIAD RHEOLWR Y GWASANAETHAU PROFEDIGAETHAU

- Trafod y Rhaglen Gwaith Cyfalaf
- Trafod yr Ystadegau a Chyflawniad

5 - 10

4. ADRODDIAD MONITRO'R GYLLIDEB AR GYFER 2018-19

Trafod adroddiad y Trysorydd

11 - 16

5. BUSNES BRYD

Trafod unrhyw faterion sydd, yn ôl doethineb y Cadeirydd, yn faterion brys yng ngoleuni amgylchiadau arbennig.

Cyfarwyddwr Materion Cyfathrebu a Phennaeth Dros Dro'r Gwasanaethau Llywodraethol

Cylchreliad:-

Cynrychioli Cyngor Bwrdeistref Sirol Merthyr Tudful
Cynghorwyr y Fwrdeistref Sirol, M. Colbran, J. Thomas, D. Issac a D. Chaplin

Cynrychioli Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Cynghorwyr y Fwrdeistref Sirol, (Mrs A. Crimmings, A. S. Fox, K. Morgan, H Boggis a G.Jones

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, 18th September 2018 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

Ms. J. Lewis – Bereavement Services Manager

Mr. S. Preddy – Group Accountant, Community Services

Mr S. Humphreys – Head of Legal – Planning & Environment

Ms. H. Williams – Wales Audit Office

10 APOLOGIES FOR ABSENCE

An apology for absence was received from County Borough Councillor K. Morgan (Rhondda Cynon Taf County Borough Council).

11 DECLARATION OF INTERESTS

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

12 MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 19th June 2018.

13 MATTERS ARISING

Minute 5.1 – Councillor G. Jones advised that the local Male Voice Choir require a formal invitation to perform at the Llwydcoed Christmas Carol Service and he asked whether the request could be sent as a matter of urgency. It was noted that there had been issues around the retirement of the Chaplin at Prince Charles Hospital and that this had caused delays. It was agreed that should the choir not be able to perform at this year's concert, an invitation should be extended to them in preparation for the Christmas Carol Service in December 2019.

14 REPORT OF THE BEREAVEMENT SERVICES MANAGER

Statistics and Performance

The Bereavement Services Manager presented her report and provided an update in respect of the statistics and performance figures relating to the operation of the Crematorium since the last meeting. It was reported that there was an increase in the number of cremations in July 2018 which reflects the improved facilities at the Crematorium.

It was **RESOLVED** to note the information.

15 REPORT OF THE TREASURER

The Group Accountant presented the Joint Committee with the Annual Return for the Year Ended 31st March 2018 and the 2018/19 Budget Monitoring update.

It was reported that the draft Annual Return for the Year Ended 31st March 2018 had been considered by the Joint Committee at its meeting on the 19th June 2018 prior to the external audit by the Wales Audit Office. No material amendments had been identified as part of the audit review process.

The Group Accountant provided an update in respect of the 2018/19 Budget Monitoring report which provided a comparison of actual and projected expenditure against the approved budget for the first five months of the 2018/19 financial year. An explanation was provided in respect of the main expenditure variance.

It was confirmed that a list of capital works with associated costs for the Crematorium would be reported to the Joint Committee in December 2018.

Following consideration of the report it was **RESOLVED**:-

1. To note the Annual Return for the Year Ended 31st March 2018; and
2. To note the 2018/19 Budget Monitoring update.

16 MEMBER QUERY

A query was raised in respect of how local residents can purchase a plaque at the Crematorium. The Bereavement Services Manager explained that although it is possible to pay online for a plaque via web pay there is currently no facility to arrange for a memorial plaque online as the location and inscription would need to be arranged in person at the Crematorium Office.

**D.ISAAC
CHAIRMAN**

The meeting terminated at 14.15 p.m.

LLWYDCOED CREMATORIUM JOINT COMMITTEE

11TH DECEMBER 2018

REPORT OF THE BEREAVEMENT SERVICES MANAGER

1. PURPOSE OF THE REPORT

- 1.1. The purpose of the report is to advise members, following their approval, of the proposed capital works programme, to facilitate improvement works at Llwydcoed Crematorium, as part of a 3-5 year plan.
- 1.2. Some works have been completed during this financial year and further works will be ongoing throughout the winter months. Quotations have been received for most projects but there are still some projects where costs have still to be obtained. Some works completed to date are as follows:

- Building of a compound to house refuse skips (this work is being undertaken currently and will improve the aesthetics of the area)
- Laying new pathways and repairing and edging existing pathways.
- Renovation and painting numerous benches sited within the grounds
- Winter planning and rose garden improvements.
- Drainage improvements (although further improvements are planned and detailed within the capital works programme)
- Planning the creation of a member's meeting room and provision of additional storage space.
- Ornate fence erected around Crematorium pond

2. RECOMMENDATION:

- 2.1. That members approve the proposed capital works plan as shown within Appendix 1 to this report.

