



**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, 15TH MARCH, 2022** 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 14<sup>th</sup> December 2021.

**3 - 6**

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

- To consider Llwydcoed Crematorium Services Fees & Charges 2022/23.
- To consider Statistics and Performance.

**7 - 10**

**4. BUDGET MONITORING REPORT FOR 2021 - 22 AND DRAFT REVENUE ESTIMATES FOR 2022 - 23**

To consider the report of the Treasurer.

**11 - 16**

**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 virtual meeting of the Llwydcoed Crematorium meeting held on Tuesday, 14 December 2021 at 2.00 pm.

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

Councillor D Isaac (Chair)

**Merthyr Tydfil County Borough Councillors**

Councillor D Chaplin    Councillor J Thomas  
Councillor M Colbran

**Rhondda Cynon Taf County Borough Councillors**

Councillor H Boggis    Councillor A Fox

**Officers in attendance**

Ms L Coughlan, Solicitor  
Mr S Preddy, Group Accountant  
Mr C Pritchard, Assistant Cemetery Manager/Crematorium Supervisor  
Ms J Beer, Assistant Cemeteries Manager

**14 Apologies**

Apologies for absences were received from County Borough Councillors A. Crimmings, G. Jones and K. Morgan.

**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 21<sup>st</sup> September 2021.

**17 REPORT OF THE BEREAVEMENT SERVICE MANAGER**

17.1 The Assistant Cemetery 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 that it was previously agreed to retain the agency staff member and to keep this retention under review, as a precautionary contingency measure.

Members were reminded that at the previous meeting they wished to discuss whether or not they should make this post permanent. However, since the last meeting, a resignation has been received from a permanent member of staff and another post remains unfilled within bereavement services after an interview process, resulting in a slight reorganisation of staffing within the service.

Members learned that coming end of December 2021, they will be in a position to advertise for two permanent administrative posts, one of which is for 30 hours whereby the agency staff member is very keen to apply for the position and the other is for 37 hours, Furthermore, the management team believe that when the two posts are filled, they will have adequate cover across both crematoria.

Following discussions Members **RESOLVED** to retain the administration agency staff member until the new posts can be advertised and filled.

17.2 The Assistant Cemetery 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.

## **18 BUDGET MONITORING REPORT FOR 2021/22**

Members considered the report of the Treasurer.

Members were provided with information relating to the Period 8 Budget Monitoring Update 2021/22

Following consideration thereof, it was **RESOLVED –**

(1) To note the Report.

(2) To note and approve the Period 8 Budget Monitoring Update 2021/22.

## **19 Any Other Business**

The Committee asked to pass on their thanks to all of the staff who work at Llwydcoed Crematorium for their hard work and commitment over the

last year, which is very much appreciated.

**This meeting closed at 2.18 pm**

**H. Boggis  
Chairman.**

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## **RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL**

### **DISCUSSION PAPER FOR LLWYDCOED CREMATORIUM JOINT COMMITTEE**

#### **COMMITTEE**

**15<sup>TH</sup> MARCH 2022**

#### **REPORT OF THE BEREAVEMENT SERVICES MANAGER**

### **CREMATION AND SUPPLEMENTARY FEES AND CHARGES 2022/23**

#### **1. PURPOSE OF THE REPORT**

- 1.1 To set the fees and charges for 2022/23 including an annual uplift effective from 1<sup>st</sup> April 2022.

#### **2. RECOMMENDATIONS:**

- 2.1 To consider and if felt appropriate, approve the proposed charges for cremation and all supplementary fees for 2022/23, subject to Rhondda Cynon Taf CBC Full Council approval on the 9<sup>th</sup> March 2022 of the proposed uplift of 2.5% applied to said fees.
- 2.2 It is recommended that the new fees and charges be effective from 1<sup>st</sup> April 2022.

