



**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

YOU ARE SUMMONED to a meeting of **Llwydcoed Crematorium Joint Committee** to be held virtually on **TUESDAY, 16TH MARCH, 2021** 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 the 8th December 2020.

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3. LLWYDCOED CREMATION SERVICES FEES & CHARGES 2021-22

To consider the report of the Service Director, Public Health & Protection.

7 - 10

4. BUDGET MONITORING REPORT FOR 2020 - 21 AND DRAFT REVENUE ESTIMATES FOR 2021 - 22

To consider the report of the Treasurer

- 11 - 16**
- 5. REPORT OF THE BEREAVEMENT SERVICES MANAGER**
To consider the report of the Bereavement Services Manager.
- 17 - 20**
- 6. PROPOSED CALENDAR OF MEETINGS FOR 2021 - 22**
To consider the report of the Service Director, Democratic Services & Communications.
- 21 - 22**
- 7. 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 Tuesday, 8 December 2020 at 2.00 pm.

County Borough Councillors - Llwydcoed Crematorium Members in attendance:-

Councillor H Boggis (Chair)

Merthyr Tydfil County Borough Councillors

Councillor M Colbran Councillor D Chaplin,
Councillor J Thomas

Rhondda Cynon Taf County Borough Councillors

Councillor A Fox Councillor G Jones
Councillor A Crimmings

Officers in attendance

Ms J Lewis, Bereavement Services Manager
Mr S Preddy, Group Accountant
Mr C Pritchard, Assistant Cemetery Manager/Crematorium Supervisor
Ms L Coughlan, Solicitor

28 APOLOGIES FOR ABSENCE

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

29 DECLARATION OF INTEREST

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

30 MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 13th July 2020.

31 REPORT OF THE BEREAVEMENT SERVICES MANAGER

4.1 Christmas Carol Service

The Bereavement Services Manager informed Members that regrettably due to the Pandemic and current restrictions it is not possible to hold the annual Christmas Service at the Crematorium this year. However, a local branch of Dignity Funerals approached the Crematorium to ask they could jointly hold a virtual Christmas Concert at the Crematorium on Saturday 12th December 2020 at 12 noon, to which the Committee had agreed.

Following discussions, Members **RESOLVED** –

- (1) To note the information
- (2) That the annual Christmas Carol Service not be held this year

4.2 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.

In relation to a query raised regarding the wellbeing of staff who work at the Crematorium, the Bereavement Services Manager reported that there are measures in place to support staff during this unprecedented time.

The Committee wished to pass on their thanks to staff at the Crematorium for their hard work and commitment during this period, which has been greatly appreciated.

Following consideration thereof, it was **RESOLVED** to note the information, subject to the figure for the number of cremations for Adults to Year to 31 March 2021 being amended to 1009.

32 BUDGET MONITORING REPORT FOR 2020/2021

The Group Accountant provided an update in respect of the 2020/21 Budget Monitoring report, which provided a comparison of actual and projected expenditure against the approved budget for the first seven months of the 2020/21 financial year. An explanation was provided in respect of the main expenditure variance.

It was reported that the Wales Audit Office (WAO) had completed the audit process where no concerns were raised, and therefore, was considered as completed.

Following consideration of the report, it was **RESOLVED** to note and approve the 2020/21 Budget Monitoring update.

This meeting closed at 2.17 pm

**H. Boggis
Chairman.**

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DISCUSSION PAPER FOR LLWYDCOED CREMATORIUM JOINT COMMITTEE

16th MARCH 2021

REPORT OF DIRECTOR PUBLIC HEALTH, PROTECTION & COMMUNITY SERVICES

CREMATION & SUPPLEMENTARY FEES AND CHARGES 2021/22

Author: Louise Davies, Director, Public Health, Protection & Community Services (Tel. No. 01443 744286)

1. PURPOSE OF REPORT

- 1.1 To set the fees & charges for 2021/22 effective from 1st April 2021.

2. RECOMMENDATIONS

- 2.1 It is recommended that this be effective from 1st April 2021:

- Consider and approve the levels for cremation and all supplementary fees and charges detailed at section 4.

