

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

GWŶS I GYFARFOD O'R CYNGOR

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

Dolen gyswllt: Marc Jones - Democratic Services Officer (01443 424102)

DYMA WŶS I CHI i gyfarfod o **AMLOSGFA LLWYDCOED** yn cael ei gynnal yn ar **DYDD LLUN, 13EG GORFFENNAF, 2020** 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 10 Rhagfyr 2019.

3 - 6

3. CALENDR ARFAETHEDIG O GYFARFODYDD AR GYFER 2020-21

Trafod adroddiad Clerc y Cydbwyllgor.

7 - 8

4. ADRODDIAD RHEOLWR Y GWASANAETHAU PROFEDIGAETHAU

- Rhannu'r newyddion diweddaraf ag Aelodau mewn perthynas â chamau gweithredu a digwyddiadau penodol yn ystod y pandemig

- Ystyried rôl Swyddog y Gwasanaethau Profedigaethau
- Trafod yr Ystadegau a Chyflawniad.

9 - 16

5. DATGANIAD BLYNYDDOL DRAFFT AR GYFER Y FLWYDDYN A DDAETH I BEN AR 31 MAWRTH 2020 (YN AMODOL AR ARCHWILIAD) A DIWEDDARIAD YNGLŶN Â MONITRO CYLLIDEB CHWARTER 1 2020/21

Trafod adroddiad y Trysorydd.

17 - 44

6. BUSNES BRYD

Trafod unrhyw faterion sydd, yn ôl doethineb y Cadeirydd, yn faterion brys 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



**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, 10 December 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 D Chaplin, Councillor J Thomas and
Councillor M Colbran

Rhondda Cynon Taf County Borough Councillors

Councillor H Boggis Councillor A Crimmings

Officers in attendance

Mr B Davies, Director of Finance & Digital Services
Ms J Lewis, Bereavement Services Manager
Mr P Mee, Director, Public Health, Protection & Community Services
Mr S Preddy, Group Accountant
Mr C Pritchard, Assistant Cemetery Manager/Crematorium Supervisor
Ms L Coughlan, Solicitor

14 APOLOGIES FOR ABSENCE

Apologies for absences were received from County Borough Councillors G. Jones and K. Morgan (Rhondda Cynon Taf County Borough Council).

15 DECLARATION OF INTEREST

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

16 MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 23rd July 2019.

17 REPORT OF THE BEREAVEMENT SERVICES MANAGER

17.1 Inspection of the Crematorium

The Bereavement Services Manager provided an update to Members in respect of the findings of the inspection of the Crematorium, undertaken by the Federation of Burial and Cremation Authorities.

It was reported that the Cremation was found to be in full compliance with all areas inspected, besides one area that was found to be deficient, which was the fact that the Crematorium did not have a defibrillator. However, it was noted that a defibrillator had been purchased and would be installed at the site shortly.

Following discussions, it was **RESOLVED** to note the inspection report received from the Federation of Burial and Cremation Authorities.

17.2 ICCM – Recycling of Metals Scheme

The Bereavement Services Manager provided an update to Members with regard to the ICCM Recycling Scheme.

It was reported that 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 a donation in the sum of £8,000. A letter of thanks from the Charity was received by Llwydcoed Crematorium, upon receiving the donation.

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

17.3 Proposed Conversion of Crematorium House into Meeting Room/Storage Facility

The Bereavement Services Manager asked Members to consider the proposed Conversion of Crematorium House into Meeting Room/Storage Facility.

It was reported that Corporate Estates had designed a scheme of works, together with costs of the project in the sum of £43,908.20.

Following discussions, Members **RESOLVED** to approve the scheme and associated project costs.

17.4 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.

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

18 BUDGET MONITORING REPORT FOR 2019-20

The Group Accountant provided an update in respect of the 2019/20 Budget Monitoring report, which provided a comparison of actual and projected expenditure against the approved budget for the first seven months of the 2019/20 financial year. An explanation was provided in respect of the main expenditure variance.

Following consideration of the report, it was **RESOLVED** to note the 2019/20 Budget Monitoring update.

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

Members were presented with the Joint report of the Director of Public Health, Protection and Community Services and the Director of Finance and Digital Services which is to propose an arrangement for the annual redistribution of general reserves held by the Llwydcoed Crematorium Joint Committee.

Members were informed that the Joint Committee holds a reserve of £2.206M at 31st March 2019 and this is anticipated to increase over coming years.

It was reported that there is an opportunity for the Joint Committee to introduce an arrangement whereby the Committee retain the appropriate level of reserves require 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.

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

(1) To approve the redistribution of general reserves held by Llwydcoed Crematorium Joint Committee as set out in section 5 of this report; and

(2) Subject to 2.1, authorise the Director of Financial and Digital Services to put in place the necessary financial arrangements for the redistribution.

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

The Director of Public Health, Protection and Community Services presented his report which is to propose that Llwydcoed Joint Committee

pilot a reduced cremation fee for funeral directors offering direct or simplicity cremations.

It was reported that the proposal would introduce an option for funeral directors to offer direct cremations utilising both crematoria and is consistent with current practice at crematoria across Wales and the UK, 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.

The Director of Public Health, Protection and Community Services reported that the cremation fee is currently £710 and it was proposed that the Committee offer a reduced fee of £560 for a direct cremation.

Following discussions with regard to Veterans receiving a discounted rate, Member agreed that they would be happy for them to receive this.

Following discussions, it was **RESOLVED** –

1. Approve a twelve month pilot of a reduced cremation fee for funeral directors offering a direct cremation; and
2. Subject to 2.1, the Committee set this fee at £560 with effect from 1st January 2020 (and not January 2019 as outlined in the report).