#### **3. BACKGROUND**

- 3.1 Rhondda Cynon Taff CBC's Cabinet is recommending that a 2.5% increase is applied to fees and charges levied by the Council (subject to certain exclusions). At the time of writing this report, Rhondda Cynon Taf CBC Council's Council meeting to consider approval of this uplift in fees and charges for its services scheduled to take place on the 9<sup>th</sup> March, 2022. This information once and if agreed, will be verbally provided to members at the meeting of the Joint Committee, to allow them to make an informed decision.
- 3.2 There is currently a consistent schedule of fees and charges across both Llwydcoed and Glyntaff Crematoria. This was applied on the basis that the same operational management arrangements across both facilities are the same the services provided across both facilities are the same. Therefore, it would be inequitable to have different fees and charges
- 3.3 This decision was applied from 1<sup>st</sup> April 2014 and a consistent set of fees and charges has been in place since. To maintain this consistent position, the Joint



Management Committee will need to consider applying the same increase as that applied by Rhondda Cynon Taf CBC.

- 3.4 The proposed schedule of charges for 2022/23 is set out below for Member's consideration.

<b>Llwydcoed/Glyntaff crematoria</b>	<b>2021/22</b>	<b>2022/23</b>
Cremation Fee	£721.00	£739.00
Purchase of cremation plot	£276.00	£283.00
Interment in cremation plot	£276.00	£283.00

- 3.5 At the time of writing, the fees and charges schedule for 2022/23 for neighbouring authorities was not available for comparison.

#### **4. RECOMMENDATION**

- 4.1 That the fees and charges uplift at Llwydcoed Crematorium, from the 1<sup>st</sup> April, 2022 be consistent with uplift applied, once agreed by Rhondda Cynon Taf CBC at its meeting scheduled for the 9<sup>th</sup> March 2022. Members will be advised of the uplift verbally at the meeting of the Joint Committee, subject to approval.



Llwydcoed Crematorium Joint Committee  
 Report of the Bereavement Services Manager  
 1 Statistics and Performance

<b>Cremations</b>	
1970-2015	50038
2016	1258
2017	1480
2018	1527
2019	1458
2020	1819
2021	1409
Jan 2022	137
Feb 2022	99
<b>Total to date</b>	<b>59225</b>
<b>Year to 31 March 2022</b>	
Adults	1110
Children	7
Stillbirths	3
NVF's	84
Body organs	3
Scattered	33
Interred	114
Released	975
<b>Applications for memorials</b>	
Book of Remembrance	23
Memorial Cards	0
Plaques on Plots	176
Plaques in Garden	3
Rose Bushes	21
Memorial Leaves	11

RECOMMENDATION:  
 To note the report

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## LLWYDCOED CREMATORIUM JOINT COMMITTEE

15<sup>th</sup> March 2022

### REPORT OF THE TREASURER

#### MATTERS REPORTED FOR DECISION

#### BUDGET MONITORING REPORT FOR 2021/22 AND DRAFT REVENUE ESTIMATES FOR 2022/23

##### 1.0 PURPOSE OF THE REPORT

1.1 This report provides members with an update on the 2021/22 Budget Monitoring position and the Draft Revenue Estimates for 2022/23.

##### 2.0 RECOMMENDATIONS

2.1 It is recommended that:

- Members note the report
- Members note the 2021/22 Budget Monitoring position (Appendix 1)
- Members approve the Draft Revenue Estimates for 2022/23 (Appendix 1)

##### 3.0. BUDGET MONITORING REPORT 2021/22

3.1 Appendix 1 gives details of the approved budget, actual expenditure to 28<sup>th</sup> February 2022 and projected outturn figures for 2021/22.

3.2 **Expenditure for 2021/22 is projected to be £980,124 against a budget of £978,000 – a projected overspend of £2,124.**

3.3 The main expenditure variances are as follows: -

- Employees - £9,444 projected underspend due to temporary staff vacancies.
- Transport - £4,252 projected overspend due to the purchase of additional Salt Spreader.
- Supplies & Services - £7,214 projected overspend due to the increased use of the live streaming facility of the Wesley music system, partly off-set by projected underspends within Office Expenses and Medical Expenses.

