



**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 (07385 401845)

**DYMA WŶS I CHI** i gyfarfod rhithwir o'r **AMLOSGFA LLWYDCOED** i'w gynnal yn ar **DYDD MAWRTH, 14EG RHAGFYR, 2021** am **2.00 PM**.

**AGENDA**

**Tudalennau**

**1. DATGAN BUDDIANT**

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

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, 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 21 Medi 2021

**3 - 6**

**3. ADRODDIAD RHEOLWR Y GWASANAETHAU PROFEDIGAETHAU**

- Trafod yr Ystadegau a Chyflawniad
- Trafod aelod staff gweinyddol yr Asiantaeth

**7 - 10**

**4. ADRODDIAD MONITRO'R GYLLIDEB AR GYFER 2021/22**

Trafod adroddiad y Trysorydd

**11 - 16**

**5. 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, 21 September 2021 at 2.00 pm.

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

Councillor H Boggis (Chair)

**Merthyr Tydfil County Borough Councillors**

Councillor D Chaplin, Councillor D Isaac  
Councillor M Colbran Councillor J Thomas

**Rhondda Cynon Taf County Borough Councillors**

Councillor A Fox Councillor A Crimmings  
Councillor G Jones

**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

Members were informed that due to the Chairman experiencing some technical difficulties the Vice Chairman would take over the role as Chair for this meeting.

**8 Apologies**

An apology of absence was received from County Borough Councillor K Morgan.

**9 Declaration of Interest**

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

**10 Minutes**

**RESOLVED** to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 8<sup>th</sup> June 2021.

## 11 Report of the Bereavement Service Manager

11.1 The Bereavement Services Manager informed Members that during the height of the pandemic, an agency administration staff member was recruited to assist with the increased workload sustained throughout this period, and as previously reported, thankfully there is currently a reduced trend in cremation numbers, although there is no surety even at this point that this may continue, Members were asked if they would agree to retain the agency staff member and to keep this retention under review, as a precautionary contingency measure.

Following discussions, Members **RESOLVED** to retain the administration agency staff member, through the autumn/winter period until the end of this financial year and that a report be presented at the next meeting to discuss considering making the temporary agency administration staff member permanent.

11.2 The Bereavement Services Manager reported that due to the ongoing use of strong sanitising fluid during the pandemic, the existing pews and soft furnishings within the Chapels suffered badly as the sanitising fluid stripped the wood of its original colour and overall, the chapels are now looking extremely tired and in desperate need of refreshing.

Members were informed that officers recently met with a company who specialises in refurbishment of this kind, who carried out the refurbishment of both chapels at Glyntaff, and although they are still awaiting costs, it was proposed that with Members agreement to undertake the following works to the Crematorium chapels.

After some discussion, Members **RESOLVED** to approve the proposed works.

11.3 Members were reminded of the pilot project that was undertaken by the Bereavement Services to offer the public the benefit of opting for a Direct Cremation as opposed to a full cremation service, which offers a financial saving to bereaved families and utilises a time-slot (9am) seldom utilised by either Crematoria.;

It was reported that this option was well received by Funeral Directors during the pilot and 96 Direct cremations were undertaken, which demonstrates a demand for this service.

Members learned that the continuation of offering this service at a prescribed fee of £568 for 2021/22 on a permanent basis, was approved by Cabinet members, and also the charge for Direct Cremation 2022/23 onwards, be determined as part of the usual annual fee uplift.

Following consideration thereof, it was **RESOLVED** to approve the continuation of offering a Direct Cremation service to the bereaved at a prescribed fee of £568, with this fee being subject to annual fee uplift in line with all other Bereavement services fees.

11.4 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 of the information contained within the report of the Bereavement Manager it was **RESOLVED** to note the Crematorium Statistics.

## **12 Audited Annual Return for the Year Ended 31<sup>st</sup> March 2021 and Period 5 Budget Monitoring Update 2021/22**

Members considered the report of the Treasurer.

Members were provided with information relating to:

- The audited Annual Return for the Year Ended 31<sup>st</sup> March 2021
- The Internal Audit Final Report 'Llwydcoed Crematorium 20/21' issued 25<sup>th</sup> June 2021
- The Period 5 Budget Monitoring Update 2021/22.

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

(1) To note the audited Annual Return for the Year Ended 31<sup>st</sup> March 2021 as presented.

(2) To note the Internal Audit Final Report.

(3) To note and approve the Period 5 Budget Monitoring Update 2021/22.

## **13 Urgent Business**

In response to a query raised in relation to the previous drainage problems experienced at Llwydcoed Crematorium during inclement weather, it was noted that no further complaints had been received and that further maintenance works is intended to be carried out at the site to ensure this is kept at an acceptable level.

In response to a query raised in relation to the Streaming Service at Llwydcoed Crematorium, the Bereavement Services Manager reported that they have changed the supplier to Obitus which is considerably cheaper than the previous system and provides an excellent service to which Members were happy with.