3. BACKGROUND

- 3.1 The Rhondda Cynon Taf County Borough Council Cabinet meeting on 25th February 2021 agreed revised levels of fees and charges for the forthcoming financial year and for these to be built into the 2021/22 Revenue Budget Strategy to be recommended to full Council on 10th March 2021. The revisions to fees and charges included a freeze on all cremation and supplementary fees.
- 3.2 The Joint Committee will be aware that there is currently a consistent schedule of fees and charges across Llwydcoed and Glyntaff Crematoria, this being in place from 1st April 2014.
- 3.3 The Joint Committee will also be aware that the consistent schedule was introduced on the basis that the operational management arrangements and services provided at both facilities are the same and as such it would be inequitable to have different fees & charges.

4. **PROPOSED FEES & CHARGES FOR 2021/22**

- 4.1 It is proposed that to maintain consistency across both facilities, a freeze on all fees and charges be applied. The effect of this freeze on the principal fees & charges is presented at Table I below.

Table I – Principal Fees & Charges

Service	Existing Fee	Increase	Proposed Fee
Cremation	£721	£0	£721
Purchase of cremated remains plot	£276	£0	£276
Interment in a cremated remains plot	£276	£0	£276

- 4.2 To inform the Committee's decision a comparison has been undertaken of existing fees and charges (where available) applied at other Crematoria. Table II presents a comparison of existing fees and charges.

Table II – Existing Cremation Fees 2020/21

Crematorium	Current cremation fee	Current purchase of plot fee	Current interment in plot fee
Bridgend	£697.70	£418.97	£127.23
Cardiff	£700.00	£370.00	£320.00
Margam	£617.00	(included in cremation fee)	£62.00
Gwent	£828.00	(included in cremation fee)	£90.00 cremation plot £1463.00 in vault
Glyntaff/Llwydcoed	£721.00	£276.00	£276.00

- 4.3 At the time of writing, it was not possible to ascertain what fee increases for 2021-22 are proposed by other local authorities across Wales.
- 4.4 In addition to the above, during the past year a pilot has been in place to apply a reduced cremation fee of £568 for funeral directors offering a direct cremation¹. Rhondda Cynon Taf CBC are currently finalising a review of the pilot and level of charge for the forthcoming financial year, and will update the Joint Committee to enable this to be implemented at Llwydcoed Crematorium in line with the arrangements for Rhondda Cynon Taf.

¹ Direct Cremation – 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.

- 4.5 With regard to supplementary fees and charges, the proposed levels for the 2021/22 financial year are set out at Table III.

Table III – Supplementary Fees

Item	Existing Fee	Proposed Fee
Dedication of rosebush and plaque for 10 year period	£194	£194
Exhumation of cremated remains	£256	£256
Additional Chapel slot	£123	£123
Book of Rem. 2 line	£78	£78
Book of Rem. 5 line	£116	£116
Book of Rem. 8 line	£154	£154
Floral emblem and crest	£123	£123

- 4.6 Lastly, Welsh Government has confirmed that for the next 3 financial years, starting from 1st April 2021, additional funding will continue to be provided to enable Burial authorities in Wales to waive any fees in relation to the standard burial or cremation of a child, defined for these purposes as a person under the age of 18. For Joint Committee's information, arrangements are being put in place to apply these arrangements at Llwydcoed Crematorium from 1st April 2021.

5. CONCLUSION

- 5.1 The harmonisation of operational and management practices across Llwydcoed Crematorium and the Council's Bereavement Services has established a consistent schedule of fees and charges, this being in place from 2014/15..
- 5.2 To maintain this position it is proposed that a freeze be applied to fees and charges at Llwydcoed Crematorium that is consistent with the freeze to Bereavement Services fees and charges as set out in Rhondda Cynon Taf CBC's 2021/22 Revenue Budget Strategy to be recommended to the 10th March 2021 full Council meeting.

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LLWYDCOED CREMATORIUM JOINT COMMITTEE

16th March 2021

REPORT OF THE TREASURER

MATTERS REPORTED FOR DECISION

BUDGET MONITORING REPORT FOR 2020/21 AND DRAFT REVENUE ESTIMATES FOR 2021/22

1.0 PURPOSE OF THE REPORT

1.1 This report provides members with an update on the 2020/21 Budget Monitoring position and the Draft Revenue Estimates for 2021/22.