This meeting closed at 2.23 pm

**H. Boggis
Chairman.**

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

MUNICIPAL YEAR 2020 - 2021

LLWYDCOED CREMATORIUM JOINT COMMITTEE 13TH JULY 2020	Agenda Item No. 3
REPORT OF THE CLERK	PROPOSED CALENDAR OF MEETINGS FOR THE 2020-21 MUNICIPAL YEAR

1. PURPOSE

To consider the proposed calendar of meetings for the Joint Committee for the 2020-21 municipal year.

2. RECOMMENDATION

To agree the calendar of meetings for the 2020-21 municipal year.

3. BACKGROUND

- 3.1 The following schedule of quarterly meetings is proposed for the 2020-21 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 8th December 2020 at 2.00pm

Tuesday 16th March 2021 at 2.00pm

- 3.2 The above meetings can be held virtually or at the Civic Offices of Merthyr Tydfil County Borough Council, depending on the current situation surrounding Covid-19 Virus in the coming months.

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

MONDAY 13TH JULY

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

ITEM

Proposed Calendar of Meetings for the 2020-21 municipal year

Free Standing Matter

LLWYDCOED CREMATORIUM JOINT COMMITTEE

13TH JULY 2020

REPORT OF THE BEREAVEMENT SERVICES MANAGER

1. PURPOSE OF THE REPORT

- 1.1. The purpose of the Report is to bring Member's up to date and in particular actions and events during the pandemic.
- 1.2. The following actions were taken in order to mitigate as much as possible the transmission of the Covid-19 virus:
 - Chapels – The smaller chapel were closed to the public immediately to create a storage area for additional stock. Cushions and hymn books were immediately removed from the main chapel. The cleaning of the chapel was increased so that all surfaces were cleaned between each service. This progressed to removing pews from Capel Mair, spacing the remaining pews so as to encourage correct social distancing. 2m reminder stickers were placed on the pews at appropriate, spaced, measured areas throughout the area, from entry courtyard through the chapel and into the exit courtyard. Hand sanitisers stations were placed at the entry and exit of the chapel.
 - Waiting room and toilets – Seating was removed and stored, in an attempt to reduce risk but also encourage families to stay in their cars prior to a cortege arriving at the chapel. Toilets have continued to be in use throughout this period. Appropriate corporate signage is placed throughout these areas. The toilets and waiting rooms are cleaned after every service paying special attention to door handles, taps, flushes and push buttons.
 - Attendance at services – Initially chapel attendance was reduced to 10 mourners. However, this has since been increased to 15 mourners, plus Funeral Director, Minister/officiant.
 - Office – The office closed to the public and locked its doors with contact and queries encouraged via telephone or email. The nature of the office

in particular the reception, has made it incredibly difficult to allow this to change while ensuring the safety of our staff, who are a very small team. This is working very well and all our statutory paperwork is now received electronically, so there is very little interaction with Funeral Directors. Also the prospect of dealing with paperwork possibly having been contaminated has been removed due to receiving it electronically.

- Staff – All staff have been kept aware of requirements under the new guidelines and have dealt with the extra burden and uncertainty incredibly well. Measures have been put into place to ensure the health, safety and well-being of all our staff. Rotas have been set up to ensure that no staff members work longer than their 37 hours even at our busiest times. In order to deal with the figures that were expected at the beginning of the pandemic, we decided to train 2 extra members of staff in the operation of our cremators. This training is ongoing and will prove very useful to the service area going forward.
- Planning and figures – in order to prepare for the unknown possible surge of service demand, a decision was made throughout Bereavement Services to suspend all family attending of cremated remains at both crematoria and RCT cemeteries. This decision was made due to the increased workload of the service and to keep staff and members of the public as safe as possible. Due to the falling number of cremations and burials we have now re-instated this service. During the height of the pandemic, two additional cremation time slots were added to the diary, 16:30 and 17:15. This gave potential to undertake 60 cremations per week if required. This number was achieved on many occasions.
- Below is a table providing the increased cremation numbers due to Covid-19:

Month	Recorded Covid-19 deaths
April	41
May	64
June	14
Total	119

- Below is a table providing the number of cremations at Llwydcoed during April, May and June in each of the last 4 years

April-June 2017	339
April –June 2018	394
April-June 2019	366
April-June 2020	555

Across the three years 2017-2019 we have averaged 28 cremations per week at Llwydcoed. During the first half of 2020 we have averaged 38 cremations per week.

Maintenance and grounds

- Grass cutting and hedges – the cutting of grass on site began early this year and our staff have continued with this throughout the pandemic. Hedges have all had their early cut and will have an extra cut at the end of the season.
- Spraying and weeding – Pathways and edges have all been sprayed throughout the site.
- Rose garden – The rose gardens are continually weeded throughout the growing season, with the plants being dead headed regularly. The beds have all been fed with organic matter prior to the growing season.
- Walls and stone paths – The repointing and repair of wall particularly around the car parks continues as does the re-laying of paving slabs as necessary.
- Drainage – the drainage around the outside of the Cedar Lawn and West Lawn along with the new paths have been laid are working well. However, due to the nature of the long rows of burial plots improvements can be made in particular to the right hand side of Cedar Lawn. In the coming weeks we will be spiking the turf to a depth of 3-4” across all of the burial plots. When this is done we will be spreading sand and sweeping in into the turf. This process will need to be completed annually to help raise certain areas of the plots and to change the subsoil, providing firmer conditions in our wettest of winters.

Unfortunately, due to the problems we have inherited, there is no easy fix, although works to this point have improved the area greatly.

However, there are more works to be done.

