

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

GWŶS I GYFARFOD O'R CYNGOR

C. Hanagan
Cyfarwyddwr Gwasanaeth y Gwasanaethau Democraidd a Chyfathrebu
Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Y Pafiliynau
Parc Hen Lofa'r Cambrian
Cwm Clydach CF40 2XX

Dolen gyswllt: Marc Jones - Swyddog Gwasanaethau Democraidd (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, 10FED RHAGFYR, 2019** am **2.00 PM**.

AGENDA

Tudalennau

1. DATGAN BUDDIANT

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

Nodyn:

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, rhaid iddyn nhw roi gwybod i'r Cadeirydd pan fyddan nhw'n gadael.

2. COFNODION

Derbyn cofnodion cyfarfod blaenorol Cydbwyllgor Amlogfa Llwydcoed a gafodd ei gynnal ar 23 Gorffennaf 2019.

3 - 6

3. ADRODDIAD RHEOLWR Y GWASANAETHAU PROFEDIGAETHAU

- Derbyn diweddariad mewn perthynas â chanfyddiadau'r Arolwg o'r Amlogfa.
- Derbyn diweddariad mewn perthynas â Chanolfan Ailgylchu ICCM.
- Ystyried y gwaith arfaethedig o drosi Crematorium House yn Ystafell

Gyfarfod/Storfa.

- Trafod yr Ystadegau a Chyflawniad.

7 - 16

4. ADRODDIAD MONITRO'R GYLLIDEB AR GYFER 2019-20

Trafod adroddiad y Trysorydd.

17 - 20

5. CYD-ADRODDIAD Y CYFARWYDDWR – IECHYD A DIOGELWCH Y CYHOEDD, A'R GYMUNED A'R CYFARWYDDWR CYLLID A GWASANAETHAU DIGIDOL

Ystyried y cynnig am drefniant i aiddosbarthu'r cronfeydd wrth gefn cyffredinol a ddelir gan Gydbwyllgor Amlogfa Llwydcoed bob blwyddyn.

21 - 24

6. ADRODDIAD Y CYFARWYDDWR – IECHYD A DIOGELWCH Y CYHOEDD, A'R GYMUNED

Ystyried y cynnig bod Cydbwyllgor Llwydcoed yn treialu ffi amlogi is ar gyfer trefnwyr angladdau sy'n cynnig amlosgiadau uniongyrchol neu syml.

25 - 30

7. MATERION BRYD

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

Cyfarwyddwr Gwasanaeth y Gwasanaethau Democrataidd a Chyfathrebu

Cylchreliad:-

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



Mae'r cofnodion hyn yn amodol ar gymeradwyaeth yng nghyfarfod priodol nesaf y Pwyllgor

These Minutes are subject to approval at the next appropriate meeting of the Panel

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

Llwydcoed Crematorium

Minutes of the meeting of the Llwydcoed Crematorium meeting held on Tuesday, 23 July 2019 at 2.00 pm at the Civic Offices, Merthyr Tydfil County Borough Council, Merthyr Tydfil.

County Borough Councillors - Llwydcoed Crematorium Members in attendance:-

Councillor D Isaac (Chair)

Merthyr Tydfil County Borough Councillors

Councillor M Colbran Councillor J Thomas

Rhondda Cynon Taf County Borough Councillors

Councillor G Jones Councillor A Crimmings

Officers in attendance

Ms L Coughlan, Solicitor

Ms J Lewis, Bereavement Services Manager

Mr S Preddy, Group Accountant

Ms H Williams, Wales Audit Office

Mr C Pritchard, Assistant Cemetery Manager/Crematorium Supervisor

9 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Borough Councillors H. Boggis, A. Fox and K. Morgan (Rhondda Cynon Taf County Borough Council) and Councillor D. Chaplin (Merthyr County Borough Council).

10 DECLARATION OF INTEREST

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

1. County Borough Councillor G. Jones,
- "I am a Member of the local Male Voice Choir".

11 MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 28th May 2019.

12 REPORT OF THE BEREAVEMENT SERVICES MANAGER

12.1 Capital Works Programme

The Bereavement Services Manager provided an update to Members in respect of the Capital Works Programme, approved by Members.

Following discussions, it was **RESOLVED** to note the approved capital works plan.

12.2 Llwydcoed Christmas Carol Service

Members were advised that the Llwydcoed Crematorium Christmas Carol Service has been scheduled this year for Saturday 7th December 2019 at 12 noon, and an invitation be extended to Members and their families.

A Member requested that an invitation be extended to the local Male Voice Choir inviting them to perform at the Llwydcoed Christmas Carol Service in 2020. In response, it was noted that a formal invitation be sent to the local Male Voice Choir inviting them to perform at the Service next year.

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

12.3 Future Car Parking and Planting Schemes

The Bereavement Services Manager asked Members to consider the proposal regarding car parking and planting schemes, and if in agreement, costs of the scheme be sought.

Following discussions, it was **RESOLVED** that clarification be sought on costs of the scheme.

12.4 Wesley Media Screens

Members were advised that following a meeting with Officers and Wesley Media to discuss the concerns raised by Members regarding the Wesley Media Screens, Wesley Media are providing an improvement scheme for all aspects of the system and will be providing costs for the works in due course.

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

12.5 Crematorium Notice Boards

In relation to the concerns raised regarding the lack of notice boards, Members were informed that a further two notice boards had been purchased and sited at appropriate locations within the Crematorium grounds.

12.6 Provision of a Meeting Room at Llwydcoed Crematorium

Members were informed that a firm commitment from Corporate Estates that work to create a meeting room at Llwydcoed Crematorium would commence during the middle of September 2019, and following the works, it would be possible to hold future meetings of the Joint Committee at Llwydcoed Crematorium.