With regard to a query raised in relation to the wellbeing of staff and how are they being supported during the pandemic, the Bereavement Services Manager reported that there is sufficient support provided by the Authority's Occupational Health Unit and also online support is provided by the Human Resources department.

**This meeting closed  
at 14.25pm**

**H. Boggis  
Chairman.**

## REPORT OF THE BEREAVEMENT SERVICES MANAGER

### 1. Agency Administration staff member

- 1.1. Members will recall that during the height of the pandemic, we recruited an administration staff member to assist with the increased workload sustained throughout this period.
- 1.2. Members kindly agreed, previously, to retain the agency administration staff member and to keep this retention under review, as a precautionary contingency measure.
- 1.3. Members wished to discuss whether or not we should make this post permanent. Since the last meeting we have received a resignation from a permanent member of staff and another post remains unfilled within bereavement services after an interview process. This is resulting in a slight reorganisation of staffing within the service. The staff member who has resigned will be leaving at the end of December 2021. We will be in a position to advertise for 2 permanent administrative posts one for 30 hours and one for 37 hours. The agency staff member is very keen to apply for the 30-hour post which is good news given the positive impact they have had on the service during this difficult period. The management team believe when the 2 posts are filled that we will have adequate cover across both crematoria.
- 1.4. **RECOMMENDED:** That members give consideration to retaining the administration agency staff member, until the new posts can be advertised and filled.

Tudalen wag



Llwydcoed Crematorium Joint Committee

Report of Administration Manager and Registrar, Bereavement Services

1 Statistics and Performance

<b>Cremations</b>	
1970-2015	50038
2016	1258
2017	1480
2018	1527
2019	1458
2020	1819
Jan – Mar 2021	525
April – June 2021	298
July – Sept 2021	252
October 2021	107
November 2021	119
<b>Total to date</b>	<b>58881</b>
<b>Year to 31 March 2022</b>	
Adults	773
Children	1
Stillbirths	2
NVF's	51
Body organs	2
Scattered	21
Interred	82
Released	673
<b>Applications for memorials</b>	
Book of Remembrance	17
Memorial Cards	0
Plaques on Plots	139
Plaques in Garden	2
Rose Bushes	17
Memorial Leaves	6

RECOMMENDATION:  
To note the report

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## LLWYDCOED CREMATORIUM JOINT COMMITTEE

14<sup>th</sup> DECEMBER 2021

### REPORT OF THE TREASURER

#### MATTERS REPORTED FOR DECISION

#### PERIOD 8 BUDGET MONITORING UPDATE 2021/22

#### 1. PURPOSE OF REPORT

1.1 This report provides Members with the Period 8 Budget Monitoring Update 2021/22.

#### 2. RECOMMENDATIONS

2.1 It is recommended that:

- Members note the report.
- Members note and approve the Period 8 Budget Monitoring Update 2021/22 (Appendix 1).

#### 3. PERIOD 8 BUDGET MONITORING UPDATE 2021/22

3.1 Appendix 1 sets out details of the budget, actual expenditure to 30<sup>th</sup> November 2021 and projected outturn figures for 2021/22.

3.2 **Expenditure for 2021/22 is projected to be £1,034,843 against a budget of £978,000 – a projected overspend of £56,843.**

3.3 The main projected expenditure variances are as follows: -

- Employees - £4,031 projected overspend due to the previously agreed additional staff costs.
- Premises - £36,315 projected overspend due to the inclusion within the projection of proposed planned works plus increased costs on utilities.
- Supplies & Services - £15,115 projected overspend due to the increased use of the live streaming facility of the Wesley music system.

3.4 **Operating income for 2021/22 is projected to be £1,072,029 against a budget of £1,147,890, showing a projected deficit of income of £75,861.**

3.5 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 and will be monitored closely throughout the financial year.

3.6 Summary position for 2021-22

	£
<b>General reserves brought forward 1<sup>st</sup> April 2021</b>	<b>(1,477,782)</b>
Projected Net Revenue contribution to reserves in 2021/22	(390,686)
Redistribution to Joint Authorities	<u>350,000</u>
<b>Projected General Reserves 31<sup>st</sup> March 2022</b>	<b><u>(1,518,468)</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 of 1<sup>st</sup> April 2021.
- 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.

**LOCAL GOVERNMENT ACT 1972**

**As amended by**

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

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**LLWYDCOED CREMATORIUM JOINT COMMITTEE**

**14<sup>th</sup> December 2021**

**Report of the Treasurer to Llwydcoed Crematorium**

**LIST OF BACKGROUND PAPERS**

**Ref:**

**Contact Officer**

**Appendix 1**

Period 8 Budget Monitoring Update 2021/22

Steve Preddy  
(01443 680644)