- Baby and Infant Memorial Garden – Extra planting is required in the garden, we have received a quotation in the sum of £987.00 and this will be completed as soon as possible.
- Painting exterior of Main Building and Garage Block – The paint quality of the exterior of the main building and garage block has deteriorated very quickly in the last couple of months and requires attention. We have received quotations for the work with detailed plans to prepare the walled areas properly before painting as this doesn't appear to have been done previously. The quotations received are as follows:

Sections	Low pressure sandblasting and clean up	Materials and labour at weekends and evenings
North Facing lower walls	£4,000	£10,500
East facing lower walls	£4,500	£11,500
South facing lower walls	£3,500	£12,500
West facing lower walls	£1,500	£7,500
Garage block	£4,000	£10,000

This equates to a total cost of £69,000. All works are priced to take place in the evenings or at weekends so as not to disrupt service schedules.

This plan excludes work on the upper rear portion of the building and the stack which we would suggest is looked at in the next financial year. Moving forward it is proposed that having a section looked at each year although having the work undertaken properly will reduce future costs.

1.3. RECOMMENDATION:

That members note the report and approve the quotation for painting of the outbuildings.

- Meeting Room/caretakers house

We are pleased to advise that we are expecting to take back this building following completion of the works on Tuesday 7th July 2020, when it is anticipated that all works will be completed.

2. Bereavement Services Officer

- 2.1. Since last summer we have experienced various absence issues with administration staff at Llwydcoed Crematorium for varying reasons, resulting in a continual shortage of administration staff at the facility.
- 2.2. Due to this it was essential to engage a member of staff via a Recruitment Agency to assist. Due to the pandemic, it was felt prudent to ask the agency staff member to remain with the service whilst the surge in service demand was met. During this period all salary costs were reclaimable from Welsh Government under the Covid-19 bill. However, this is unlikely to remain the case with cremation figures dropping consistently at the moment.
- 2.3. The staff member remained with the service throughout the period of increased workload, to assist with meeting the extra burden placed on the service area.
- 2.4. This member of staff is now a fully trained member of the administration team and has been an enormous help in assisting during the increase in workload.
- 2.5. As we are unsure if there may be a resurgence of the virus during the forthcoming autumn/winter months, the Committee are asked to consider retaining this staff member for a further period as a contingency measure, in the sad event that we do experience a resurgence of the virus during the forthcoming autumn/winter months.

RECOMMENDATION:

That the agency staff member be retained as a contingency measure, in the event of a resurgence of the virus during the autumn/winter months, as this is already an extremely busy period of the year for the service under normal circumstances. This staff member will also assist in the event of staff requiring to self-isolating and or taking leave.

3. Statistics (Appendix A)

RECOMMENDATION:

That the statistical report be noted.

Appendix A

Llwydcoed Crematorium Joint Committee

Statistics and Performance Report of the Bereavement Services Manager

Cremations	
1970-2015	50038
2016	1258
2017	1480
2018	1527
2019	1458
Jan – March 2020	444
April 2020	196
May 2020	213
June 2020	146
Total to date	56760
Year to 31 March 2021	
Adults	553
Children	2
Stillbirths	0
NVF's	23
Body organs	0
Scattered	12
Interred	35
Released	508
Applications for memorials	
Book of Remembrance	3
Memorial Cards	0
Plaques on Plots	20
Plaques in Garden	0
Rose Bushes	8
Memorial Leaves	2

RECOMMENDATION:
To note the report

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LLWYDCOED CREMATORIUM JOINT COMMITTEE

13th July 2020

REPORT OF THE TREASURER

MATTERS REPORTED FOR DECISION

DRAFT ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2020 (SUBJECT TO AUDIT) AND QUARTER 1 BUDGET MONITORING UPDATE 2020/21

1. PURPOSE OF REPORT

- 1.1 This report provides Members with the unaudited Annual Return for the Year Ended 31st March 2020, the Internal Audit Final Report Llwydcoed Crematorium issued 4th December 2019 and the Quarter 1 Budget Monitoring Update 2020/21.

2. RECOMMENDATIONS

- 2.1 It is recommended that:
- Members note the report.
 - Members note the unaudited Annual Return for the year ended 31st March 2020 as presented. (Appendix 1).
 - The Chair of the Joint Committee signs the Approval and Certification section of the Annual Return.
 - Members note and approve the Internal Audit Final Report (Appendix 2).
 - Members note and approve the Quarter 1 Budget Monitoring Update 2020/21 (Appendix 3).

3. BACKGROUND

- 3.1 The Accounts and Audit (Wales) Regulations 2014 require all local councils and joint committees to prepare their annual accounting statements in accordance with proper practices.
- 3.2 The Accounts and Audit (Wales) Regulations 2014 define a joint committee with income and expenditure of less than £2.5 million per annum as a 'smaller relevant body'.
- 3.3 In this case, the 'Governance and Accountability for Local Councils in Wales – a Practitioners Guide' has been identified as being proper practice for the preparation of accounts.

- 3.4 The Practitioners Guide allows bodies with income and expenditure of less than £2.5 million to prepare an annual return, which includes an income and expenditure account and a statement of balances, rather than a full statement of accounts.
- 3.5 The Accounts and Audit (Wales) Regulations 2014 require that the Joint Committee must formally approve the Annual Return by 15th June and certify that they present fairly the financial position of Llwydcoed Crematorium. Where an Authority does not expect to achieve the dates specified by the Regulations, the Regulations require the publication of a notice. For the Annual Return for the year ended 31st March 2020, due to the exceptional circumstances in respect of COVID-19, it has not been possible to meet the 15th June timescale and as such a notice was published on the Rhondda Cynon Taf County Borough Council website in line with the Regulations.
- 3.6 Moving onto the external audit process for the Annual Return, unless the Annual Return needs to be amended, the auditor will certify the return and send it back to the Joint Committee for publication with no further approval required by the Joint Committee. If however amendments are required, the auditor will send the return back to the Joint Committee for amendment and re-approval before the auditor can certify the return. The certified annual return must be published by no later than 15th September.

4. FINANCIAL PERFORMANCE AND MOVEMENT OF USABLE RESERVES

- 4.1 The first part of the table below shows the controllable income and expenditure for 2019-20 compared to budget. It then shows the impact of interest earned on reserves and the balance of reserves available to the Joint Committee.