12.7 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.

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

13 **REPORT OF THE TREASURER**

The Group Accountant presented the Joint Committee with the Annual Return for the Year Ended 31st March 2019 and the 2019/20 Budget Monitoring update.

It was reported that no material amendments were identified as part of the audit review process within the Annual Return for the Year Ended 31st March 2019.

Members were provided with an update in relation to The Budget Monitoring Report, which provides a comparison of actual and projected expenditure and income against the approved budget for the first three months of 2019/20 financial year. An explanation was provided in respect of the main expenditure variance.

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

1. To approve and note the Annual Return for the Year Ended 31st March 2019; and
2. To approve and note the 2019/20 Budget Monitoring update.

**This meeting closed at
2.25 pm**

**D.ISAAC
Chairman.**

LLWYDCOED CREMATORIUM JOINT COMMITTEE

10TH DECEMBER 2019

REPORT OF THE BEREAVEMENT SERVICES MANAGER

1. INSPECTION OF THE CREMATORIUM – FEDERATION OF BURIAL AND CREMATION AUTHORITIES

PURPOSE OF THE REPORT

- 1.1. The purpose of the Report is to update members with regard to the findings of the inspection of the Crematorium, undertaken by The Federation of Burial and Cremation Authorities. This inspection took place on the 7th August 2019.
- 1.2. The Crematorium was found to be in full compliance with all areas inspected. The inspection covered, Cremation Administration, Ceremony facilities, Cremation facilities, Crematorium Ground and Memorialisation, Service, Staff, premises and facilities.
- 1.3. The only area found to be deficient, was the fact that the Crematorium did not have a defibrillator present on site.
- 1.4. At the time of writing this report, a defibrillator is on order from the Welsh Ambulance Service.
- 1.5. The inspection report from the Federation of Burial and Cremation Authorities attached.

RECOMMENDATION:

That the inspection report received from the Federation of Burial and Cremation Authorities be noted.

2. ICCM - RECYCLING OF METALS SCHEME

PURPOSE OF THE REPORT

- 2.1. To update Members with regard to the ICCM Recycling Scheme.
- 2.2. As Members will be aware, Llwydcoed Crematorium is part of a National Scheme in respect of the recycling of metals following cremation.
- 2.3. In respect of the charity nomination for this period, the Chair and Vice Chair of the Joint Committee nominated the Mayor's fund for Merthyr Tydfil County Borough Council (Macmillan Cancer Support) to receive the donation.
- 2.4. The charity received a donation in the sum of £8,000 and a letter of thanks from the charity attached in the appendix to this report.

RECOMMENDATION:

That the report be noted.

3. PROPOSED CONVERSION OF CREMATORIUM HOUSE INTO MEETING ROOM/STORAGE FACILITY.

PURPOSE OF THE REPORT

- 3.1. Members have requested that the crematorium house, be converted into a meeting room in order to hold Joint Committee meetings on site at the Crematorium.
- 3.2. Corporate Estates have designed a scheme of works, together with costs of the project in the sum of £43,908.20.
- 3.3. The scope of works in this respect is to provide a DDA compliant Meeting Room and associated refurbished facilities. As follows:
 - To convert existing lounge of crematorium house to form meeting room adequate for 12 persons.
 - Soft strip existing lounge and kitchen area.
 - Provide new flooring, decoration
 - Install fire compliant ceilings.

- Install new fire rated internal doors to ground floor, install new fire rated door set to first floor to form fire compartmentation.
- Install new external DDA compliant access door with associated ramp and handrail from car park and external door rain canopy.
- Provide new DDA compliant WC room including wash hand basin
- Install new sink unit with single drainer and double cupboard under storage cupboard above.
- Soft strip first floor bathroom and convert to storage area.
- Recommission heating boiler
- Install new radiators to meeting room/kitchen/DDA toilet
- Connect hot and cold water services to new appliances
- Install mechanical ventilation to DDA toilet and kitchen
- Provision of fire alarm with out of hours auto dialler facility
- Provision of new distribution board and circuit protection devices
- External lighting
- Associated wiring to ventilation fans etc.
- New light fitting etc.
- Data/voice provision

Construction costs - £39,500.00

Professional fees - £4,408.20

Total Client costs - £43,908.20

3.4. **RECOMMENDATION:**

That member's approve the scheme and associated project costs.

THE FEDERATION OF BURIAL AND CREMATION AUTHORITIES

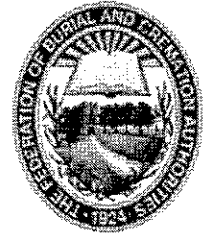
Britannia House, Caerphilly, CF83 3GG

T:02921679105 | E:secretary@fbca.org.uk | W:www.fbca.org.uk

Secretary & Executive Officer: Brendan J. Day MBA FICCM(dip)

Date: 26th September 2019

Ref: Llwydcoed Crematorium



Janet Lewis/ Ceri Pritchard
Llwydcoed Crematorium
Cwmynysminton Road,
Llwydcoed,
Aderdare,
CF44 0DJ

Dear Janet and Ceri,

Llwydcoed Crematorium

Reference my previous letter requesting permission for a programmed inspection of Llwydcoed Crematorium.

The inspection took place on 7th August 2019 and was undertaken by Michael Day. It involved scrutinising 6 separate key areas of the service delivered, through discussion and review of more than 80 points of interest. I should like to take this opportunity to thank the crematorium team for their cooperation.

I am pleased to be able to confirm that the inspection found Full Compliance with the statutory requirements relating to Cremation Administration and Cremation. However, the Crematorium Inspector did find one area where a service improvement could be made, in addition to making a number of observations (see attached report).

