



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

**COMMIITTEE SUMMONS**

C Hanagan  
Service Director of Democratic Services & Communication  
Rhondda Cynon Taf County Borough Council  
The Pavilions  
Cambrian Park  
Clydach Vale CF40 2XX

Meeting Contact: Marc Jones - Democratic Services Officer (01443 424102)

**YOU ARE SUMMONED** to a virtual meeting of **Llwydcoed Crematorium** to be held at the on **TUESDAY, 8TH DECEMBER, 2020** at **2.00 PM**.

**AGENDA**

**Page  
No's**

**1. DECLARATION OF INTEREST**

To receive disclosures of personal interest from Members in accordance with the Code of Conduct

Note:

1. Members are requested to identify the item number and subject matter that their interest relates to and signify the nature of the personal interest: and
2. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest they must notify the Chairman when they leave.

**2. MINUTES**

To receive the minutes of the previous meeting of the Llwydcoed Crematorium Joint Committee which was held on 13<sup>th</sup> July 2020

**3 - 6**

**3. REPORT OF THE BEREAVEMENT SERVICES MANAGER**

- To discuss the Christmas Carol Service
- To consider Statistics and Performance

**7 - 10**

**4. BUDGET MONITORING REPORT FOR 2020/2021**

To consider the Report of the Treasurer

**5. URGENT BUSINESS**

To consider any items, which the Chairman, by reason of special circumstances, is of the opinion should be considered at the meeting as a matter of urgency

**Service Director of Democratic Services & Communication**

**Circulation:-**

Representing Merthyr Tydfil County Borough Council:  
County Borough Councillors: M. Colbran, J. Thomas, D. Isaac and D. Chaplin

Representing Rhondda Cynon Taf County Borough Council:  
County Borough Councillors: (Mrs A. Crimmings, A. S. Fox, K. Morgan, H Boggis and 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 virtual meeting of the Llwydcoed Crematorium meeting held on Monday, 13 July 2020 at 2.00 pm.

**County Borough Councillors - Llwydcoed Crematorium Members in attendance:-**

Councillor D Isaac (Chair)

**Merthyr Tydfil County Borough Councillors**

Councillor D Chaplin and Councillor M Colbran

**Rhondda Cynon Taf County Borough Councillors**

Councillor H Boggis    Councillor A Fox  
Councillor A Crimmings    Councillor G Jones

**Officers in attendance**

Mr S Humphreys, Head of Legal Services  
Ms J Lewis, Bereavement Services Manager  
Mr S Preddy, Group Accountant  
Mr C Pritchard, Assistant Cemetery Manager/Crematorium Supervisor

**21    APOLOGIES FOR ABSENCE**

Apologies for absences were received from County Borough Councillors J. Thomas (Merthyr County Borough Council) and K. Morgan (Rhondda Cynon Taf County Borough Council).

**22    DECLARATION OF INTEREST**

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

**23    MINUTES**

**RESOLVED** to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 10<sup>th</sup> December 2019, subject to it being noted that D. Isaac was present at the meeting.

## 24 PROPOSED CALENDAR OF MEETINGS FOR 2020 - 2021

Members were asked to consider the proposed calendar of quarterly meetings for the Joint Committee for the 2020-21 municipal year.

The Democratic Services Officer reported that he would notify Members with regards to how the meetings are going to be facilitated in the future.

Following a discussion, it was **RESOLVED** to agree the calendar of meetings for the 2020-21 municipal year.

## 25 REPORT OF THE BEREAVEMENT SERVICES MANAGER

The Bereavement Services Manager provided Members with an update in particular actions that were taken in order to mitigate as much as possible the transmission of the Covid-19 virus and events during the pandemic.

Members were provided with the increased cremation numbers due to Covid-19 during the months of April, May and June in each of the last 4 years and noted the significant rise in the average cremations during the first half of 2020.

Members thanked the staff for all of their hard work and commitment during these unprecedented times.

Following discussions, it was **RESOLVED** to note the report and approve the quotation for painting of the outbuildings.

### 25.1 The Bereavement Services Officer

The Bereavement Services Manager outlined the current position with regards to the Bereavement Services Officer who remained with the service throughout the period of increased workload, to assist with meeting the extra burden placed on the service area.

Members considered the role of the Bereavement Services Officer and **RESOLVED** to retain the agency staff member.

### 25.2 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.

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

Members considered the report of the Treasurer.

Members were provided with information relating to:

- The financial performance and movement of usable reserves
- Balance Sheet for the year ended 31<sup>st</sup> March 2020
- General Fund Balances 2014/15 to 2019/20

and following consideration thereof, it was **RESOLVED –**

- (1) To note the report.
- (2) To note the audited Annual Return for the year ended 31<sup>st</sup> March 2020 as presented.
- (3) That the Chairman of the Joint Committee signs the Approval and Certification Section of the Annual Return.
- (4) To note and approve the Internal Audit Final Report
- (5) Members note and approve the Quarter 1 Budget Monitoring Update 2020/21.