2019/20	Budget £	Actual £	Variance £	Annual Return Ref
Controllable Expenditure				
Employees	245,070	249,116	4,046	Line 4
Premises	147,850	286,620	138,770	Line 6
Transport	3,000	22,660	19,660	Line 6
Supplies & Services	128,260	125,301	-2,959	Line 6
Support Services	76,830	97,517	20,687	Line 6
	601,010	781,214	180,204	
Controllable Income				
Receipts/Fees	-1,130,930	-1,150,439	-19,509	Line 3
Controllable Deficit	-529,920	-369,225	160,695	
Add interest earned		-11,059		Line 3
Revenue contribution to balances		-380,234		

2019/20	Budget £	Actual £	Variance £	Annual Return Ref
Distribution from General Reserve		1,500,000		Line 6
Net decrease in Reserves		1,119,716		
General Reserves B/F 01.04.19		-2,206,268		Line 1
General Reserves C/F 31.03.20		-1,086,552		Line 7

4.2 The General Reserve is a distributable revenue reserve, which consists of the accumulated surpluses of the Crematorium's operations.

4.3 This can be apportioned between Cynon Valley (now part of Rhondda Cynon Taf CBC) and Merthyr Tydfil CBC in the ratio of respective populations (2011 Census Data) as follows:

	Merthyr Tydfil	Cynon Valley	Total
Relevant Population	58,802	63,238	122,040
Balance at 1st April 2019	-1,063,036	-1,143,232	-2,206,268
(Surplus)/Loss for the Year	539,508	580,208	1,119,716
Balance at 31st March 2020	-523,528	-563,024	-1,086,552

4.4 The main reasons for the variances between budgeted and actual controllable expenditure were:

- Premises costs were higher than budgeted mainly due to additional maintenance and improvement works.
- Transport costs were higher than budgeted due to the purchase of a replacement ATV with snow plough attachment.
- Support costs were higher than budgeted due to an assessment of the actual operational management resource provided by RCT Bereavement Services.

4.5 The main reason for the variance between budgeted and actual controllable income was:

- Income received was higher than budgeted due to higher than forecasted number of cremations undertaken.

5. BALANCE SHEET FOR THE YEAR ENDED 31st MARCH 2020

5.1 In addition to the Annual Return, a supplementary Balance Sheet is provided in the table below. This supplementary information provides a further breakdown of the figures reported in the Annual Return, is purely for information only, and is not subject to audit at year end.

31-Mar-19 £		31-Mar-20 £	Annual Return Ref
	LONG TERM ASSETS		
1,986,844	Land & Property	1,880,563	
80	Plant & Equipment	0	
1,986,924	TOTAL LONG TERM ASSETS	1,880,563	Line 12
	CURRENT ASSETS		
11,831	Inventories	11,831	Line 8
79,361	Debtors	76,484	Line 8
2,116,376	Cash and Bank (Personal Account)	1,001,848	Line 9
2,207,568	TOTAL CURRENT ASSETS	1,090,163	
	CURRENT LIABILITIES		
(1,300)	Creditors	(3,611)	Line 10
2,206,268	NET CURRENT ASSETS	1,086,552	Line 11
4,193,192	TOTAL ASSETS LESS CURRENT LIABILITIES	2,967,115	
	LONG TERM LIABILITIES		
(270,000)	Defined Pension Scheme Liability	(358,000)	
3,923,192	NET ASSETS	2,609,115	
	REPRESENTED BY :-		
	USABLE RESERVES		
(2,206,268)	General Fund Balances	(1,086,552)	Line 11
	UNUSABLE RESERVES		
270,000	Pensions Reserve	358,000	
(64,506)	Revaluation Reserve	(61,435)	
(1,922,418)	Capital Adjustment Account	(1,819,128)	
(3,923,192)		(2,609,115)	

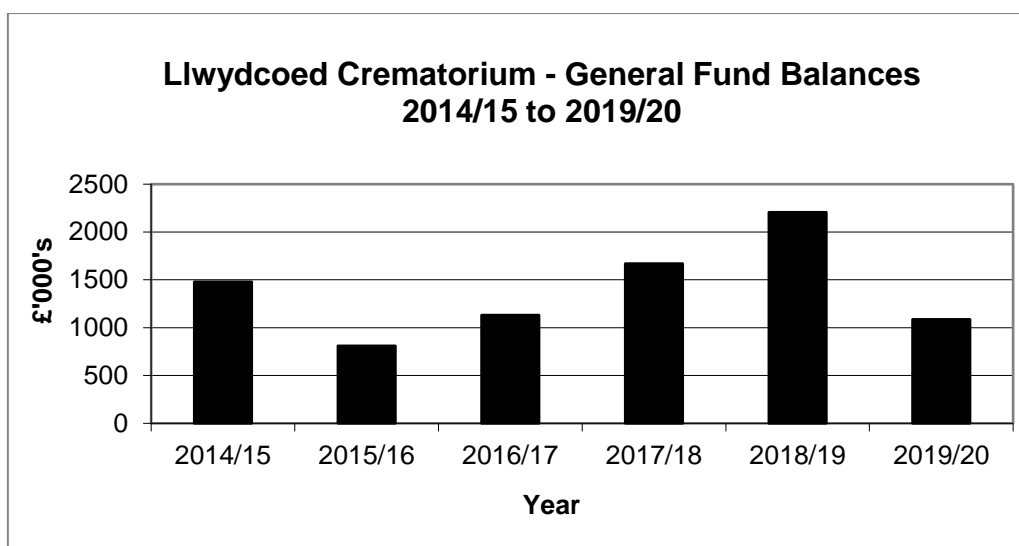
5.2 Further information to explain the balances are provided below:

- Long Term Assets include Land, Buildings and Equipment. The value of all land, buildings and equipment is based on a written down value after taking account of the assets remaining life and estimated cost of replacement.
- Inventories are stock included in the Balance Sheet at the lower of cost and net realisable value and relates mainly to caskets, memorial bases and flower containers.
- Debtors represents monies owed to Llwydcoed Crematorium by trade debtors such as Funeral Directors.