I look forward to receiving your proposed improvement plan to address these matters as soon as possible with an indicative timescale for completion. Should I not hear from you within the next 14 days I will contact you to offer assistance in this matter.

Once I have received and agreed your improvement plan, I shall be pleased to publish the result of the inspection online so your local communities can be reassured of the excellence of your facility. Should you have any concerns with this, please do not hesitate to contact us to discuss this further.

Report of Crematorium Compliance Inspector

Inspector: Michael Day

Location: Llwydcoed Crematorium

Date: 7th August 2019

Section	Question	Guidance	Result	Recommendation
Cremation Administration			Full Compliance	
Ceremony Facilities			Full Compliance	
Cremation Facilities			Full Compliance	
Crematorium Grounds and Memorialisation			Full Compliance	
Service and Staff			Full Compliance	
Premises and Facilities	12. Is there a defibrillator?	If yes, a process is in place - Excellent. If no process is in place - Requires Improvement.	No.	The installation of a defibrillator should be explored as a matter of urgency.

Inspector's Observations: A very well run and maintained site.
Very professional and committed staff.

MERTHYR TYDFIL COMMITTEE

Chairman : Mrs Hayley Hunt

Secretary : Mrs Jacqui Webb

**Treasurer : Mrs June Morgan, 9 Lakeside Gardens, Merthyr Tydfil. CF48 1EN
01685 371040**

**Janet Lewis,
Rhondda Cynon Taf JBC,
Llwydcoedd Crematorium,
Aberdare.
CF44 0DJ**

18th October 2019

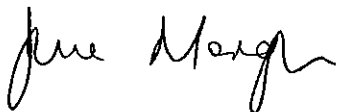
Dear Janet,

ICCM RECYCLING OF METALS SCHEME- DONATION OF SURPLUS

Please thank all those at the ICCM Recycling of Metals Scheme very much for the magnificent donation of £ 8,000.00, it is very rare that we receive such a substantial donation and we are truly grateful. It was kind of you to consider Macmillan for a donation, our official receipt is enclosed. We are fortunate this year to be the recipients of our local Mayor's appeal and all monies received by our local committee are ringfenced and can only be used to support local cancer patients and their families.

The aim of our Macmillan Cancer Support Committee is to provide the best Macmillian service possible for the local community, to improve the lives of people affected by cancer by providing financial, practical, medical and emotional support. Our local Macmillan team consists of specialist nurses supported by a dietician, physiotherapist, pharmacist and benefits advisor. The Macmillan Unit at Prince Charles Hospital has proved to be a great success with services being continually enhanced. All services are provided free of charge and are entirely funded with monies raised by local Macmillan committees and the generosity of our supporters with donations like yours.

Sincerely,



June Morgan, Treasurer Merthyr Tydfil Macmillan Committee

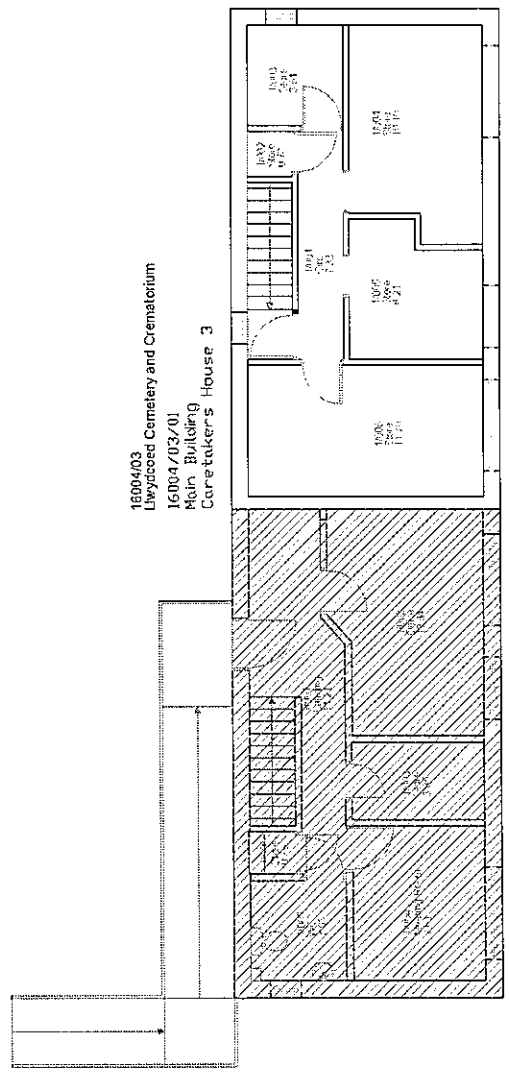
Questions about living with cancer? Call free on 0808 808 00 00 or visit macmillan.org.uk

A registered charity in England & Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. A company limited by guarantee. Registered in England and Wales number 2400969 and the Isle of Man number 4694F. Registered office: 89 Albert Embankment, London SE1 7UQ.