3.4 **Operating income for 2021/22 is projected to be £921,785 against a budget of £1,147,890, showing a shortfall of income of £226,105.**

3.5 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 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 (including interest received on balances)	(295,161)
Redistribution of General Reserve	<u>350,000</u>
<b>Projected General Reserves 31<sup>st</sup> March 2022</b>	<b><u>(1,422,943)</u></b>

3.7 The operating environment during 2021/22 has been unprecedented as wider society and the Service continue to recover from the Covid-19 pandemic. This has impacted on income levels during the period, with robust monitoring arrangements in place to assess on-going impact (including the level of General Reserves) and report updates to the Joint Committee in 2022/23.

### 4.0 DRAFT REVENUE ESTIMATES 2022/23

4.1 The Draft Revenue Estimates 2022/23 are also shown in Appendix 1.

4.2 **Proposed operational expenditure is £1,027,610 compared with an approved budget of £978,000 in 2021/22.**

- **Employees budget £260,770** - 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 £206,100** – the budget includes the cost of cremator maintenance.
- **Transport budget £1,000**
- **Supplies & Services budget £83,050**
- **Central Support Budget £126,690** – includes management and administration support costs based on current time apportionment.
- **Redistribution of General Reserve £350,000**

4.3 **Proposed operational income is £1,176,020 compared with an approved budget of £1,147,890 in 2021/22** – the budget is based on estimated levels of activity for a standard year and the in-year impact of Covid-19 in 2021/22, as set out in paragraph 3.7, has not been incorporated into the proposed 2022/23 budget.

### 5.0 SUMMARY

- 5.1 The Budget Monitoring position will be dependent upon the final 2021/22 position and any further capital expenditure to be incurred to the year-end 31<sup>st</sup> March 2022.
- 5.2 The Draft Revenue Estimates 2022/23 propose an operating surplus of £498,410. With anticipated investment income of £3,500.
- 5.3 It was agreed at the Joint Committee meeting of 10<sup>th</sup> 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 2022/23 is estimated at £151,910.
- 5.5 Based on the 2021/22 Budget Monitoring Report and the Draft Revenue Estimates 2022/23 the estimated General Reserve Balance at the end of 2022/23 would be **£1,574,853**. Although at this stage this does not take into account any capital works that may be identified to be undertaken during 2022/23.
- 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 31<sup>st</sup> March 2022.
- 5.7 The level of General Reserve will be monitored closely as part of the robust budget monitoring arrangements in place and updates will be reported to the Joint Committee at appropriate intervals during 2022/23.

**LOCAL GOVERNMENT ACT 1972**

**As amended by**

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

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**LLWYDCOED CREMATORIUM JOINT COMMITTEE**

**15<sup>th</sup> March 2022**

**Report of the Treasurer to Llwydcoed Crematorium**

**LIST OF BACKGROUND PAPERS**

**Ref:**

**Contact Officer**

Item 1 - Budget Monitoring Report 2021/22  
& Draft Revenue Estimates 2022/23

Steve Preddy  
(01443 680644)

