

**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 gyswilt: 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, 19EG MAWRTH, 2019** am **2.00 PM**.

**AGENDA**

**Tudalennau**

**1. DATGAN BUDDIANT**

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

Nodwch:

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 blaenorol Cydbwyllgor Amlogsgfa Llwydcoed a gafodd ei gynnal ar 11 Rhagfyr 2018.

**3 - 6**

**3. CALENDR ARFAETHEDIG O GYFARFODYDD AR GYFER 2019–20**

Trafod adroddiad y Clerc i'r Cydbwyllgor.

**7 - 8**

4. **ADRODDIAD RHEOLWR Y GWASANAETHAU PROFEDIGAETHAU**  
Trafod adroddiad Rheolwr y Gwasanaethau Profedigaethau. 9 - 10
5. **FFŪOEDD A THALIADAU'R AMLOGGFA A FFŪOEDD A THALIADAU ATODOL 2019–20**  
Trafod adroddiad y Cyfarwyddwr Gwasanaeth, Iechyd a Diogelwch y Cyhoedd. 11 - 14
6. **ADRODDIAD MONITRO'R GYLLIDEB AR GYFER 2018–19 AC AMCANGYFRIFON REFENIW DRAFFT AR GYFER 2019–20**  
Trafod adroddiad y Trysorydd. 15 - 20
7. **MATERION BRYG**  
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, 11<sup>th</sup> December 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, and G. Jones

**Officers in Attendance**

Ms. J. Lewis – Bereavement Services Manager

Mr. C. Pritchard – Assistant Cemetery Manager

Mr. S. Preddy – Group Accountant, Community Services

Mrs. L. Coughlan – Solicitor

**17 APOLOGIES FOR ABSENCE**

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

**18 DECLARATION OF INTERESTS**

**RESOLVED** - In accordance with the Members Code of Conduct, the following declaration of personal interest were declared:-

1. County Borough Councillor G. Jones in respect of Minute 13,  
- "I have connections with the local Male Voice Choir".

2. County Borough Councillor H. Boggis in respect of agenda item 3, –  
"I have connections with Dudley Fabrications".

**19 MATTERS ARISING**

Members were advised that the local Male Voice Choir were unable to perform at the Llwydcoed Christmas Carol Service this year, however, it was agreed that an invitation be extended to them in preparation for the Christmas Carol Service in December 2019.

## 20 **MINUTES**

**RESOLVED** to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 18<sup>th</sup> September 2018.

## 21 **REPORT OF THE BEREAVEMENT SERVICES MANAGER**

### 21.1 **Capital Works Programme**

The Bereavement Services Manager presented her report in respect of the proposed capital works programme, and advised Members, following their approval, to facilitate improvement works at Llwydcoed Crematorium, as part of a 3 – 5 year plan.

A Member questioned whether there was a time scale for the Caretakers house to be complete. In response, the Assistant Cemetery Manager reported that the plan is to complete the works in 2019.

Following discussions, it was **RESOLVED** to approve the proposed capital works plan.

### 21.2 **Llwydcoed Christmas Carol Service**

Members were advised that the Llwydcoed Crematorium Christmas Carol Service has been scheduled this year for Saturday 15<sup>th</sup> December 2018, and an invitation be extended to Members and their families.

Following discussions, Members **RESOLVED** to note the information.

### 21.3 **Festive and New Year Period Arrangements – Bereavement Services**

Members were informed of the festive and New Year period arrangements, and following consideration thereof, it was **RESOLVED** to note the information.

### 21.4 **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.

Members were informed that since the refurbishment at Llwydcoed Crematorium some two years ago, the number of cremations has risen considerably.

Following consideration thereof, it was **RESOLVED** to note the information.

## **22 REPORT OF THE TREASURER**

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 eight months of the 2018/19 financial year. An explanation was provided in respect of the main expenditure variance.

Members were informed that the projected general reserves for March 2019, is on target, and there is sufficient reserves set aside to replace cremators in the future.

Following consideration of the report, it was **RESOLVED** to note the 2018/19 Budget Monitoring update.

## **23 ANY OTHER BUSINESS**

The Chairman asked to pass on her thanks to all of the staff who work at Llwydcoed Crematorium for their hard work and commitment over the last year, which is very much appreciated.

**H.BOGGIS  
CHAIRMAN**

The meeting terminated at 14.13 p.m.