## **27 URGENT BUSINESS**

With regard to a query raised in relation to how staff are being supported during the pandemic, the Bereavement Services Manager reported that staff had undergone a risk assessment to establish any additional support they may require and also there is sufficient support provided by the Authority's Occupational Health Unit.

A Member queried whether a date had been finalised to hold the Christmas Carol Concert in December 2020.

In response, the Bereavement Services Manager reported that she would make enquiries and report back to the Committee in due course.

**This meeting closed at 2.20 pm**

**D. Isaac  
Chairman.**

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## LLwydcoed Crematorium Joint Committee

8<sup>th</sup> December 2020

### REPORT OF THE BEREAVEMENT SERVICES MANAGER

#### **1. Christmas Carol Service**

- 1.1. Regrettably due to the Pandemic and current restrictions, I am sure members will understand that we will be unable to hold our annual Carol Service at the Crematorium this year.
- 1.2 Members are asked to note the decision.
- 1.2. RECOMMENDED: That due to the pandemic and current restriction, that the annual Christmas Carol Service not be held this year.

#### **2. Statistics**

- 2.1. That the Crematorium statistics as attached be noted.

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Llwydcoed Crematorium Joint Committee

Report of the Bereavement Services Manager.

2. Statistics and Performance

<b>Cremations</b>	
1970-2015	50038
2016	1258
2017	1480
2018	1527
2019	1458
Jan – March 2020	444
April – June 2020	555
July – Sept 2020	334
Oct 2020	127
<b>Total to date</b>	<b>57221</b>
<b>Year to 31 March 2021</b>	
Adults	1009
Children	5
Stillbirths	2
NVF's	45
Body organs	1
Scattered	25
Interred	67
Released	914
<b>Applications for memorials</b>	
Book of Remembrance	8
Memorial Cards	0
Plaques on Plots	86
Plaques in Garden	0
Rose Bushes	12
Memorial Leaves	8

RECOMMENDATION:

To note the report

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## LLWYDCOED CREMATORIUM JOINT COMMITTEE

8<sup>th</sup> December 2020

### REPORT OF THE TREASURER

#### MATTERS REPORTED FOR DECISION

#### BUDGET MONITORING UPDATE 2020/21

#### 1. PURPOSE OF REPORT

- 1.1 This report provides Members with the latest Budget Monitoring Update for 2020/21.

#### 2. RECOMMENDATIONS

- 2.1 It is recommended that:
- Members note the report.
  - Members note and approve the Budget Monitoring Update for 2020/21 (Appendix 1).

#### 3. BUDGET MONITORING UPDATE 2020/21

- 3.1 Appendix 1 sets out details of the budget, actual expenditure to 25<sup>th</sup> November 2020 and projected outturn figures for 2020/21.

- 3.2 **Expenditure for 2020/21 is projected to be £1,112,908 against a budget of £975,080 – a projected overspend of £137,828.**

- 3.3 The main projected expenditure variance is as follows: -
- Premises - £118,363 projected overspend due to the inclusion within the projection of proposed planned works plus increased costs due to the impact of COVID-19.
  - Supplies & Services - £13,659 projected overspend due to increased costs resulting from the impact of COVID-19.

3.4 **Operating income for 2020/21 is projected to be £1,132,211 against a budget of £1,147,890, showing a projected deficit of income of £15,679.**

3.5 Projections for cremation fees and other associated income have been made based on actuals to date and an estimated number of cremations for the remainder of the financial year

3.6 Summary position for 2020-21

	£
<b>General reserves brought forward 1<sup>st</sup> April 2020</b>	<b>1,086,552</b>
Projected Net Revenue contribution to reserves in 2020/21	372,803
Redistribution to Joint Authorities	<u>-350,000</u>
<b>Projected General Reserves 31<sup>st</sup> March 2021</b>	<b><u>1,109,355</u></b>

#### 4. SUMMARY

4.1 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 31<sup>st</sup> March 2020.

4.2 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.

