



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

COMMITTEE 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: John Crockett (07392193888)

YOU ARE SUMMONED to a Virtual meeting of **Llwydcoed Crematorium Joint Committee** to be held on **TUESDAY, 21ST MARCH, 2023** 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 13th December 2022.

3 - 4

3. LLWYDCOED CREMATION SERVICES FEES & CHARGES 2023-24

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

5 - 6

4. REPORT OF THE BEREAVEMENT SERVICES MANAGER

To consider the report of the Bereavement Services Manager.

5. REPORT OF THE TREASURER

To consider the report of the Treasurer.

6. URGENT BUSINESS

To consider any items, which the Chair, 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:-

The Chair and Vice-Chair of the Llwydcoed Crematorium Joint Committee
(Councillor A Crimmings and Councillor D Isaac respectively)

Representing Merthyr Tydfil County Borough Council:
County Borough Councillors: Councillor M Colbran and Councillor J Thomas

Representing Rhondda Cynon Taf County Borough Council:
County Borough Councillors: Councillor J Elliott, Councillor A Fox,
Councillor G Jones and Councillor A O Rogers

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh



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

Llwydcoed Crematorium Joint Committee

Minutes of the meeting of the Llwydcoed Crematorium Joint Committee meeting held on Tuesday,
13 December 2022 at 2.00 pm at the Virtual.

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

Councillor A Crimmings (Chair)
Councillor D Isaac (Vice-Chair)

Merthyr Tydfil County Borough Councillors
Councillor M Colbran Councillor J Thomas

Rhondda Cynon Taf County Borough Councillors
Councillor A Fox Councillor G Jones
Councillor A O Rogers

Officers in attendance

Mr P Griffiths, Service Director – Finance & Improvement Services
Ms J Lewis, Bereavement Services Manager
Ms L Coughlan, Solicitor

15 APOLOGIES FOR ABSENCE

Apologies for absences were received from County Borough Councillor J. Elliott.

16 DECLARATION OF INTEREST

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

17 MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 14th October 2022.

18 REPORT OF THE BEREAVEMENT SERVICES MANAGER

The Bereavement Services Manager provided Members with Statistics and Performance figures relating to the operation of the Crematorium since the last meeting. Members questioned whether construction on the Heads of the Valleys Road is having an impact on the Crematorium's Statistics and Performance figures.

In addition, the Bereavement Services Manager reported to Members on the completion of refurbishment works at Llwydcoed Crematorium. Members were

pleased to hear that the improved works has been well received.

Following consideration of the information contained within the report of the Bereavement Services Manager it was **RESOLVED**;

To note the Statistics and Performance figures contained within the report relating to the operation of the Crematorium since the last meeting.

19 REVIEW OF THE REDISTRIBUTION OF ANNUAL SURPLUSES

The Service Director, Finance and Improvement Services provided Members with key information relating to the review of the arrangement in place for the redistribution of annual surpluses held by the Llwydcoed Crematorium Joint Committee, in line with its decision on 10th December 2019 for the approach to be reviewed on a three-yearly basis.

Members reflected on the current arrangement, given the expected lifespan of the cremators the current arrangement would generate sufficient reserves for their replacement; and the redistribution of annual surpluses would be welcomed by both authorities considering the financial challenges currently facing.

Following consideration of the report, it was **RESOLVED**;

1. To approve the continuation of the redistribution of annual surpluses generated by the Llwydcoed Crematorium Joint Committee, as set out in Sections 4 and 5 of this report; and
2. Subject to 1, authorise the Director of Finance and Digital Services to continue to make the necessary financial arrangements for the redistribution.

20 BUDGET MONITORING REPORT FOR PERIOD 8 2022/23

The Service Director, Finance and Improvement Services provided Members with the Period 8 Budget Monitoring Update 2022/23.

Members commented, all services are facing recruitment pressures at the present time, the current climate on the Statistics and Performance figures are below expected; but are confident that this Committee's investment will have an influence.