- Cash and Bank (Personal Account) is the amount held on behalf of Llwydcoed Crematorium by Rhondda Cynon Taf County Borough Council. No separate bank account exists for Joint Committee
- Creditors are amounts owed by Llwydcoed Crematorium to suppliers for which goods and services were provided prior to the end of the financial year but at that time not invoiced.
- Defined Pension Scheme Liability – As part of the terms and conditions of the employees of Llwydcoed Crematorium they are offered retirement benefits by the Joint Committee. Although these benefits will not be payable until retirement, the Joint Committee has a commitment to make these payments. The liability for these payments need to be accounted for at the time the future entitlement is earned.
- Reserves are reported in two categories. Usable reserves can be used by the Committee to provide services subject to the need to provide a prudent level of reserves. Unusable reserves are not available to provide services.
- The General Fund Balance is a distributable revenue reserve, which consists of the accumulated surpluses of the Crematorium's operations.
- The Pensions Reserve covers the Defined Pension Scheme Liability.
- The Revaluation Reserve contains the gains made by the Joint Committee arising from increases in the value of its Property, Plant and Equipment.
- The Capital Adjustment Account represents the difference between the cost of fixed assets used by the Joint Committee and the capital financing set aside to pay for them.

6. GENERAL FUND BALANCES - 2014/15 TO 2019/20

- 6.1 The table below shows Llwydcoed Crematorium's level of General Fund Balances for the last six years. The level of the Crematorium's reserves had previously grown before a reduction in 2015/16 due to the costs of the replacement of the cremators. Further expenditure on the replacement of the cremators took place during 2016/17 due to the final stage payments of the contracted works although increased income levels offset the expenditure. The reserves grew steadily in 2017/18 and 2018/19.
- 6.2 In 2019/20 a decision was taken by the Joint Committee at the meeting of 10th December 2019 to distribute £1,500,000 of the General Reserve to each Authority in line with the relevant populations as detailed in 4.3 above.



7. INTERNAL AUDIT FINAL REPORT

- 7.1 The Internal Audit Final Report Llwydcoed Crematorium was issued on the 4th December 2019 (and is attached as Appendix 2). The Audit Opinion is that “The control environment is considered to be effective with opportunity for improvement.”
- 7.2 Management have reviewed and responded to the findings of the Report and have implemented procedures to ensure the recommendations for improvement are met.

8. QUARTER 1 BUDGET MONITORING UPDATE 2020/21

- 8.1 Appendix 3 sets out details of the budget, actual expenditure to 30th June 2020 and projected outturn figures for 2020/21.
- 8.2 **Expenditure for 2020/21 is projected to be £1,089,018 against a budget of £975,080 – a projected overspend of £113,938.**
- 8.3 The main projected expenditure variance is as follows: -
- Premises - £111,580 projected overspend due to the inclusion within the projection of proposed planned works plus increased costs due to the impact of COVID-19.
- 8.4 **Operating income for 2020/21 is projected to be £1,217,694 against a budget of £1,147,890, showing a projected surplus of income of £69,804.**
- 8.5 The reason for the projected surplus of income is as a result of the increase in the number of cremations in the first quarter of the year due to the impact of COVID-19. Projections for cremation fees have been made based on actuals

to date and an estimated number of cremations for the remainder of the financial year

8.6 Summary position for 2020-21

	£
General reserves brought forward 1st April 2020	1,086,552
Projected Net Revenue contribution to reserves in 2020/21	482,176
Redistribution to Joint Authorities	<u>-350,000</u>
Projected General Reserves 31st March 2021	<u>1,218,728</u>

9. SUMMARY

- 9.1 The General Reserves are required to fund further capital expenditure as part of the ongoing delivery of the service and is considered to be at a prudent level as at 31st March 2020.
- 9.2 The level of General Reserve will be monitored closely as part of the ongoing Budget Monitoring process and reported to the Joint Committee at appropriate intervals.

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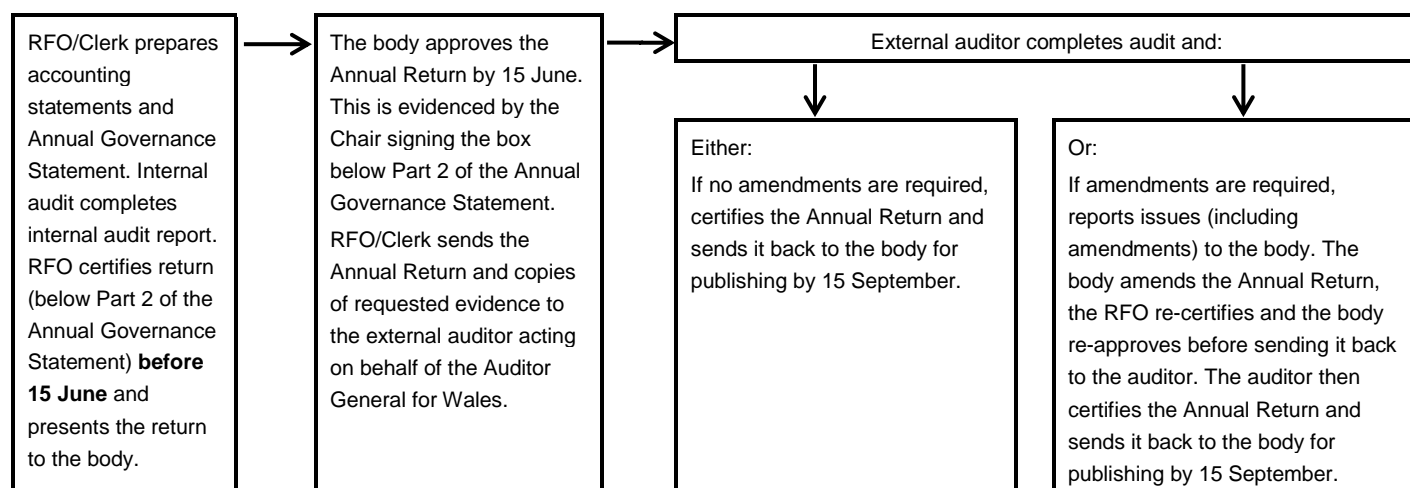
Smaller relevant local government bodies in Wales Annual Return for the Year Ended 31 March 2020