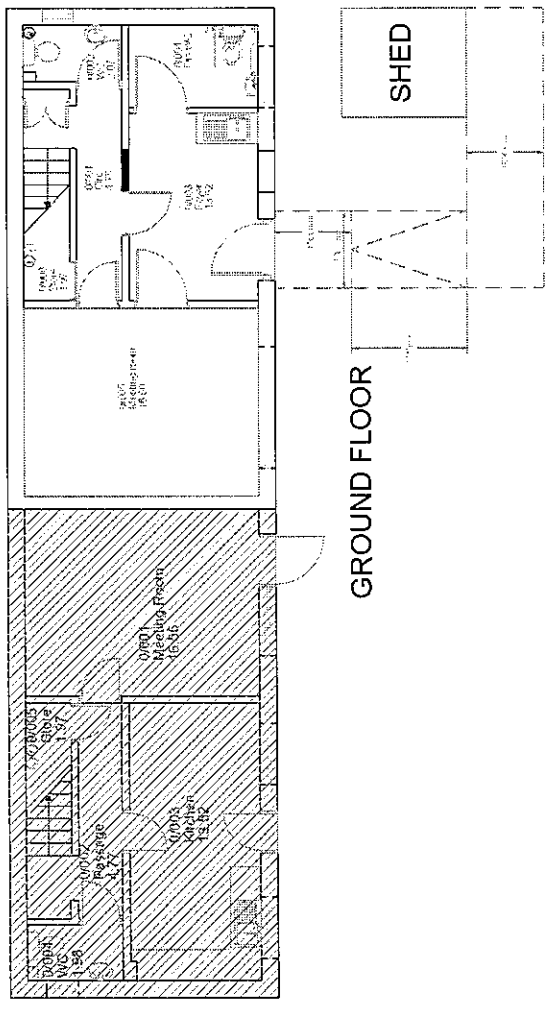
Printed using sustainable material. Please recycle.

Notes
 1. All dimensions must be taken, not
 copied from drawings.
 2. Any discrepancies in this drawing must
 be reported to the Supervising Officer
 immediately.
 3. Contractors must check all dimensions
 on site.


16004/03
 Llynedd Cemetry and Crematorium
 16004/03/01
 Main Building
 Caretakers House 3



FIRST FLOOR

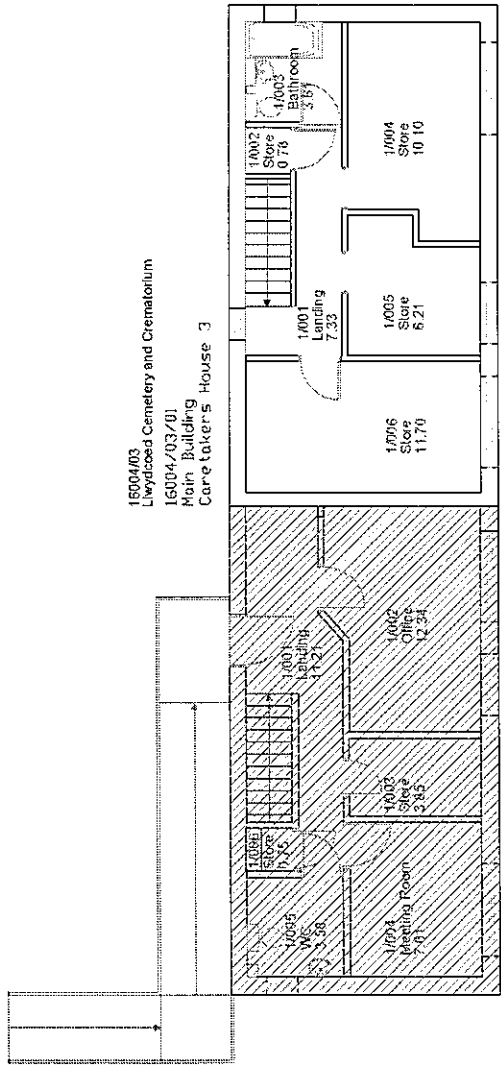


GROUND FLOOR

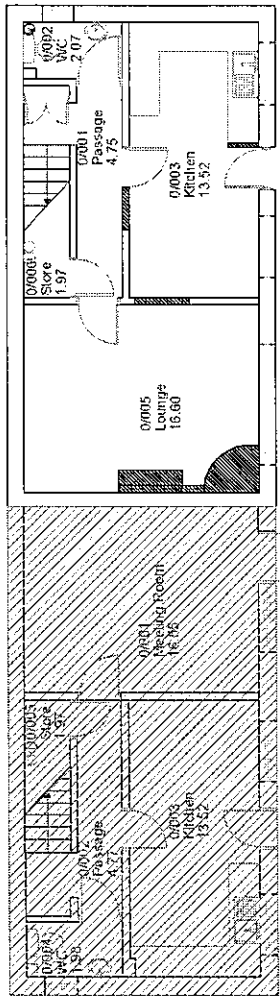
 Pritchard & Vignati T&E		Corporate Estate Management Rhodri Pritchard, Co-ordinator 01492 500000 01492 500000	
		CORPORATE MAINTENANCE 01492 500000	
DATE	BY	SCALE	PROJECT

Notes
Figured dimensions must be taken, not
estimated.
Any discrepancies in this drawing must
be reported to the Supervising Officer
immediately.
Contractors must check all dimensions
on site.