2020-21					Comments
Budget £	Actual to 25th Nov 2020 £	Projected outturn £	Projected variance £		
<b>OPERATING EXPENDITURE</b>					
<b>Employees</b>					
Admin salaries	82,810	36,605	83,605	795	
Technicians wages	87,080	55,605	88,655	1,575	
Crematorium Operative	77,240	40,311	63,345	-13,895	
Agency staff	0	8,798	17,331	17,331	
	<b>247,130</b>	<b>141,319</b>	<b>252,936</b>	<b>5,806</b>	
<b>Premises</b>					
Repair and Maintenance	41,530	108,459	137,051	95,521	Includes costs of proposed works
Gas	24,380	14,085	37,898	13,518	Increased costs due to Covid 19
Electricity	21,730	13,652	33,868	12,138	Increased costs due to Covid 19
Specialist Contractor (FT)	48,500	37,128	49,504	1,004	
NNDR	37,490	37,985	37,985	495	
Council Tax	1,450	1,574	1,574	124	
Water Charges	530	427	500	-30	
Fixtures and Fittings	9,000	1,094	2,000	-7,000	
Contractor Payments (skip charges)	7,000	68	7,800	800	
Cleaning Materials	200	996	1,992	1,792	
General Insurance	5,800	0	5,800	0	
	<b>197,610</b>	<b>215,468</b>	<b>315,973</b>	<b>118,363</b>	
<b>Transport</b>					
Plant and Vehicles	3,000	0	3,000	0	
	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	
<b>Supplies and Services</b>					
Plaques and Memorials	14,000	4,682	15,500	1,500	
Caskets and Urns	5,000	2,241	6,700	1,700	
Books of Remembrance	2,000	1,162	1,800	-200	
Hire Of Equipment	1,500	-23	1,200	-300	
Computer Costs	4,500	0	4,500	0	
Protective Clothing	2,000	1,410	1,500	-500	
Office expenses	7,820	8,063	11,080	3,260	
Subscriptions	1,650	0	1,000	-650	
Analyst's Fees	1,150	1,145	1,145	-5	
Medical Expenses	29,000	19,018	29,000	0	
Other Hired Services	6,500	8,861	15,000	8,500	Increased costs due to Covid 19
Audit Fees	2,000	0	750	-1,250	
Training	600	1,119	2,424	1,824	
Other Miscellaneous Expenses	400		180	-220	
Credit/Debit Card Transaction Charges	100		100	0	
Employers liability insurance	1,600		1,600	0	
	<b>79,820</b>	<b>47,676</b>	<b>93,479</b>	<b>13,659</b>	
<b>Support costs</b>					
Central Support costs	97,520	0	97,520	0	
	<b>97,520</b>	<b>0</b>	<b>97,520</b>	<b>0</b>	
<b>Joint Authorities</b>					
Payments to Joint Authorities	350,000	0	350,000	0	
	<b>350,000</b>	<b>0</b>	<b>350,000</b>	<b>0</b>	
<b>Total Operating Expenditure</b>	<b>975,080</b>	<b>404,463</b>	<b>1,112,908</b>	<b>137,828</b>	
<b>OPERATING INCOME</b>					
Caskets and Urns	-8,250	-3,848	-6,000	2,250	
Plaques and Memorials	-21,740	-13,958	-20,250	1,490	
Cremation Fees	-1,047,830	-683,547	-1,055,544	-7,714	
Books of Remembrance	-2,340	-1,937	-1,600	740	
Burial Fees	-45,890	-34,179	-15,992	29,898	
Exhumation Fees	-1,020	-449	-1,640	-620	
Chapel Use	-11,100	-738	-10,860	240	
Memorial permits	-9,720	-6,784	-11,840	-2,120	
Mercury Abatement Income	0	0	-4,410	-4,410	
Energy Savings	0		-250	-250	
Vending Sales	0		0	0	
Media Service Fees	0	-2,231	-3,825	-3,825	
<b>Total Operating Income</b>	<b>-1,147,890</b>	<b>-747,671</b>	<b>-1,132,211</b>	<b>15,679</b>	
<b>Operating Surplus</b>	<b>-172,810</b>	<b>-343,208</b>	<b>-19,303</b>	<b>153,507</b>	
Interest on Investments/ Balances	-3,500	0	-3,500	0	
<b>Net contribution to/from Reserves</b>	<b>-176,310</b>	<b>-343,208</b>	<b>-22,803</b>	<b>153,507</b>	
<b>General reserves B/F</b>	<b>1,086,552</b>	<b>0</b>	<b>1,086,552</b>	<b>0</b>	
Contributions to/ from Revenue	176,310	0	22,803	-153,507	
<b>General reserves C/F</b>	<b>1,262,862</b>	<b>0</b>	<b>1,109,355</b>	<b>-153,507</b>	

**LOCAL GOVERNMENT ACT 1972**

**As amended by**

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

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**LLWYDCOED CREMATORIUM JOINT COMMITTEE**

**8<sup>th</sup> December 2020**

**Report of the Treasurer to Llwydcoed Crematorium**

**LIST OF BACKGROUND PAPERS**

**Ref:**

**Appendix 1**

Budget Monitoring Update 2020/21

**Contact Officer**

Steve Preddy  
(01443 680644)