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For minor joint committees with income and expenditure below £2.5 million, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication 'Governance and accountability for local councils in Wales – A Practitioners' Guide' (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an annual return. This annual return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted in red including the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The committee must approve the annual return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2019-20 for:

Name of body: Llwydcoed Crematorium Joint Committee

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	1,669,707	2,206,268	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	0	0	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	1,115,101	1,161,498	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	-220,308	-249,116	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	-358,232	-2,032,098	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,206,268	1,086,552	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors and stock balances	91,192	88,315	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	2,116,376	1,001,848	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	-1,300	-3,611	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	2,206,268	1,086,552	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,986,924	1,880,563	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the **Llwydcoed Crematorium Joint Committee**, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2020, that:

	Agreed?		'YES' means that the Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
<p>3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Committee to conduct its business or on its finances.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
<p>4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Consideration is currently being given to the practicalities of making the Annual Return publicly available for inspection	6, 23
<p>5. We have carried out an assessment of the risks facing the Llwydcoed Crematorium Joint Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
<p>6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
<p>7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Llwydcoed Crematorium Joint Committee and, where appropriate, have included them on the accounting statements.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Llwydcoed Crematorium Joint Committee approval and certification

The Llwydcoed Crematorium Joint Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.</p>	<p>Approval by the Llwydcoed Crematorium Joint Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Llwydcoed Crematorium Joint Committee under minute reference:</p>
<p>RFO signature: </p>	<p>Insert minute reference and date of meeting</p> <p>Chair of meeting signature:</p>
<p>Name: Barrie Davies</p>	<p>Name: name required</p>
<p>Date: 23/06/2020</p>	<p>Date: dd/mm/yyyy</p>

Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.</p>	<p>Approval by the Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
<p>RFO signature: signature required</p>	<p>Insert minute reference and date of meeting</p>
<p>Name: name required</p>	<p>Chair of meeting signature: signature required</p>
<p>Date: dd/mm/yyyy</p>	<p>Name: name required</p>
<p>Date: dd/mm/yyyy</p>	<p>Date: dd/mm/yyyy</p>

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

Llwydcoed Crematorium Joint Committee

External auditor's report

[Except for the matters reported below]* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated _____.]

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: Llwydcoed Crematorium Joint Committee

The Llwydcoed Crematorium Joint Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2020.

The internal audit has been carried out in accordance with the Llwydcoed Crematorium Joint Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Llwydcoed Crematorium Joint Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed internal audit report presented to body
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed internal audit report presented to body
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed internal audit report presented to body
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Central function and regular treasurers reports presented to Joint Committee
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed internal audit report presented to body
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Llwydcoed Crematorium does not operate a petty cash account
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Central function administered by Council's payroll service
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Central Function

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Central Function
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Central Function

For any risk areas identified by the Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
11. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Insert text
12. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Insert text
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Insert text


* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report issued on the 4th December 2019.

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: C. MARK THOMAS	
Signature of person who carried out the internal audit: 	CPFA, MAAT
Date: 23/06/2020	

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2019) equals the balance brought forward in the current year (line 1 of 2020). Explain any differences between the 2019 figures on this annual return and the amounts recorded in last year's annual return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Committee holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every committee must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2020 agree to Line 9?	✓	
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 15 June 2020?		✓
	Has the body approved the accounting statements before 15 June 2020 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		✓
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?	✓	
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Committee's approval of the amendments before re-submission to the auditor?		

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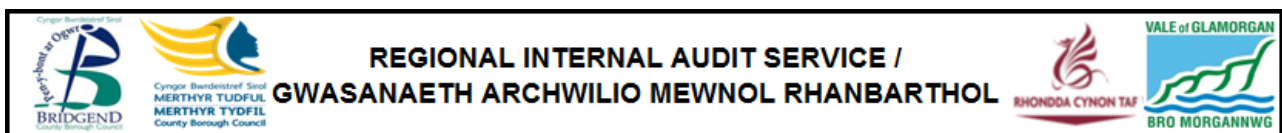
Rhondda Cynon Taf
County Borough Council

Internal Audit Final Report

**LLWYDCOED
CREMATORIUM 2019-20**

MANAGEMENT IN CONFIDENCE

Date of Audit:	October 2019
Auditor(s):	Huw Griffiths - Lead Auditor Lisa Cumpston - Review Manager
Report Distribution:	Ceri Pritchard - Crematorium Manager Janet Lewis - Bereavement Services Manager (See full distribution list in Section 3)
Date of Issue:	4th December 2019



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2. Scope & Objectives	1
3. Audit Approach	2
4. Audit Opinion	3
5. Detailed Findings	4
5.1 Collections & Deposits / Receipts	5
5.2 Purchase Card	6

1. INTRODUCTION

1.1 Llwydcoed Crematorium is managed and administered by the Llwydcoed Crematorium Joint Committee, under the Local Government (Wales) Act 1994. The Committee is made up of nine members, five from Rhondda Cynon Taf CBC and four from Merthyr Tydfil CBC. In 1996 RCTCBC became the host authority for the Joint Committee.