16004/03
Lwyddodd Cemetry and Crematorium
Main Building
Care-taker's House 3




FIRST FLOOR

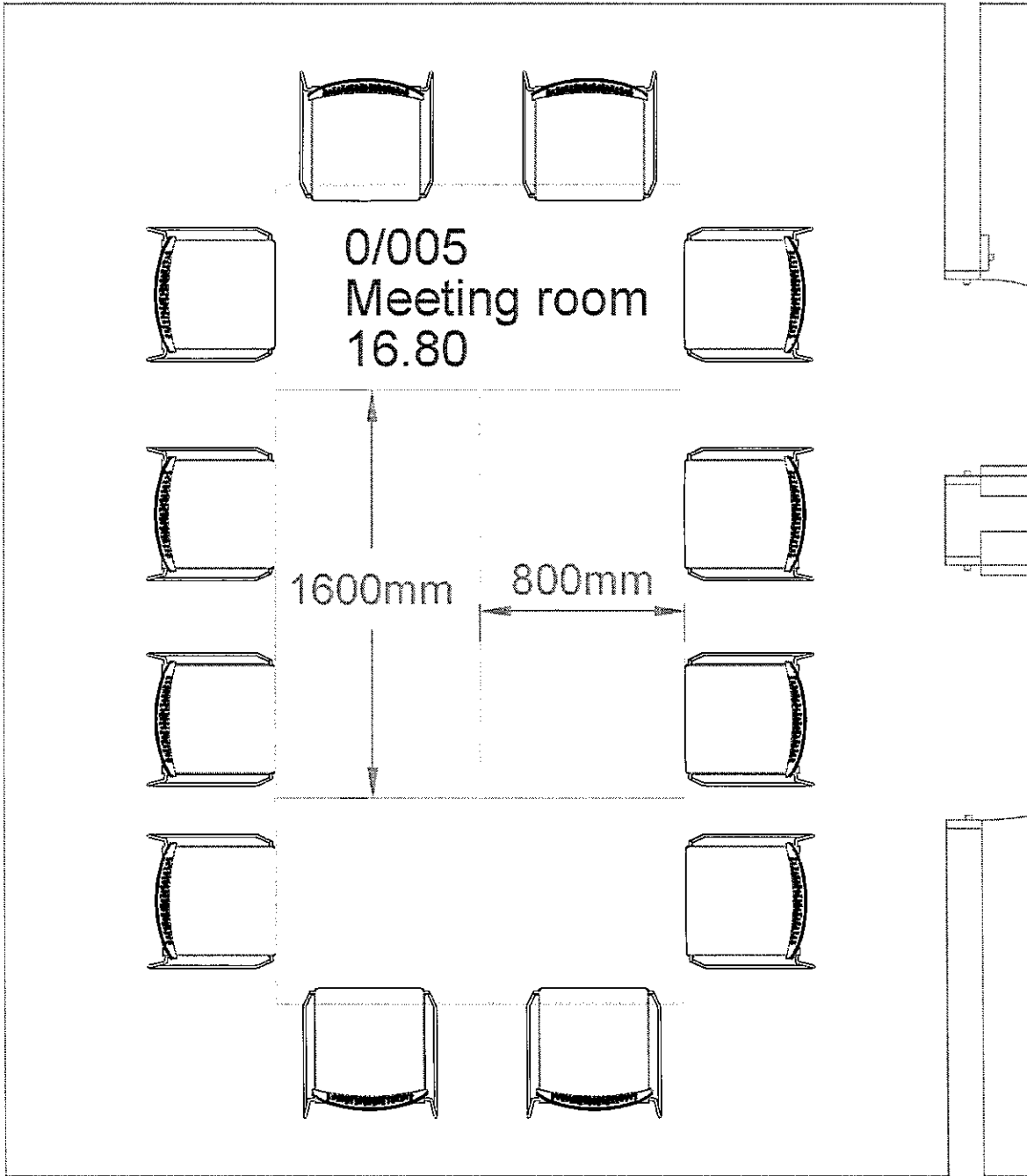


GROUND FLOOR

SHED


RHP ARCHITECTS & URBAN TAF
Corporate Estate Management
Rhodri Paulin, Chartered
Professional Architect
CORPORATE MAINTENANCE

Scale:	1:50
Date:	11/11/17
Sheet:	14 of 14
Drawn by:	
Checked by:	
Project No:	



NAME
Llwydcoed Crematorium
Admin block refurbishment

PROJECT
Seating

REVISION

DRAWING No

-

DRAWN BY
PY

SCALE
1/25@A4



STRONG HERITAGE / STRONG FUTURE
RHONDDA CYNON TAF
1872 ADAMETH GARDEN | DYPHODD L LOR

DATE
18/1/19

CHECKED
Draft

Corporate Estates
Management
Rheoli Eiddo'r Gorfforaeth
Tel/Ffon: 01443 744444
Fax/Ffacs: 01443 744466
Corporate Maintenance

Llwydcoed Crematorium Joint Committee

Report of the Bereavement Services Manager

Statistics and Performance

Cremations	
1970-2015	50038
2016	1258
2017	1480
2018	1527
Jan - Mar 2019	407
April – June 2019	366
July – Sept 2019	329
Oct 2019	120
Total to date	55525
Year to 31 March 2020	
Adults	806
Children	7
Stillbirths	2
NVF's	90
Body organs	0
Scattered	23
Interred	92
Released	700
Applications for memorials	
Book of Remembrance	3
Memorial Cards	0
Plaques on Plots	125
Plaques in Garden	2
Rose Bushes	5
Memorial Leaves	2

RECOMMENDATION:

To note the report

LLWYDCOED CREMATORIUM JOINT COMMITTEE

10th December 2019

REPORT OF THE TREASURER

1.0 PURPOSE OF THE REPORT

1.1 This report is intended to provide Members with an update on the 2019/20 Budget Monitoring position.

2.0 RECOMMENDATIONS

2.1 It is recommended that members note the 2019/20 Budget Monitoring position.

3.0 2019/20 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 seven months of 2019/20 financial year. This is shown in the attached Appendix 1.

3.2 The Joint Committee on 19th March 2019 approved a revenue budget for 2019/20, which projected a net contribution to reserves of £533,420.

3.3 Projected expenditure for 2019/20 totals £711,563 against a budget of £601,010 – an over spend of £110,553.

3.4 The main expenditure variance is as follows: -

- Employees £9,076 over spent. This is due to sickness cover costs.
- Premises £80,654 over spent. This is due to inclusion within the projected expenditure of proposed capital projects.
- Transport £22,428 overspent. This is due to the purchase of a replacement ATV with snow plough attachment.