2.0 RECOMMENDATIONS

2.1 It is recommended that:

- Members note the report
- Members note the 2020/21 Budget Monitoring position (Appendix 1)
- Members approve the Draft Revenue Estimates for 2021/22 (Appendix 1)

3.0. BUDGET MONITORING REPORT 2020/21

3.1 Appendix 1 gives details of the approved budget, actual expenditure to 28th February 2021 and projected outturn figures for 2020/21.

3.2 **Expenditure for 2020/21 is projected to be £1,104,198 against a budget of £975,080 – a projected overspend of £129,118.**

3.3 The main expenditure variances are as follows: -

- Premises - £109,441 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 - £13,354 projected overspend due to increased costs resulting from the impact of COVID-19.

3.4 **Operating income for 2020/21 is projected to be £1,296,323 against a budget of £1,147,890, showing a surplus of income of £148,433.**

3.5 The reason for the surplus of income is as a result of the impact of COVID-19. Projections for cremation fees have been made based on actuals to date and an estimated number of cremations for March.

3.6 Summary position for 2020-21

	£
General reserves brought forward 1st April 2020	1,086,552
Projected Net Revenue contribution to reserves in 2020/21	545,625
Redistribution of General Reserve	<u>-350,000</u>
Projected General Reserves 31st March 2021	<u>1,282,177</u>

4.0 DRAFT REVENUE ESTIMATES 2021/22

4.1 The Draft Revenue Estimates 2021/22 are also shown in Appendix 1.

4.2 **Proposed operational expenditure is £978,000 compared with an approved budget of £975,080 in 2020/21.**

- **Employees budget £248,070** - this provides for a full establishment for the full year. It also includes a budget to cover the gardening and grass cutting function.
- **Premises budget £197,320** – the budget includes the cost of cremator maintenance.
- **Transport budget £1,000**
- **Supplies & Services budget £82,920**
- **Central Support Budget £98,690** – includes management support costs based on current time apportionment.
- **Redistribution of General Reserve £350,000**

4.3 **Proposed operational income is £1,147,890 compared with an approved budget of £1,147,890 in 2020/21** – the budget is based on estimated levels of activity for a standard year and the impact of COVID-19 on 2020/21 income levels has not been incorporated into the 2021/22 income budget.

5.0 SUMMARY

5.1 The Budget Monitoring position will be dependent upon the final 2020/21 position and any further capital expenditure to be incurred to the year-end 31st March 2021.

5.2 The Draft Revenue Estimates 2021/22 propose an operating surplus of £519,890. With anticipated investment income of £3,500.

- 5.3 It was agreed at the Joint Committee meeting of 10th December 2019 that there would be an £350,000 Annual Redistribution of the General Reserve to the respective Authorities.
- 5.4 The net contribution to reserves in 2021/22 is estimated at £173,390.
- 5.5 Based on the 2020/21 Budget Monitoring Report and the Draft Revenue Estimates 2021/22 the estimated General Reserve Balance at the end of 2021/22 would be **£1,455,567**. Although at this stage this does not take into account any capital works that may be identified to be undertaken during 2021/22.
- 5.6 The General Reserves are required to fund further capital expenditure as part of the ongoing delivery of the service and the projected position is considered to be at a prudent level as at 31st March 2021.
- 5.7 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.

LOCAL GOVERNMENT ACT 1972

As amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

16th March 2021

Report of the Treasurer to Llwydcoed Crematorium

LIST OF BACKGROUND PAPERS

Ref:

Item 1 - Budget Monitoring Report 2020/21
& Draft Revenue Estimates 2021/22

Contact Officer

Steve Preddy
(01443 680644)