2. SCOPE & OBJECTIVES

2.1 In accordance with the Internal Audit Plan for financial year 2019/20, as agreed by Audit Committee, a review of the key controls within each of the main financial systems was undertaken. The primary purpose of the audit review is to provide management with an opinion on the adequacy and effectiveness of the internal control system.

2.2 Audit testing was carried out on a sample of transactions made during the financial year 2019/20 to ensure that fundamental controls are present and operating satisfactorily.

2.3 The objectives of the audit review were to ensure that:

- Receipts are retained in an orderly manner and are produced for all income received.
- The Purchase Card is being used in accordance with guidance and procedures issued by the Procurement Service.
- All confidential data is retained securely and electronic records/systems are backed up regularly with access restricted to authorised users.
- Accurate and up to date records are maintained of all cremations and purchased plots.

3. AUDIT APPROACH

- 3.1 Fieldwork took place specifically targeted at meeting the agreed objectives.
- 3.2 Any issues identified were discussed with management before being reported.
- 3.3 A draft report was prepared and provided to management for review and comment with an opportunity given for discussion or clarification if required.
- 3.4 This final report incorporates management comments together with the timetable for the implementation of agreed recommendations.
- 3.5 It has been issued electronically to the following Officers:
 - Chief Executive
 - Director of Financial & Digital Services
 - Group Director, Community & Children's Services
 - Director, Public Health, Protection & Community Services
 - Bereavement Services Manager
 - Service Director, Finance & Improvement Services
- 3.6 A copy of this report should be reported to the Joint Committee.
- 3.7 Management will be contacted and asked to provide feedback on the status of each agreed recommendation once the target date for implementation has expired.

4. AUDIT OPINION

4.1 Statutory Obligations

The overall control environment in respect of Statutory Obligations is considered to be effective and there are no findings contained in this report.

The Burial and Cremation Administration System (BACAS) is used to administer the day to day functions of the Service.

A sample of 10 applications confirmed that all of the required application forms and documents were in place such as Confirmatory Notice of Cremation, Application for Cremation and Medical Certificate.

The purchase of plots is recorded on the 'Register of Graves & Grants of Exclusive Rights of Burial' ledgers and on BACAS. The owner of the plot is provided with a deed which is printed from the BACAS system.

The 'Register of Graves & Grants Exclusive Rights of Burial' ledgers are used to record each interment of each plot. The maximum number of interments for all plots is 4 and these are all recorded on the BACAS system.

4.2 Information Management & I.T Security

The overall control environment in respect of Statutory Obligations is considered to be effective and there are no findings contained in this report.

The site has a number of fireproof safes in which the statutory ledgers for the service are held. In addition, access to the BACAS system is restricted to those members of staff that have a unique username and password. Since the previous review the site has now upgraded its network connection so there are fewer issues with disconnections which can affect devices such as the chip and pin machines. It was also noted that the chip and pin machine printer has been out of commission for a number of months and arrangements should be made for this to be repaired or a replacement acquired.

4.3 Collections & Deposits / Receipts

The overall control environment in respect of Statutory Obligations is considered to be effective with opportunity for improvement.

The site use the Webpaystaff system to record all income received directly on site. The system allows the site to take payments in person, over the phone and take card payments via chip and pin devices, and entries onto the Financials system are in real time. The system generates receipts which are given directly to or sent to customers (via email) and a copy retained on site. As a back up to the system an income ledger is in place which is updated as and when income is received.

One occasion was identified where income has been identified as banked on Financials but no receipt was present and no details recorded in the income ledger. A second occasion noted where details of payment were recorded in the

ledger but no receipt was present although a receipt number was recorded in ledger.

A verbal recommendation was also made to record the totals of income collected via the Loomis Collection Service split into the respective income ledgers for the Crematorium and the Cynon Valley cemeteries.

4.4 Purchase Card

The overall control environment in respect of Statutory Obligations is considered to be effective with opportunity for improvement.

There is one purchase card in operation and the supporting transaction log was found to be up to date with the latest transactions with the exception of the 4 most recent payments (made during the week of visit). It was noted that Amazon is used frequently for purchases, and whilst online orders were present, no invoices were available. This has implications for reclaiming VAT especially with Amazon third party suppliers outside of the UK.

4.5 Implementing the recommendations in the report will improve the control environment further.

ACKNOWLEDGEMENTS

A number of staff gave their time and cooperation during the course of this review. Internal Audit would like to record its thanks to all individuals concerned.

5. DETAILED FINDINGS

The findings of the review are reported on an exception basis to focus on issues where action is recommended. Each of the issues / recommendations detailed has been given a priority rating to assist management in directing and prioritising resources in accordance with areas of risk, these ratings being high, medium or low.

5.1 Collections & Deposits / Receipts

AUDIT OBJECTIVE: All income due to the Council is identified and all collections are receipted and banked promptly and completely.

REF & PRIORITY	FINDING	IMPLICATION	RECOMMENDATION	MANAGEMENT RESPONSE	RESPONSIBILITY & TARGET DATE
5.1.1 Low	<p>Review of the income records identified the following discrepancies;</p> <ul style="list-style-type: none"> • 2.8.19 – entries identified on Financials for £113.00 (8352) and £62.00 (8357) respectively. However, it was identified that no receipt was present and no entries made in the Income Ledger. • 7.8.19 – amount of £58.00 (8351) recorded in the Income Ledger but was not supported by a receipt, even though the receipt number has been recorded in the income ledger. 	Income records are incomplete.	Care should be taken to ensure that all income is receipted and entered into the income ledger. All transactions should be supported by relevant receipts.	Monthly checks will continue to hopefully reduce these instances. However a contributing factor in these instances was definitely attributable to a number of key staff being on sick leave for a prolonged period.	Crematorium Manager Implemented

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5.2 Purchase Card

AUDIT OBJECTIVE: The Purchase Card is being used in accordance with guidance and procedures issued by the Procurement Service.