3.5 Projected income for 2019/20 totals £1,071,571 against a budget of £1,130,930 showing an under recovery of income of £59,359. 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 2019/20

	£
General Reserves carried forward 31st March 2019	2,206,268
Projected Net Revenue contribution to reserves in 2019/20	<u>363,507</u>
Projected General Reserves 31st March 2020	2,569,775

4.0 SUMMARY

- 4.1 The level of reserves will be dependent upon the 2019/20 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

2019-20					Comments
Budget £	Actual to 31st October 2019 £	Projected outturn £	Projected variance £		
OPERATING EXPENDITURE					
Employees					
Admin salaries	82,850	51,685	83,558	708	
Technicians wages	87,050	53,880	88,054	1,004	
Agency staff	75,170	36,319	82,534	7,364	Additional costs due to admin sickness cover
	245,070	141,884	254,146	9,076	
Premises					
Repair and Maintenance	41,530	66,491	124,067	82,537	Projected outturn reduced since Qtr 1 as £57k cost of car park works will now be carried out in 20-21.
Gas	24,020	12,076	25,372	1,352	
Electricity	21,410	18,524	27,744	6,334	
NNDR	36,940	37,346	37,346	406	
Council Tax	1,430	1,524	1,524	94	
Water Charges	520	223	700	180	
Fixtures and Fittings	15,000	0	0	-15,000	
Cleaning Materials	1,200	0	5,952	4,752	
General Insurance	5,800	0	5,800	0	
	147,850	136,185	228,504	80,654	
Transport					
Plant and Vehicles	3,000	22,509	25,428	22,428	£22k Purchase replacement ATV with snow plough attachment gator on approved list of capital projects
	3,000	22,509	25,428	22,428	
Supplies and Services					
Plaques and Memorials	14,000	8,269	14,600	600	
Caskets and Urns	5,000	2,095	5,000	0	
Books of Remembrance	2,000	1,194	2,000	0	
Hire Of Equipment	6,500	10,430	11,620	5,120	Increased costs due to Wesley Media works
Computer Costs	4,500	0	4,500	0	
Protective Clothing	2,000	0	1,000	-1,000	
Office expenses	9,300	3,733	6,870	-2,430	
Subscriptions	1,650	0	960	-690	
Analyst's Fees	1,150	1,145	1,145	-5	
Medical Expenses	29,000	12,806	27,000	-2,000	
Contractor Payments	48,500	24,130	49,000	500	
Audit Fees	2,000	-1,300	500	-1,500	
Training	600	475	600	0	
Other Miscellaneous Expenses	400	112	200	-200	
Credit/Debit Card Transaction Charges	100	0	100	0	
Employers liability insurance	1,560		1,560	0	
	128,260	63,090	126,655	-1,605	
Support costs					
Central Support costs	76,830	0	76,830	0	
	76,830	0	76,830	0	
Total Operating Expenditure	601,010	363,668	711,563	110,553	
OPERATING INCOME					
Caskets and Urns	-8,130	-3,079	-5,280	2,850	
Plaques and Memorials	-21,420	-14,137	-24,240	-2,820	
Cremation Fees	-1,032,340	-507,521	-960,630	71,710	
Books of Remembrance	-2,310	-1,208	-2,074	236	
Burial Fees	-45,210	-21,508	-50,864	-5,654	
Exhumation Fees	-1,000	-1,136	-1,947	-947	
Chapel Use	-10,940	-4,840	-8,297	2,643	
Memorial permits	-9,580	-7,237	-12,406	-2,826	
Mercury Abatement Income	0	0	-4,412	-4,412	
Energy Savings	0	-828	-1,419	-1,419	
Vending Sales	0	0	0	0	
Total Operating Income	#####	-561,493	#####	59,359	
Operating Surplus	-529,920	-197,825	-360,007	169,913	
Interest on Investments/ Balances	-3,500	0	-3,500	0	
Net contribution to/from Reserves	-533,420	-197,825	-363,507	169,913	
General reserves B/F	2,206,268		2,206,268	0	
Contributions to/ from Revenue	533,420		363,507	-169,913	
General reserves C/F	2,739,688		2,569,775	-169,913	

LOCAL GOVERNMENT ACT 1972

As amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

10th December 2019

Report of the Treasurer to Llwydcoed Crematorium

LIST OF BACKGROUND PAPERS

Ref:

Item 1 – 2019/20 Budget Monitoring Report

Contact Officer

Steve Preddy
(01443 680644)

LLWYDCOED CREMATORIUM JOINT COMMITTEE

10th December 2019

PROPOSAL FOR THE REDISTRIBUTION OF GENERAL RESERVES

JOINT REPORT OF THE DIRECTOR OF PUBLIC HEALTH, PROTECTION & COMMUNITY SERVICES AND THE DIRECTOR OF FINANCE AND DIGITAL SERVICES

**Author Paul Mee, Director of Public Health, Protection & Community Services
Barrie Davies, Director of Finance & Digital Services**

1. PURPOSE OF THE REPORT

- 1.1 To propose an arrangement for the annual redistribution of general reserves held by the Llwydcoed Crematorium Joint Committee.

2. RECOMMENDATIONS

It is recommended that the Joint Committee:

- 2.1 Approve the redistribution of general reserves held by the Llwydcoed Crematorium Joint Committee as set out in section 5 of this report; and
- 2.2 Subject to 2.1, authorise the Director of Finance & Digital Services to put in place the necessary financial arrangements for the redistribution.

3. BACKGROUND

- 3.1 Llwydcoed Crematorium operates under a Memorandum of Agreement between the former County Borough of Merthyr Tydfil and the former Urban District Council of Aberdare signed on 31st May 1969. Although these organisations have been superseded by Rhondda Cynon Taf County Borough Council and Merthyr Tydfil County Borough Council, the constitution of the committee has remained largely unchanged; the two Councils taking on the responsibilities of their predecessors.
- 3.2 The Memorandum of Agreement covers the constitution of a committee, the "Llwydcoed Crematorium Joint Committee", which has the overall responsibility for the operation, management and finance of

the Crematorium. Both Councils have delegated their functions as Burial Authorities to the Joint Committee.