Appendix 1

2020-21						2021-22
	Budget £	Actual to 28th Feb 2021 £	Projected outturn £	Projected variance £	Comments	Budget £
OPERATING EXPENDITURE						
Employees						
Admin salaries	82,810	50,592	83,605	795		82,810
Technicians wages	87,080	76,780	89,092	2,012		88,020
Crematorium Operative	77,240	57,666	63,425	-13,815		77,240
Agency staff	0	7,490	17,331	17,331		0
	247,130	192,528	253,453	6,323		248,070
Premises						
Repair and Maintenance	41,530	114,213	132,681	91,151	Includes costs of proposed works	46,000
Gas	24,380	22,129	37,898	13,518	Increased costs due to Covid 19	24,380
Electricity	21,730	19,763	33,868	12,138	Increased costs due to Covid 19	21,730
Specialist Contractor (FT)	48,500	49,504	49,504	1,004		49,500
NNDR	37,490	37,985	37,985	495		38,130
Council Tax	1,450	1,574	1,574	124		1,470
Water Charges	530	1,043	1,100	570		540
Fixtures and Fittings	9,000	1,864	2,000	-7,000		2,000
Contractor Payments (skip charges)	7,000	68	4,000	-3,000		7,120
Cleaning Materials	200	534	641	441		650
General Insurance	5,800	5,800	5,800	0		5,800
	197,610	254,477	307,051	109,441		197,320
Transport						
Plant and Vehicles	3,000	0	3,000	0		1,000
	3,000	0	3,000	0		1,000
Supplies and Services						
Purchase of Equipment	0	0	0	0		2,000
Plaques and Memorials	14,000	8,757	15,500	1,500	Increased costs due to Covid 19	14,000
Caskets and Urns	5,000	4,988	6,700	1,700	Increased costs due to Covid 19	5,000
Books of Remembrance	2,000	1,580	1,800	-200		2,000
Hire Of Equipment	1,500	40	100	-1,400		0
Computer Costs	4,500	90	100	-4,400		1,000
Protective Clothing	2,000	1,780	1,900	-100		2,000
Office expenses	7,820	9,252	11,580	3,760		12,620
Subscriptions	1,650	998	1,000	-650		1,000
Analyst's Fees	1,150	1,145	1,145	-5		1,150
Medical Expenses	29,000	29,359	35,000	6,000	Increased costs due to Covid 19	29,000
Other Hired Services	6,500	9,369	12,000	5,500	Increased costs due to Covid 19	6,500
Audit Fees	2,000	2,043	2,045	45		2,050
Training	600	1,119	2,424	1,824		2,500
Other Miscellaneous Expenses	400		180	-220		400
Credit/Debit Card Transaction Charges	100		100	0		100
Employers liability insurance	1,600		1,600	0		1,600
	79,820	70,520	93,174	13,354		82,920
Support costs						
Central Support costs	97,520	0	97,520	0		98,690
	97,520	0	97,520	0		98,690
Joint Authorities						
Payments to Joint Authorities	350,000	0	350,000	0		350,000
	350,000	0	350,000	0		350,000
Total Operating Expenditure	975,080	517,526	1,104,198	129,118		978,000
OPERATING INCOME						
Caskets and Urns	-8,250	-5,917	-6,605	1,645		-8,250
Plaques and Memorials	-21,740	-20,247	-22,088	-348		-21,740
Cremation Fees	-1,047,830	-1,107,758	-1,175,230	-127,400		-1,047,830
Books of Remembrance	-2,340	-2,323	-2,534	-194		-2,340
Burial Fees	-45,890	-59,295	-65,136	-19,246		-45,890
Exhumation Fees	-1,020	-449	-450	570		-1,020
Chapel Use	-11,100	-2,829	-3,086	8,014		-11,100
Memorial permits	-9,720	-10,937	-11,931	-2,211		-9,720
Mercury Abatement Income	0	-5,029	-5,029	-5,029		0
Energy Savings	0	-493	-500	-500		0
Vending Sales	0		0	0		0
Media Service Fees	0	-3,423	-3,734	-3,734		0
Total Operating Income	-1,147,890	-1,218,700	-1,296,323	-148,433	Increased income due to Covid 19	-1,147,890
Operating Surplus	-172,810	-701,174	-192,125	-19,315		-169,890
Interest on Investments/ Balances	-3,500	0	-3,500	0		-3,500
Net contribution to/from Reserves	-176,310	-701,174	-195,625	-19,315		-173,390
General reserves B/F	1,086,552		1,086,552	0		1,282,177
Contributions to/ from Revenue	176,310		195,625	19,315		173,390
General reserves C/F	1,262,862		1,282,177	19,315		1,455,567