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					Appendix 1
2021-22					
	Budget £	Actual £	Projected outturn £	Projected variance £	Comments
<b>OPERATING EXPENDITURE</b>					
<b>Employees</b>					
Admin salaries	82,810	37,287	83,220	410	
Technicians wages	88,020	55,296	88,338	318	
Crematorium Operative	72,060	46,068	69,094	(2,966)	
Agency staff	5,180	1,388	11,449	6,269	
	<b>248,070</b>	<b>140,038</b>	<b>252,101</b>	<b>4,031</b>	
<b>Premises</b>					
Repair and Maintenance	46,000	9,791	74,095	28,095	Projected outturn includes the cost of improved broadband, new CCTV coverage and the new Orbit system which replaces the Wesley music system
Gas	24,380	13,052	39,156	14,776	
Electricity	21,730	11,609	19,901	(1,829)	
Specialist Contractor (FT)	49,500	37,648	50,197	697	
NNDR	38,130	37,985	37,985	(145)	
Council Tax	1,470	0	0	(1,470)	
Water Charges	540	269	1,076	536	
Fixtures and Fittings	2,000	0	0	(2,000)	
Contractor Payments (skip charges)	7,120	0	4,500	(2,620)	
Cleaning Materials	650	0	925	275	
General Insurance	5,800	0	5,800	0	
	<b>197,320</b>	<b>110,354</b>	<b>233,635</b>	<b>36,315</b>	
<b>Transport</b>					
Plant and Vehicles	1,000	0	0	(1,000)	
	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	
<b>Supplies and Services</b>					
Plaques and Memorials	14,000	8,768	14,000	0	
Caskets and Urns	5,000	1,967	6,100	1,100	
Books of Remembrance	2,000	1,215	2,000	0	
Hire Of Equipment	0	(4)	0	0	
Computer Costs	1,000	0	1,000	0	
Protective Clothing	2,000	536	1,800	(200)	
Office expenses	14,620	7,155	8,940	(5,680)	
Subscriptions	1,000	0	1,000	0	
Analyst's Fees	1,150	1,145	1,145	(5)	
Medical Expenses	29,000	12,323	35,600	6,600	
Other Hired Services	6,500	9,632	20,200	13,700	Wesley Music - increased costs due to live streaming
Audit Fees	2,050	0	2,050	0	
Training	2,500	(1,305)	2,500	0	
Other Miscellaneous Expenses	400	0	0	(400)	
Credit/Debit Card Transaction Charges	100	0	100	0	
Employers liability insurance	1,600	0	1,600	0	
	<b>82,920</b>	<b>41,433</b>	<b>98,035</b>	<b>15,115</b>	
<b>Support costs</b>					
Central Support costs	98,690	0	101,072	2,382	
	<b>98,690</b>	<b>0</b>	<b>101,072</b>	<b>2,382</b>	
<b>Joint Authorities</b>					
Payments to Joint Authorities	350,000	84,000	350,000	0	
	<b>350,000</b>	<b>84,000</b>	<b>350,000</b>	<b>0</b>	
<b>Total Operating Expenditure</b>	<b>978,000</b>	<b>375,825</b>	<b>1,034,843</b>	<b>56,843</b>	
<b>OPERATING INCOME</b>					
Caskets and Urns	(8,250)	(2,633)	(6,500)	1,750	
Plaques and Memorials	(21,740)	(19,460)	(29,340)	(7,600)	
Cremation Fees	(1,047,830)	(444,436)	(933,695)	114,135	
Books of Remembrance	(2,340)	(2,985)	(6,235)	(3,895)	
Burial Fees	(45,890)	(46,419)	(68,724)	(22,834)	
Exhumation Fees	(1,020)	0	(750)	270	
Chapel Use	(11,100)	(2,829)	(4,250)	6,850	
Memorial permits	(9,720)	(7,931)	(12,915)	(3,195)	
Mercury Abatement Income	0	0	(4,180)	(4,180)	
Energy Savings	0	0	(495)	(495)	
Vending Sales	0	0	0	0	
Media Service Fees	0	(3,602)	(4,945)	(4,945)	
<b>Total Operating Income</b>	<b>(1,147,890)</b>	<b>(530,294)</b>	<b>(1,072,029)</b>	<b>75,861</b>	
<b>Operating Surplus</b>	<b>(169,890)</b>	<b>(154,469)</b>	<b>(37,186)</b>	<b>132,704</b>	
Interest on Investments/ Balances	(3,500)	0	(3,500)	0	
<b>Net contribution (to)/from Reserves</b>	<b>(173,390)</b>	<b>(154,469)</b>	<b>(40,686)</b>	<b>132,704</b>	
<b>General reserves B/F</b>	<b>(1,477,782)</b>		<b>(1,477,782)</b>	<b>0</b>	
Contributions (to)/ from Revenue	(173,390)		(40,686)	132,704	
<b>General reserves C/F</b>	<b>(1,651,172)</b>		<b>(1,518,468)</b>	<b>132,704</b>	

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**LOCAL GOVERNMENT ACT 1972**

**As amended by**

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

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**LLWYDCOED CREMATORIUM JOINT COMMITTEE**

**14<sup>th</sup> December 2021**

**Report of the Treasurer to Llwydcoed Crematorium**

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**Appendix 1**

Period 8 Budget Monitoring Update 2021/22

Steve Preddy  
(01443 680644)

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