REF & PRIORITY	FINDING	IMPLICATION	RECOMMENDATION	MANAGEMENT RESPONSE	RESPONSIBILITY & TARGET DATE
5.2.1 Low	<p>A review of transactions since April 2019 revealed that all transactions were supported with documentary evidence.</p> <p>However, it was noted that a number of purchases are to Amazon and the Amazon Marketplace. Whilst for each of these transactions there were copies of the online orders present and delivery notes (where received) only one instance was noted where an invoice was present showing the VAT breakdown.</p> <p>There are implications for the reclaiming of VAT on Amazon purchases due to the fact that many of the 3rd party suppliers who use the marketplace are not based in the UK. In the absence of this information the VAT registration status of suppliers outside the UK cannot be identified.</p>	VAT may not be correctly accounted for in the absence of appropriate VAT invoices.	<p>The Purchase Cardholder should ensure that requests are made for VAT invoices for all Amazon and Amazon Marketplace purchases and these are printed and retained with the relevant copies of orders etc.</p> <p>The Purchase Card Manual has recently been updated to reflect the VAT treatment on the purchase of goods and supplies outside the UK, and this guidance should be followed going forward.</p>	Requests for VAT invoices will be made by the purchase card holder.	Admin Officer Implemented

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Appendix 3

2020-21					
	Budget £	Actual to 30th June 2020 £	Projected outturn £	Projected variance £	Comments
OPERATING EXPENDITURE					
Employees					
Admin salaries	82,810	13,077	79,598	-3,212	
Technicians wages	87,080	20,630	88,026	946	
Crematorium Operative	77,240	18,953	77,984	744	
	247,130	52,660	245,608	-1,522	
Premises					
Repair and Maintenance	41,530	18,410	137,017	95,487	Includes costs of proposed works
Gas	24,380	2,334	32,500	8,120	Increased costs due to Covid 19
Electricity	21,730	2,195	31,700	9,970	Increased costs due to Covid 19
Specialist Contractor (FT)	48,500	12,376	49,504	1,004	
NNDR	37,490	0	37,985	495	
Council Tax	1,450	1,574	1,524	74	
Water Charges	530	0	500	-30	
Fixtures and Fittings	9,000	0	0	-9,000	
Contractor Payments (skip charges)	7,000	68	7,800	800	
Cleaning Materials	200	1,214	4,860	4,660	Increased costs due to Covid 19
General Insurance	5,800	0	5,800	0	
	197,610	38,171	309,190	111,580	
Transport					
Plant and Vehicles	3,000	0	3,000	0	
	3,000	0	3,000	0	
Supplies and Services					
Plaques and Memorials	14,000	-1,523	15,500	1,500	
Caskets and Urns	5,000	1,473	6,700	1,700	
Books of Remembrance	2,000	210	1,800	-200	
Hire Of Equipment	1,500	-113	1,200	-300	
Computer Costs	4,500	0	4,500	0	
Protective Clothing	2,000	0	1,000	-1,000	
Office expenses	7,820	1,089	6,720	-1,100	
Subscriptions	1,650	0	1,000	-650	
Analyst's Fees	1,150	0	1,150	0	
Medical Expenses	29,000	7,648	29,000	0	
Other Hired Services	6,500	8,788	12,000	5,500	Increased costs due to Covid 19
Audit Fees	2,000	0	750	-1,250	
Training	600	0	500	-100	
Other Miscellaneous Expenses	400	0	180	-220	
Credit/Debit Card Transaction Charges	100	0	100	0	
Employers liability insurance	1,600	0	1,600	0	
	79,820	17,571	83,700	3,880	
Support costs					
Central Support costs	97,520	0	97,520	0	
	97,520	0	97,520	0	
Joint Authorities					
Payments to Joint Authorities	350,000	0	350,000	0	
	350,000	0	350,000	0	
Total Operating Expenditure	975,080	108,403	1,089,018	113,938	
OPERATING INCOME					
Caskets and Urns	-8,250	-2,577	-6,000	2,250	
Plaques and Memorials	-21,740	-4,784	-20,250	1,490	
Cremation Fees	-1,047,830	-293,465	-1,111,544	-63,714	Increased numbers due to Covid 19 - April to June
Books of Remembrance	-2,340	-1,260	-1,600	740	
Burial Fees	-45,890	-4,867	-47,518	-1,628	
Exhumation Fees	-1,020	0	-1,640	-620	
Chapel Use	-11,100	0	-10,860	240	
Memorial permits	-9,720	-1,353	-11,840	-2,120	
Mercury Abatement Income	0	0	-4,412	-4,412	
Energy Savings	0	0	-250	-250	
Vending Sales	0	0	0	0	
Media Service Fees	0	-445	-1,780	-1,780	
Total Operating Income	-1,147,890	-308,751	-1,217,694	-69,804	
Operating Surplus	-172,810	-200,348	-128,676	44,134	
Interest on Investments/ Balances	-3,500	0	-3,500	0	
Net contribution to/from Reserves	-176,310	-200,348	-132,176	44,134	
General reserves B/F	1,086,552		1,086,552		
Contributions to/ from Revenue	176,310		132,176	-44,134	
General reserves C/F	1,262,862		1,218,728	-44,134	

LOCAL GOVERNMENT ACT 1972

As amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

13th July 2020

Report of the Treasurer to Llwydcoed Crematorium

LIST OF BACKGROUND PAPERS

Ref:	Contact Officer
Appendix 1 Draft Annual Return for the Year Ended 31st March 2020	Steve Preddy (01443 680644)
Appendix 2 Internal Audit Final Report	Steve Preddy (01443 680644)
Appendix 3 Quarter 1 Budget Monitoring Update 2020/21	Steve Preddy (01443 680644)