Tudalen wag

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

**MUNICIPAL YEAR 2019-2020**

<b>LLWYDCOED CREMATORIUM JOINT COMMITTEE 19<sup>TH</sup> MARCH 2019</b>	<b>Agenda Item No. 3</b>
<b>REPORT OF THE CLERK</b>	<b>PROPOSED CALENDAR OF MEETINGS FOR THE 2019-20 MUNICIPAL YEAR</b>

**1. PURPOSE**

To consider the proposed calendar of meetings for the Joint Committee for the 2019-20 municipal year.

**2. RECOMMENDATION**

To agree the calendar of meetings for the 2019-20 municipal year.

**3. BACKGROUND**

- 3.1 The following schedule of quarterly meetings is proposed for the 2019-20 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 21<sup>st</sup> May 2019 at 2.00pm

Tuesday 23<sup>rd</sup> July 2019 at 2.00pm

Tuesday 10<sup>th</sup> December 2019 at 2.00pm

Tuesday 17<sup>th</sup> March 2020 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**

**19<sup>th</sup> MARCH 2019**

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

**ITEM**

**Proposed Calendar of Meetings for the 2019-20 municipal year**

Free Standing Matter



# Agendwm 4

Llwydcoed Crematorium Joint Committee  
Report of the Bereavement Services Manager  
1 Statistics and Performance

<b>Cremations</b>	
1970-2015	50038
2016	1258
2017	1480
2018	1527
Jan 2019	147
<b>Total to date</b>	<b>54450</b>
<b>Year to 31 March 2020</b>	
Adults	1172
Children	7
Stillbirths	7
NVF's	223
Body organs	2
Scattered	20
Interred	145
Released	1021
<b>Applications for memorials</b>	
Book of Remembrance	14
Memorial Cards	0
Plaques on Plots	165
Plaques in Garden	3
Rose Bushes	9
Memorial Leaves	35

RECOMMENDATION:  
To note the report

Tudalen wag

## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

### DISCUSSION PAPER FOR LLWYDCOED CREMATORIUM JOINT COMMITTEE

19<sup>th</sup> March 2019

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

#### CREMATION & SUPPLEMENTARY FEES AND CHARGES 2019-20

**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 2019-20, including the annual uplift effective from 1<sup>st</sup> April 2019.

#### **2. RECOMMENDATIONS**

- 2.1 It is recommended that with effect from 1<sup>st</sup> April 2019:
- a) Consider and if appropriate approve the revised levels for cremation and all supplementary fees and charges detailed at section 4.

#### **3. BACKGROUND**

- 3.1 At its meeting on the 14<sup>th</sup> February 2019, Rhondda Cynon Taf County Borough Council Cabinet agreed the annual increase to fees and charges for 2019-20. This included an increase to cremation fees of 2.90%.
- 3.2 The Llwydcoed Crematorium Joint Management Committee, at its meeting on 20<sup>th</sup> March 2018, agreed an uplift of 2.95% to cremation fees and other fees and charges for 2018/19.
- 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 1<sup>st</sup> 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 2019/20**

- 4.1 It is proposed that to maintain consistency across both facilities, an increase of 2.90% 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**

<b>Service</b>	<b>Existing Fee</b>	<b>Increase</b>	<b>Proposed Fee</b>
Cremation	£690	£20	£710
Purchase of cremated remains plot	£264	£8	£272
Interment in a cremated remains plot	£264	£8	£272

- 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 2018/19**

<b>Crematorium</b>	<b>Current cremation fee</b>	<b>Current purchase of plot fee</b>	<b>Current interment in plot fee</b>
Bridgend	£662.20	£251.70	£122.20
Cardiff	£560.00	£305.00	£255.00
Margam	£605.00	£302**	£276**
Gwent	£684.00	£356*	£290*
Glyntaff/Llwydcoed	£690.00	£264.00	£264.00

\*Torfaen County Borough Council

\*\* Neath Port Talbot County Borough Council

- 4.3 The proposed increase of 2.90% will add £20 to the existing cremation fee of £690, increasing it to £710. At the time of writing, it was not possible to ascertain what fee increases for 2019-20 are proposed by other local authorities across Wales and a verbal update will be provided at the meeting. The proposed fee increase of 2.9% 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**

<b>Item</b>	<b>Existing Fee</b>	<b>Proposed Fee</b>
Dedication of rosebush and plaque for 10 year period	£186	£191
Exhumation of cremated remains	£245	£252
Additional Chapel slot	£118	£121
Book of Rem. 2 line	£75	£77
Book of Rem. 5 line	£111	£114
Book of Rem. 8 line	£148	£152
Floral emblem and crest	£118	£121
Rededication of rosebush for 10 year period	£156	£161