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

MUNICIPAL YEAR 2020 – 2021

LLWYDCOED CREMATORIUM JOINT COMMITTEE

16TH MARCH 2021

REPORT OF THE BEREAVEMENT SERVICES MANAGER

1. Agency Administration staff member

- 1.1. Members will recall that during the pandemic, a member of Agency staff was recruited to assist with the increased work load during this very difficult period. Thankfully there is currently a downward trend in cremation numbers, however, there is no surety in this respect that this may continue.
- 1.2. Members are asked to consider if they wish to continue with the Agency staff member as a precaution against a further increase in numbers and workload. This staff member will be able to assist with other duties.
- 1.3. If felt appropriate and members decide to continue with this post, then the continuation of this position can be reviewed once again, at the next meeting of the Joint Committee.

RECOMMENDED: That members decide whether to continue with the current Agency administration staff member. If decided to retain this role, that the continuation of this role be reviewed at the next Joint Committee meeting.

2. Statistics

2.1. Below are the statistics to date.

Cremations	
1970-2015	50038
2016	1258
2017	1480
2018	1527
2019	1458
2020	1819
April – Dec 2020	1375
Jan 2021	194
Feb 2021	178
Total to date	57952
Year to 31 March 2021	
Adults	1737
Children	6
Stillbirths	4
NVF's	571
Body organs	1
Scattered	40
Interred	152
Released	1555
Applications for memorials	
Book of Remembrance	14
Memorial Cards	0
Plaques on Plots	154
Plaques in Garden	0
Rose Bushes	16
Memorial Leaves	10

RECOMMENDED: That the Crematorium statistics be noted.

3. General facility update

Grounds

- 3.1. Members are asked to consider the general update in respect of the Crematorium moving forward.
- Work is continuing (weather permitting) with sanding the plots to improve the ground conditions. This will hopefully be undertaken twice yearly.
 - Ornate bollards are to be placed along the main drive to ensure there is no parking on the drive and to improve the appearance of the entrance.
 - The free replacement of all broken plaques on Cedar Lawn will be ongoing through the summer months.
 - The task of tree planting on the site will be investigated later in the year.

Buildings

- Decoration of the upper external elevations and the stack are to take place later this year.
- The interior of the building will be scheduled for decoration next year.
- The chapel pews and lecterns at both chapels will require refurbishing if/when we come to a period where disinfecting the chapel between services ceases. There is some discolouration due to the product used. A site wide deep clean will also be organised at the same time if/when we are able to re-introduce more seating and soft furnishings.
- We are awaiting a price for the damaged window in the chapel of remembrance. The corporate estates team are looking into this. The window has been made safe and secure.

Broadband

- There have been a number of broadband issues with the live streaming of services on site in recent weeks. Dialogue has been ongoing with IT and Communications to look into the possibility of changing provider and possibly extending the fibre optic from the office down to the main building. We are in discussion with all parties to try and speedily resolve this issue.

- 3.2. Members are asked to note the report.

RECOMMENDED: That the report be noted.

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

MUNICIPAL YEAR 2020 – 2021

LLWYDCOED CREMATORIUM JOINT COMMITTEE

16TH MARCH 2021

PROPOSED CALENDAR OF MEETINGS FOR THE 2021-22 MUNICIPAL YEAR

1. PURPOSE

To consider the proposed calendar of meetings for the Joint Committee for the 2021-22 Municipal Year.

2. RECOMMENDATION

To agree the calendar of meetings for the 2021-22 Municipal year as set out within section 3 of the report.

3. BACKGROUND

3.1 The following schedule of quarterly meetings is proposed for the 2021-22 Municipal year with the Chairman having the power to call special meetings as and when necessary to consider any matters requiring urgent consideration:

- 8th June 2021 at 2pm
- 21st September 2021 at 2pm
- 14TH December 2021 at 2pm
- 15th March 2022 at 2pm

3.2 The above meetings can be held virtually or at the Civic Offices of Merthyr Tydfil County Borough Council in line with the provisions set within the Local Government & Elections (Wales) Act 2021 in respect of virtual and hybrid meetings.

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

16TH MARCH 2021

PROPOSED CALENDAR OF MEETINGS FOR THE 2021-22 MUNICIPAL YEAR

Free Standing Matter