					Appendix 1	
2021-22						
	Budget £	Actual pr 1 to 11 £	Projected outturn £	Projected variance £	Comments	22-23 Budget £
<b>OPERATING EXPENDITURE</b>						
<b>Employees</b>						
Admin salaries	82,810	45,687	75,981	-6,829		87,720
Technicians wages	88,020	76,034	88,347	327		92,240
Crematorium Operative	72,060	63,338	69,094	-2,966		75,350
Agency staff	5,180	2,159	5,204	24		5,460
	<b>248,070</b>	<b>187,217</b>	<b>238,626</b>	<b>-9,444</b>		<b>260,770</b>
<b>Premises</b>						
Repair and Maintenance	46,000	28,098	38,288	-7,712		46,000
Gas	24,380	26,885	34,680	10,300		33,600
Electricity	21,730	16,293	22,623	893		22,650
Specialist Contractor (FT)	49,500	50,197	50,197	697		51,500
NNDR	38,130	37,985	37,985	-145		38,850
Council Tax	1,470	0	0	-1,470		0
Water Charges	540	474	609	69		550
Fixtures and Fittings	2,000	0	0	-2,000		2,000
Contractor Payments (skip charges)	7,120	0	4,500	-2,620		4,500
Cleaning Materials	650	158	358	-292		650
General Insurance	5,800	5,800	5,800	0		5,800
	<b>197,320</b>	<b>165,890</b>	<b>195,040</b>	<b>-2,281</b>		<b>206,100</b>
<b>Transport</b>						
Plant and Vehicles	1,000	5,252	5,252	4,252	Purchase of additional Salt Spreader	1,000
	<b>1,000</b>	<b>5,252</b>	<b>5,252</b>	<b>4,252</b>		<b>1,000</b>
<b>Supplies and Services</b>						
Plaques and Memorials	14,000	12,899	16,213	2,213		16,200
Caskets and Urns	5,000	2,884	4,590	-410		5,000
Books of Remembrance	2,000	1,577	2,076	76		2,000
Hire Of Equipment	0	0	0	0		0
Computer Costs	1,000	0	1,000	0		1,000
Protective Clothing	2,000	1,701	1,901	-99		2,000
Office expenses	14,620	7,858	8,576	-6,044		8,660
Subscriptions	1,000	1,045	1,045	45		1,050
Analyst's Fees	1,150	1,145	1,145	-5		1,150
Medical Expenses	29,000	19,130	25,040	-3,960		29,000
Other Hired Services	6,500	19,645	23,493	16,993	Wesley Music - increased costs due to live streaming	11,000
Audit Fees	2,050	0	2,050	0		2,050
Training	2,500	-1,305	1,305	-1,195	new staff therefore increased costs in training	1,750
Other Miscellaneous Expenses	400	0	0	-400		400
Credit/Debit Card Transaction Charges	100	0	100	0		100
Employers liability insurance	1,600	0	1,600	0		1,690
	<b>82,920</b>	<b>66,579</b>	<b>90,134</b>	<b>7,214</b>		<b>83,050</b>
<b>Support costs</b>						
Central Support costs	98,690	0	101,072	2,382		126,690
	<b>98,690</b>	<b>0</b>	<b>101,072</b>	<b>2,382</b>		<b>126,690</b>
<b>Joint Authorities</b>						
Payments to Joint Authorities	350,000	84,000	350,000	0		350,000
	<b>350,000</b>	<b>84,000</b>	<b>350,000</b>	<b>0</b>		<b>350,000</b>
<b>Total Operating Expenditure</b>	<b>978,000</b>	<b>508,937</b>	<b>980,124</b>	<b>2,124</b>		<b>1,027,610</b>
<b>OPERATING INCOME</b>						
Caskets and Urns	-8,250	-3,216	-3,844	4,406		-8,460
Plaques and Memorials	-21,740	-23,507	-28,665	-6,925		-22,280
Cremation Fees	-1,047,830	-707,574	-783,727	264,103		-1,073,450
Books of Remembrance	-2,340	-3,839	-4,135	-1,795		-2,400
Burial Fees	-45,890	-57,391	-68,724	-22,834		-47,040
Exhumation Fees	-1,020	-256	-705	315		-1,050
Chapel Use	-11,100	-5,289	-5,289	5,811		-11,380
Memorial permits	-9,720	-10,054	-12,242	-2,522		-9,960
Mercury Abatement Income	0	-4,487	-4,487	-4,487		0
Energy Savings	0	0	-495	-495		0
Vending Sales	0	0	0	0		0
Media Service Fees	0	-7,951	-9,472	-9,472		0
	<b>-1,147,890</b>	<b>-823,563</b>	<b>-921,785</b>	<b>226,105</b>		<b>-1,176,020</b>
<b>Operating Surplus (-) / Loss (+)</b>	<b>-169,890</b>	<b>-314,626</b>	<b>58,339</b>	<b>228,229</b>		<b>-148,410</b>
Interest on Investments/ Balances	-3,500	0	-3,500	0		-3,500
<b>Net contribution to/from Reserves</b>	<b>-173,390</b>		<b>54,839</b>	<b>228,229</b>		<b>-151,910</b>
<b>General reserves B/F</b>	<b>-1,477,782</b>		<b>-1,477,782</b>	<b>0</b>		<b>-1,422,943</b>
Contributions to (-) / from Revenue (+)	-173,390		54,839	228,229		-151,910
<b>General reserves C/F</b>	<b>-1,651,172</b>		<b>-1,422,943</b>	<b>228,229</b>		<b>-1,574,853</b>

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