



**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 (07385 401845)

YOU ARE SUMMONED to a virtual meeting of **Llwydcoed Crematorium** to be held on **TUESDAY, 14TH DECEMBER, 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 21st September 2021.

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3. REPORT OF THE BEREAVEMENT SERVICE MANAGER

- To consider the Agency Administration staff member
- To consider Statistics and Performance

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4. BUDGET MONITORING REPORT FOR 2021/22

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



**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 8th 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 31st 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 31st March 2021
- The Internal Audit Final Report 'Llwydcoed Crematorium 20/21' issued 25th 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 31st 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.

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Llwydcoed Crematorium Joint Committee

Report of Administration Manager and Registrar, Bereavement Services

1 Statistics and Performance

Cremations	
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
Total to date	58881
Year to 31 March 2022	
Adults	773
Children	1
Stillbirths	2
NVF's	51
Body organs	2
Scattered	21
Interred	82
Released	673
Applications for memorials	
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

14th 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 30th 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

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

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 1st 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.

					Appendix 1	
2021-22						
	Budget £	Actual £	Projected outturn £	Projected variance £	Comments	
OPERATING EXPENDITURE						
Employees						
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		
	248,070	140,038	252,101	4,031		
Premises						
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		
	197,320	110,354	233,635	36,315		
Transport						
Plant and Vehicles	1,000	0	0	(1,000)		
	1,000	0	0	(1,000)		
Supplies and Services						
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		
	82,920	41,433	98,035	15,115		
Support costs						
Central Support costs	98,690	0	101,072	2,382		
	98,690	0	101,072	2,382		
Joint Authorities						
Payments to Joint Authorities	350,000	84,000	350,000	0		
	350,000	84,000	350,000	0		
Total Operating Expenditure	978,000	375,825	1,034,843	56,843		
OPERATING INCOME						
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)		
Total Operating Income	(1,147,890)	(530,294)	(1,072,029)	75,861		
Operating Surplus	(169,890)	(154,469)	(37,186)	132,704		
Interest on Investments/ Balances	(3,500)	0	(3,500)	0		
Net contribution (to)/from Reserves	(173,390)	(154,469)	(40,686)	132,704		
General reserves B/F	(1,477,782)		(1,477,782)	0		
Contributions (to)/ from Revenue	(173,390)		(40,686)	132,704		
General reserves C/F	(1,651,172)		(1,518,468)	132,704		

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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

14th 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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