- 3.3 The Joint Committee holds a reserve of £2.206M at 31st March 2019 an increase of £0.537M from the 31st March 2018. The budget for the year 2019/20 projected an increase of £0.533M, which as at the second quarter's monitoring report had reduced to £0.364M predominately as a consequence of one off funding for capital developments at the crematorium.
- 3.4 Given the recent and planned (2019/20) capital investment, it is not anticipated that the Joint Committee will need to draw significantly on this reserve in the foreseeable future. There is therefore the opportunity to consider an arrangement for the general reserves to be redistributed to the local authorities to allow for wider investment in bereavement services within each authority's area.

4. PROPOSED REDISTRIBUTION

- 4.1 There is a need for the Joint Committee to maintain a reserve for large items of expenditure over and above the annual revenue budget. The main substantial item of periodic spend is the replacement of the cremators.
- 4.2 Typically a cremator can be expected to continue in effective operation for a period of at least 15 years. Subject to effective maintenance, the cremator will continue to operate efficiently but is likely to require replacement before it reaches 20 years of operation.
- 4.3 The two cremators at Llwydcoed Crematorium were replaced in 2016 along with the installation of abatement equipment and significant enhancements to the facility at a cost of £1.7M. The Joint Committee will therefore not need to consider replacement of the cremators until around 2031 at the earliest. There will be ongoing maintenance required to the cremators but this is covered by a maintenance contract with the cremator provider, the cost of which is built into the annual budget.
- 4.4 Each Council has wider duties as a burial authority with responsibilities for a number of cemeteries and in Rhondda Cynon Taf for Glyntaff Crematorium. Many of these cemeteries date from Victorian times and their infrastructure requires investment to maintain and improve the experience for bereaved families who regularly visit these important facilities.

- 4.5 At a time when Councils continue to experience financial pressures, it is essential that all available resources are considered as part of medium and longer term financial planning arrangements. Without reviewing the current arrangements, the level of General Reserves of the Committee are projected to rise to £8M by 2031.
- 4.6 It is therefore proposed that a one off redistribution of the General Reserves is made to each local authority and that an appropriate proportion of future year projected surpluses are also redistributed. This would support each authority to invest in wider bereavement services either through improvements to existing cemeteries, to meet the costs of additional burial capacity when required, or to contribute toward the overall costs and financial pressures faced within these services. This arrangement would retain the overall governance of the Joint Committee under the memorandum of agreement between both Councils. It would be important to retain a balance of reserve and to continue to build it up over time in order to meet future cremator replacement.

5. FINANCIAL IMPLICATIONS

- 5.1 The Joint Committee holds a reserve of £2.206M at 31st March 2019. This is anticipated to increase to £2.5M by the 31st March 2020 and by approximately £0.500M per annum thereafter. The reserve would be projected to rise to £8M by 2031.
- 5.2 The Joint Committee must retain a reserve to account for any unforeseen capital expenditure and ongoing investment in the facility. It is proposed that the Joint Committee retain £1M of the available existing reserve at 31st March 2020. This would release £1.5M of reserves that could be redistributed to each of the two Councils on a proportionate 52%/48% split (£780k to RCT and £720k to MTCBC).
- 5.3 In subsequent years it is proposed that at least £150k of the projected in-year surplus is retained to contribute to the level of the general reserve. This would mean that the level of general reserves would be estimated at £2.6M by 2031. This is more than sufficient to cover the cremator replacement costs.
- 5.4 This would further allow for an annual amount of up to approximately £350k per annum to be redistributed between the two Councils (£182k to RCT and £168k to MTCBC).
- 5.5 It is proposed that the one off redistribution of reserves be actioned immediately and during this (2019/20) financial year. The annual and recurring redistribution would be effective from financial year 2020/21. This will enable each authority to incorporate this resource into their respective financial plans. It is also proposed that this arrangement is

reviewed on a 3 yearly basis and that any changes in redistribution levels smoothed over the medium to longer term thereby providing stability and enabling authorities to plan effectively for any changes necessary.

6. LEGAL IMPLICATIONS

- 6.1 Llwydcoed Crematorium operates under a Memorandum of Agreement between the former County Borough of Merthyr Tydfil and the former Urban District Council of Aberdare signed on 31st May 1969. Although these organisations have been superseded by Rhondda Cynon Taf County Borough Council and Merthyr Tydfil County Borough Council, the constitution of the committee has remained largely unchanged; the two Councils taking on the responsibilities of their predecessors.
- 6.2 The Memorandum of Agreement covers the constitution of a committee, the “Llwydcoed Crematorium Joint Committee”, which has the overall responsibility for the operation, management and finance of the Crematorium. Both Councils have delegated their functions as Burial Authorities to the Joint Committee.
- 6.3 There is no impediment within the Memorandum of Agreement to the Joint Committee approving the recommendations proposed by this report.

7. CONCLUSION

- 7.1 The Joint Committee holds a general reserve of £2.2M. This is forecast to increase over coming years without the necessity for significant capital expenditure. There is an opportunity for the Joint Committee to introduce an arrangement whereby the Committee retain the appropriate level of reserves required to meet their future capital requirements at Llwydcoed Crematorium whilst allowing a redistribution of surplus reserves to each Council to support wider capital investment priorities including, for example, improvements to cemeteries and securing additional burial capacity when required.

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

10th December 2019

DIRECT CREMATIONS

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

Author: Janet Lewis, Bereavement Services Manager

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to propose that Llwydcoed Joint Committee pilot a reduced cremation fee for funeral directors offering direct or simplicity cremations.

2. RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 Approve a twelve month pilot of a reduced cremation fee for funeral directors offering a direct cremation; and
- 2.2 Subject to 2.1, the Committee set this fee at £560 with effect from 1st January 2019.

3. REASONS FOR RECOMMENDATIONS

- 3.1 Funeral costs have increased substantially and are becoming increasingly unaffordable to those on the lowest incomes. Many funeral directors are now offering alternative options to families that are lower in cost and allow for those who wish to have a simpler, less formal funeral. These are known as “direct” or “simplicity” cremations.
- 3.2 Several burial and cremation authorities across Wales have introduced the facility to accept direct cremations from funeral directors by introducing a reduced cremation fee for such services. This proposal would ensure that both Councils are offering a range of services that reflect demand and providing assistance to those who struggle to meet funeral costs.

4. BACKGROUND

- 4.1 A “direct”, “simplicity” cremation or “cremation without ceremony” is where a funeral director arranges a service with no mourners and brings the deceased directly to the crematorium with no religious service or attendees. The fees and charges to the family of the deceased are significantly reduced making the service more affordable, particularly for those on low incomes.
- 4.2 The average cost of the essential elements of a funeral in the UK was estimated to be nearly £4,300 in 2018 (£3,744 for a cremation and £4,798 for a burial) with another £2,000 being spent on discretionary items such as flowers and catering. In Wales, the average cost of a burial is £3,934 and the average cost for a cremation is £3,142¹. Although these are below the national average, costs have increased substantially across Wales and the UK and are likely to continue to do so.
- 4.3 There is increasing concern that the overall costs applied by the funerals industry have been increasing substantially and have become unaffordable for many. The Competition and Markets Authority (CMA) launched a review of the funerals industry on 1st June 2018, publishing its final report and decision on a market investigation reference on 28th March 2019². The CMA found that over the past 14 years the price of the essential elements of a funeral is estimated to have grown by 6% annually, twice the inflation rate over this period. The average spend on a funeral varies very little by household income, which means that the poorest are disproportionately affected by funeral costs. The cost of a funeral will amount to nearly 40% of the annual expenditure of someone on the lowest income².
- 4.4 In response to the increasing demand and price sensitivity of customers, funeral directors are increasingly offering low cost options to families. These services are often called “direct” or “simplicity” cremations or “cremations without ceremony”. A direct cremation is a disposition option in which the body of the deceased is cremated in the days immediately following the death without a funeral service beforehand or the viewing of the deceased. This option significantly reduces the cost to the family.
- 4.5 In addition to being more affordable, this also meets the requirements of families or the wishes of the deceased who prefer the lack of fuss and formality that a direct cremation can offer and the flexibility to choose how to celebrate the life of a loved one at a later date if they wish.
- 4.6 With a direct cremation there is no service or mourners present at the crematorium; the cremation takes place at a crematorium of the funeral

directors choosing and may not be restricted to a particular time of the day. Many crematoriums that accept direct cremations often do so in the early morning at times that are seldom utilised for full services.

4.7 At Llwydcoed and Glyntaff Crematorium, direct cremations could be offered during the 9am period of operation as this is rarely requested by families.

4.8 It is proposed that the Committee & Council offer funeral directors the option of a direct cremation at both Glyntaff and Llwydcoed Crematoria at a reduced charge.

4.9 Similar services are currently on offer at other crematoria in Wales, including Cardiff, Margam, Swansea, Narbeth, St Asaph, Colwyn Bay and the privately run crematoria in the Vale of Glamorgan.

5. EQUALITY AND DIVERSITY IMPLICATIONS

5.1 An equality impact assessment screening form has been completed and identified that there are no equality or diversity issues arising from this proposal.

6. CONSULTATION / INVOLVEMENT

6.1 There are no consultation implications arising from this report.

7. FINANCIAL IMPLICATION(S)

7.1 It is difficult to anticipate the likely level of demand for direct cremations. Enquiries with other burial and cremation authorities that already offer this service have indicated that although requests for direct cremations are increasing, there does not yet appear to have been a significant change in the overall number of services provided or the income received from those services.

7.2 The cremation fee is currently £710. It is proposed that the Committee offer a reduced fee of £560 for a direct cremation. This is comparable with other crematoria in Wales that offer this service.

7.3 As this is a new service and it is impossible to anticipate the level of demand or financial impact, it is proposed this be a pilot initiative for a twelve month period after which it will be reviewed.

8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

8.1 There are no legal implications arising from this report.

9. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.

- 9.1 This proposal contributes to the well-being goals of people, place and economy. The growing costs of funerals across the UK has meant that funerals have become increasingly unaffordable for the poorest in society. This proposal supports our local people by making funeral costs more affordable to those in the greatest need.

10. CONCLUSION

- 10.1 This proposal will introduce an option for funeral directors to offer direct cremations utilising both crematoria. This is consistent with current practice at crematoria across Wales and the UK, is in response to growing demand from families seeking low cost, simpler funerals and will support both Council's commitment to assist those with the lowest income who may struggle to meet funeral costs.

LOCAL GOVERNMENT ACT 1972
AS AMENDED BY
THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985
RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
LLWYDCOED CREMATORIUM JOINT COMMITTEE

10th December 2019

REPORT OF DIRECTOR PUBLIC HEALTH, PROTECTION & COMMUNITY SERVICES

DIRECT CREMATIONS

Background Papers

- ¹ Cost of Dying Report 2018, 12th edition; Sun Life
- ² Funerals market study, final report and decision on a market investigation reference; Competition & Markets Authority; 28th March 2019

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¹ <https://www.sunlife.co.uk/siteassets/documents/cost-of-dying/cost-of...>

² <https://www.regulationtomorrow.com/eu/cma-final-report-on-its-funerals-market-study/>

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