**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 1<sup>st</sup> April 2019.

Tudalen wag

## LLWYDCOED CREMATORIUM JOINT COMMITTEE

19th March 2019

### REPORT OF THE TREASURER

#### MATTERS REPORTED FOR DECISION

#### BUDGET MONITORING REPORT FOR 2018/19 AND DRAFT REVENUE ESTIMATES FOR 2019/20

##### 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 and the Draft Revenue Estimates for 2019/20.

##### 2.0 RECOMMENDATIONS

2.1 It is recommended that:-

- (a) Members note the 2018/19 Budget Monitoring position
- (b) Members approve the Draft Revenue Estimates for 2019/20

##### 3.0. BUDGET MONITORING REPORT 2018/19

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

3.2 Appendix 1 gives details of the approved budget, actual expenditure to 28<sup>th</sup> February 2018 and projected outturn figures for 2018/19.

3.3 **Expenditure for 2018/19 is projected to be £574,249 against a budget of £558,730 – an overspend of £15,519.**

3.4 The main expenditure variances are as follows: -

- **Employee costs £31,218 overspend.** This is due to additional grass cutting and gardening costs and maternity cover costs
- **Premises £22,159 underspend.** This is due to works being delayed into 2019/20 financial year.
- **Supplies and Services £5,565 overspend.**

3.5 **Operating income for 2018/19 is projected to be £1,080,032 against a budget of £1,073,315, showing a surplus of income of £6,717.**

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

### 3.7 **Summary position for 2018-19**

	£
<b>General reserves brought forward 1<sup>st</sup> April 2018</b>	<b>1,669,707</b>
Projected Net Revenue contribution to reserves in 2018/19	<u>509,282</u>
<b>Projected General Reserves 31<sup>st</sup> March 2019</b>	<b><u>2,178,989</u></b>

## 4.0 **DRAFT REVENUE ESTIMATES 2019/20**

4.1 The Draft Revenue Estimates 2019/20 are also shown in Appendix 1.

4.2 **Proposed operational expenditure is £601,010 compared with an approved budget of £558,730 in 2018/19.**

- **Employees budget £245,070** - 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 £147,850** - provides for a reallocation of Gas and Electricity budgets, increased budgets for NNDR and Fixtures & Fittings based upon 2018/19 expenditure levels.
- **Transport budget £3,000**
- **Supplies & Services budget £128,260** – the budget has been adjusted based on 2018/19 expenditure levels.
- **Central Support Budget £76,830** – includes management support costs based on current time apportionment.

4.3 **Proposed operational income is £1,130,930 compared with an approved budget of £1,073,315 in 2018/19** – the budget 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 2018/19 position and any further capital expenditure to be incurred to the year-end 31<sup>st</sup> March 2019. The final year-end position will be reported at the May 2019 Joint Committee meeting.



- 5.2 The Draft Revenue Estimates 2019/20 propose an operating surplus of £529,920. With anticipated investment income of £3,500, the contribution to reserves in 2019/20 is estimated at £533,420.
- 5.3 Based on the 2018/19 Budget Monitoring Report and the Draft Revenue Estimates 2019/20 the estimated General Reserve Balance at the end of 2019/20 would be £2,712,409. Although at this stage this does not take into account any capital works that may be identified to be undertaken during 2019/20.