3. Llwydcoed Christmas Carol Service

- 3.1. The Llwydcoed Crematorium Christmas Carol Service has been scheduled this year **for Saturday 15th December 2018**. The Service will commence **at 12 noon at the main chapel (Chapel Mair)**.
- 3.2. Mince pies and hot drinks will be provided for all attending following the service. A cordial invitation is extended to members and their families.

3.3. RECOMMENDATION:

- 3.4. That the information be noted.

4. FESTIVE AND NEW YEAR PERIOD ARRANGEMENTS – BEREAVEMENT SERVICES

4.1. Bereavement Services will be closed over the Festive and New Year period as follows:

Closed - Monday 24th December 2018 (Christmas Eve)

Closed - Tuesday 25th December 2018 (Christmas day)

Closed - Wednesday 26th December 2018 (Boxing Day)

Closed – Tuesday 1st January 2019 (New Year's Day)

4.2. All stakeholders have been advised of these arrangements.

4.3. **RECOMMENDATION:**

4.4. That the information be noted.

5. STATISTICS

5.1. To consider the statistics and Performance (Appendix 2).

5.2. **RECOMMENDATION:** That the report be noted.

CAPITAL PROJECTS 2018/19/20		RCT Bereavement Services		
Locations	Project	Budget	Cost	Progress
Llwydcoed Crematorium	Repair of walls within grounds		N/A	Own staff
Llwydcoed Crematorium	New Gates		£2,840.00	Quote from Cledwyn Saunders
Llwydcoed Crematorium	Resurfacing works		£50,100.00	Quote from Highways
Llwydcoed Crematorium	New Compound		£4,240.00	Quote from Cledwyn Saunders (ORDERED)
Llwydcoed Crematorium	Ornate fence around pond		N/A	Dudley fabrication (COMPLETED)
Llwydcoed Crematorium	Ornate fence around pool glade +plot number holders		N/A	Dudley fabrication (COMPLETED)
Llwydcoed Crematorium	Renovate old caretakers house to provide a meeting room downstairs and storage rooms upstairs			TBA
Llwydcoed Crematorium	11 x housings for bins with Llwydcoed emblem			Awaiting Quote from Teleshore UK
Llwydcoed Crematorium	22 36" wire mesh bins			Awaiting Quote from Teleshore UK
Llwydcoed Crematorium	Seasonal Maintenance of Benches		N/A	own staff
Llwydcoed Crematorium	Planting in infant memorial garden			Awaiting quote through Ray Edwards(parks)
Llwydcoed Crematorium	Planting in crematorium grounds			TBA
Llwydcoed Crematorium	Relay/Repair stone slab pathways		N/A	own staff
Llwydcoed Crematorium	Creation of new pathways		N/A	own staff
Llwydcoed Crematorium	Ornate fence around West Lawn Garden + plot number holders		£3,610.00	ORDERED(Dudley fabrications)
Llwydcoed Crematorium	Purchase replacement ATV with snow plough attachment		£8,500.00	Frank Sutton John Deere
Llwydcoed Crematorium	Installation of drainage around West Lawn		£9,625.00	Prichards(estimate)
Llwydcoed Crematorium	Installation of drainage around Cedar Lawn (priority)		£11,000.00	Prichards(estimate)
Llwydcoed Crematorium	Possible extra parking			TBA
Total		£ -	£ 89,915.00	

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Llwydcoed Crematorium Joint Committee

Report of the Bereavement Services Manager

5. Statistics and Performance

Cremations	
1970-2015	50038
2016	1258
2017	1480
Jan – Mar 2018	488
April - June 2018	394
July - Sep 2018	317
Oct 2018	103
Total to date	54078
Year to 31 March 2019	
Adults	798
Children	4
Stillbirths	6
NVF's	182
Body organs	1
Scattered	12
Interred	86
Released	716
Applications for memorials	
Book of Remembrance	10
Memorial Cards	0
Plaques on Plots	115
Plaques in Garden	3
Rose Bushes	8
Memorial Leaves	27

RECOMMENDATION:

To note the report

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LLWYDCOED CREMATORIUM JOINT COMMITTEE

11th December 2018

REPORT OF THE TREASURER

1.0 PURPOSE OF THE REPORT

1.1 This report is intended to provide Members with an update on the 2018/19 Budget Monitoring position.

2.0 RECOMMENDATIONS

2.1 It is recommended that members note the 2018/19 budget monitoring position.

3.0 2018/19 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 2018/19 financial year. This is shown in the attached Appendix 1.

3.2 The Joint Committee on 21st March 2018 approved a revenue budget for 2018/19, which projected a net contribution to reserves of £518,085.