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2018-19						2019/20
	Budget £	Actual to 28th Feb 2019 £	Projected outturn £	Projected variance £	Comments	Draft Revenue Estimate £
<b><u>OPERATING EXPENDITURE</u></b>						
<b><u>Employees</u></b>						
Admin salaries	80,100	83,968	91,735	11,635	Maternity leave cover	82,850
Technicians wages	84,240	74,273	85,922	1,682		87,050
Gardening/Grasscutting	31,400	24,457	49,301	17,901	Additional gardeners/grasscutters	75,170
	<b>195,740</b>	<b>182,698</b>	<b>226,958</b>	<b>31,218</b>		<b>245,070</b>
<b><u>Premises</u></b>						
Repair and Maintenance	60,000	42,372	37,441	-22,559	Expendiyure delayed to 2019/20	41,530
Gas	23,500	18,913	27,114	3,614		24,020
Electricity	18,500	19,189	23,985	5,485		21,410
NNDR	36,140	36,494	36,494	354		36,940
Council Tax	1,400	1,457	1,457	57		1,430
Water Charges	510	376	500	-10		520
Fixtures and Fittings	15,000	2,221	5,100	-9,900		15,000
Cleaning Materials	1,200	1,803	2,000	800		1,200
General Insurance	5,800	5,800	5,800	0		5,800
	<b>162,050</b>	<b>128,624</b>	<b>139,891</b>	<b>-22,159</b>		<b>147,850</b>
<b><u>Transport</u></b>						
Plant and Vehicles	3,000	1,715	3,895	895		3,000
	<b>3,000</b>	<b>1,715</b>	<b>3,895</b>	<b>895</b>		<b>3,000</b>
<b><u>Supplies and Services</u></b>						
Plaques and Memorials	14,000	9,980	11,530	-2,470		14,000
Caskets and Urns	5,000	3,959	5,075	75		5,000
Books of Remembrance	2,000	1,532	1,700	-300		2,000
Hire Of Equipment	7,000	6,506	7,000	0		8,000
Computer Costs	2,500	0	6,135	3,635		5,500
Protective Clothing	2,000	772	1,500	-500		2,000
Office expenses	7,000	9,704	10,000	3,000		6,800
Subscriptions	1,550	1,614	1,700	150		1,650
Analyst's Fees	1,150	1,145	1,145	-5		1,150
Medical Expenses	29,000	21,990	28,500	-500		29,000
Contractor Payments	45,300	23,548	47,980	2,680		48,500
Audit Fees	2,000	-2,100	1,700	-300		2,000
Training	500	0	600	100		600
Other Miscellaneous Expenses	100	2,195	100	0		400
Credit/Debit Card Transaction Charges	500	0	500	0		100
Employers liability insurance	1,515	0	1,515	0		1,560
	<b>121,115</b>	<b>80,843</b>	<b>126,680</b>	<b>5,565</b>		<b>128,260</b>
<b><u>Support costs</u></b>						
Central Support costs	76,825	0	76,825	0		76,830
	<b>76,825</b>	<b>0</b>	<b>76,825</b>	<b>0</b>		<b>76,830</b>
<b>Total Operating Expenditure</b>	<b>558,730</b>	<b>393,881</b>	<b>574,249</b>	<b>15,519</b>		<b>601,010</b>
<b><u>OPERATING INCOME</u></b>						
Caskets and Urns	-6,000	-6,547	-7,142	-1,142		-8,130
Plaques and Memorials	-19,000	-20,057	-21,880	-2,880		-21,420
Cremation Fees	-970,000	-841,901	-970,140	-140	Estimated 1,471 Cremations	-1,032,340
Books of Remembrance	-2,265	-2,229	-2,432	-167		-2,310
Burial Fees	-55,000	-33,771	-58,344	-3,344		-45,210
Exhumation Fees	-980	-1,463	-1,463	-483		-1,000
Chapel Use	-10,700	-9,601	-10,474	226		-10,940
Memorial permits	-9,370	-8,016	-8,745	625		-9,580
Mercury Abatement Income	0	-384	1,088	1,088		0
Energy Savings	0	-80	-500	-500		0
Vending Sales	0	0	0	0		0
<b>Total Operating Income</b>	<b>#####</b>	<b>-924,049</b>	<b>-1,080,032</b>	<b>-6,717</b>		<b>-1,130,930</b>
<b>Operating Surplus</b>	<b>-514,585</b>	<b>-530,169</b>	<b>-505,782</b>	<b>8,803</b>		<b>-529,920</b>
Interest on Investments/ Balances	-3,500	0	-3,500	0		-3,500
<b>Net contribution to/from Reserves</b>	<b>-518,085</b>	<b>-530,169</b>	<b>-509,282</b>	<b>8,803</b>		<b>-533,420</b>
<b>General reserves B/F</b>	<b>1,669,707</b>		<b>1,669,707</b>	<b>0</b>		<b>2,178,989</b>
Contributions to/ from Revenue	518,085		509,282	-8,803		533,420
Capital expenditure charged to reserves				0		0
<b>General reserves C/F</b>	<b>2,187,792</b>		<b>2,178,989</b>	<b>-8,803</b>		<b>2,712,409</b>

**LOCAL GOVERNMENT ACT 1972**

**As amended by**

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**LLWYDCOED CREMATORIUM JOINT COMMITTEE**

**19th March 2019**

**Report of the Treasurer to Llwydcoed Crematorium**

**LIST OF BACKGROUND PAPERS**

**Ref:**

Item 1 - Budget Monitoring Report 2018/19  
& Draft Revenue Estimates 2019/20

**Contact Officer**

Steve Preddy  
(01443 680644)