3.3 Projected expenditure for 2018/19 totals £639,393 against a budget of £558,730 – an over spend of £80,663.

3.4 The main expenditure variance is as follows: -

- Employees £32,999 over spent. This is due to the operational decision made during 2016/17 to employ a full time grounds operative and the cover costs for maternity leave.
- Premises £45,905 over spent. This is due to inclusion within the projected expenditure of proposed capital projects.

3.5 Projected income for 2018/19 totals £1,129,560 against a budget of £1,073,315 showing a surplus of income of £56,245. 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 2018/19

	£
General Reserves carried forward 31st March 2018	1,669,707
Projected Net Revenue contribution to reserves in 2018/19	<u>493,667</u>
Projected General Reserves 31st March 2019	2,163,374

4.0 SUMMARY

- 4.1 The level of reserves will be dependent upon the 2018/19 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.

2018-19					
	Budget £	Actual to 27th Nov 2018 £	Projected outturn £	Projected variance £	Comments
OPERATING EXPENDITURE					
Employees					
Admin salaries	80,100	59,298	91,501	11,401	Additional costs due to maternity cover
Technicians wages	84,240	52,859	84,157	-83	
Agency staff	31,400	846	53,080	21,680	Full time gardener and grass cutting
	195,740	113,003	228,739	32,999	
Premises					
Repair and Maintenance	60,000	31,049	106,839	46,839	Includes £90k capital projects
Gas	23,500	13,527	26,400	2,900	
Electricity	18,500	12,243	23,600	5,100	
NNDR	36,140	36,494	36,494	354	
Council Tax	1,400	1,457	1,457	57	
Water Charges	510	343	500	-10	
Fixtures and Fittings	15,000	732	5,100	-9,900	
Cleaning Materials	1,200	1,072	1,765	565	
General Insurance	5,800	0	5,800	0	
	162,050	96,915	207,955	45,905	
Transport					
Plant and Vehicles	3,000	12,243	3,895	895	
Car Allowances/Subsistence	0	0	0	0	
	3,000	12,243	3,895	895	
Supplies and Services					
Plaques and Memorials	14,000	6,289	9,500	-4,500	
Caskets and Urns	5,000	3,384	5,075	75	
Books of Remembrance	2,000	1,553	2,330	330	
Hire Of Equipment	7,000	6,731	7,000	0	
Computer Costs	2,500	0	6,135	3,635	
Protective Clothing	2,000	689	1,500	-500	
Office expenses	7,000	6,649	7,500	500	
Subscriptions	1,550	664	900	-650	
Analyst's Fees	1,150	1,145	1,145	-5	
Medical Expenses	29,000	15,295	28,500	-500	
Contractor Payments	45,300	11,774	47,980	2,680	Facultative Technologies maintenance agreement
Audit Fees	2,000	-2,100	1,700	-300	
Training	500	0	600	100	
Other Miscellaneous Expenses	100	1,706	100	0	
Credit/Debit Card Transaction Charges	500	0	500	0	
Employers liability insurance	1,515	0	1,515	0	
	121,115	53,779	121,980	865	
Support costs					
Central Support costs	76,825	0	76,825	0	
	76,825	0	76,825	0	
Total Operating Expenditure	558,730	275,939	639,393	80,663	
OPERATING INCOME					
Caskets and Urns	-6,000	-4,908	-7,692	-1,692	
Plaques and Memorials	-19,000	-15,183	-22,775	-3,775	
Cremation Fees	-970,000	-576,625	-1,014,990	-44,990	
Books of Remembrance	-2,265	-1,883	-4,118	-1,853	
Burial Fees	-55,000	-21,564	-55,968	-968	
Exhumation Fees	-980	-728	-973	7	
Chapel Use	-10,700	-6,208	-10,331	370	
Memorial permits	-9,370	-5,976	-8,964	406	
Mercury Abatement Income	0	0	-3,250	-3,250	
Energy Savings	0	-51	-500	-500	
Vending Sales	0	0	0	0	
Total Operating Income	-1,073,315	-633,127	-1,129,560	-56,245	
Operating Surplus	-514,585	-357,188	-490,167	24,418	
Interest on Investments/ Balances	-3,500	0	-3,500	0	
Net contribution to/from Reserves	-518,085	-357,188	-493,667	24,418	
General reserves B/F	1,669,707		1,669,707	0	
Contributions to/ from Revenue	518,085		493,667	-24,418	
Capital expenditure charged to reserves				0	
General reserves C/F	2,187,792		2,163,374	-24,418	

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LOCAL GOVERNMENT ACT 1972

As amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

11th December 2018

Report of the Treasurer to Llwydcoed Crematorium

LIST OF BACKGROUND PAPERS

Ref:

Item 1 – 2018/19 Budget Monitoring Report

Contact Officer

Steve Preddy
(01443 680644)

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