Following consideration of the report, it was **RESOLVED**;

1. Members note the report. And;
2. Members note and approve the Period 8 Budget Monitoring Update 2022/23 (Appendix 1).

21 URGENT BUSINESS

No Urgent Business

This meeting closed at 2.15 pm

**Councillor A Crimmings
Chair.**



RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL

LLWYDCOED JOINT COMMITTEE

21ST MARCH 2023

PROPOSED FEES AND CHARGES – 2023/24

1 PURPOSE OF THE REPORT

- 1.1. To set the fees and charges for 2023/24 including an annual uplift effective from 1st April 2023.

2 RECOMMENDATION

- 2.1. That the fees and charges uplift, as highlighted within the report be applied at Llwydcoed Crematorium, from the 1st April, 2023, which will be consistent with the uplift applied and agreed by Rhondda Cynon Taf CBC.

3 REASONS FOR RECOMMENDATION

- 3.1. The need to seek Members approval for the proposed charges for cremation and all supplementary fees for 2023/24, to be made applicable to Llwydcoed Crematorium, with a proposed uplift of 10%.

4 FEES AND CHARGES

- 4.1. The Committee are required to set the fees and charges for 2023/24 including an annual uplift, which is proposed at 10%.
- 4.2. It is recommended that the new fees and charges be effective from 1st April 2023.
- 4.3. The proposed schedule of charges for 2023/24 is set out below for Member's consideration.

Llwydcoed/Glyntaff crematoria	2022/23	2023/24
Cremation Fee	£739.00	£813.00
Purchase of cremation plot	£283.00	£311.00
Interment in cremation plot	£283.00	£311.00



- 4.5. At the time of writing, the fees and charges schedule for 2023/24 for neighbouring authorities was not available for comparison.

RHONDDA CYNON TAFF COUNTY BOROUGH COUNCIL

LLWYDCOED JOINT COMMITTEE

21ST MARCH 2023

REPORT OF THE BEREAVEMENT SERVICES MANAGER

1. Biodiversity Scheme – proposed signage

- 1.1. As previously discussed we are looking to explore the biodiversity aspect of the Crematorium grounds.
- 1.2. Attached in the appendix for Member's information is an example of the look of the proposed signage, we are proposing to place within the grounds, in order to advise, educate and inform visitors of the biodiversity scheme.
- 1.3. For member's information.

2. Road closure scheme affecting Llwydcoed Crematorium

- 2.1. We have been notified of a road closure, affecting the crematorium. This will in place from the 20th March until the 22nd May, 2023. We have already notified stakeholders of this disruption.
- 2.2. This will mean that visitors and funerals will need to arrive at the crematorium from either the Aberdare or the Croes Bycha side of the Crematorium. This affects the road from the former Baverstocks.
- 2.3. A plan is attached in the appendix to the report, for Member's information.
- 2.4. Members are requested to note the report.

3. Statistics

- 3.1. Attached for Member's information are the Statistics and Performance figures.
- 3.2. Members are requested to note the report.

EXAMPLE

NOTICE

CROESO | WELCOME TO

CEFN YR HENDY WOOD

Rhan o Broiect Tirwedd Fyw RCT | Part of the RCT Living Landscape Project

DYN NI'N BWY YMA... ALLWCH CHI EIN GWELD?

WE LIVE HERE... CAN YOU SPOT US?

Habitat

Cefn Yr Hendy has three small, but beautiful ancient woodlands, once used for iron ore mining and limestone quarrying. They are recovered by nature. Home to a wonderful limestone flora with just hollows and hummocks as reminders of an industrial past. Sensitive management of diseased ash trees, retaining deadwood and preventing litter and garden rubbish are important management priorities.

When to Visit

In early spring enjoy the wildflowers and bird song and on summer evenings watch bats as they hunt for moths. In the autumn look for fungi, and in the winter enjoy the still beauty and follow goldcrests, long-tailed, blue and great tits foraging in the leafless trees.

Flora & Fauna

The limestone woodlands have tall beech and ash trees, hazel coppice, dogwood and spindle. An outstanding ground flora includes carpets of bluebells, primrose, wood anemone, violets and ramsons. The parasitic toothwort grows at the base of old hazel bushes and a rich fern flora includes beautiful soft shield ferns and giant male ferns. Although not found yet, the old hazel coppice area might just support dormice, look out for the distinctively opened hazel nuts!

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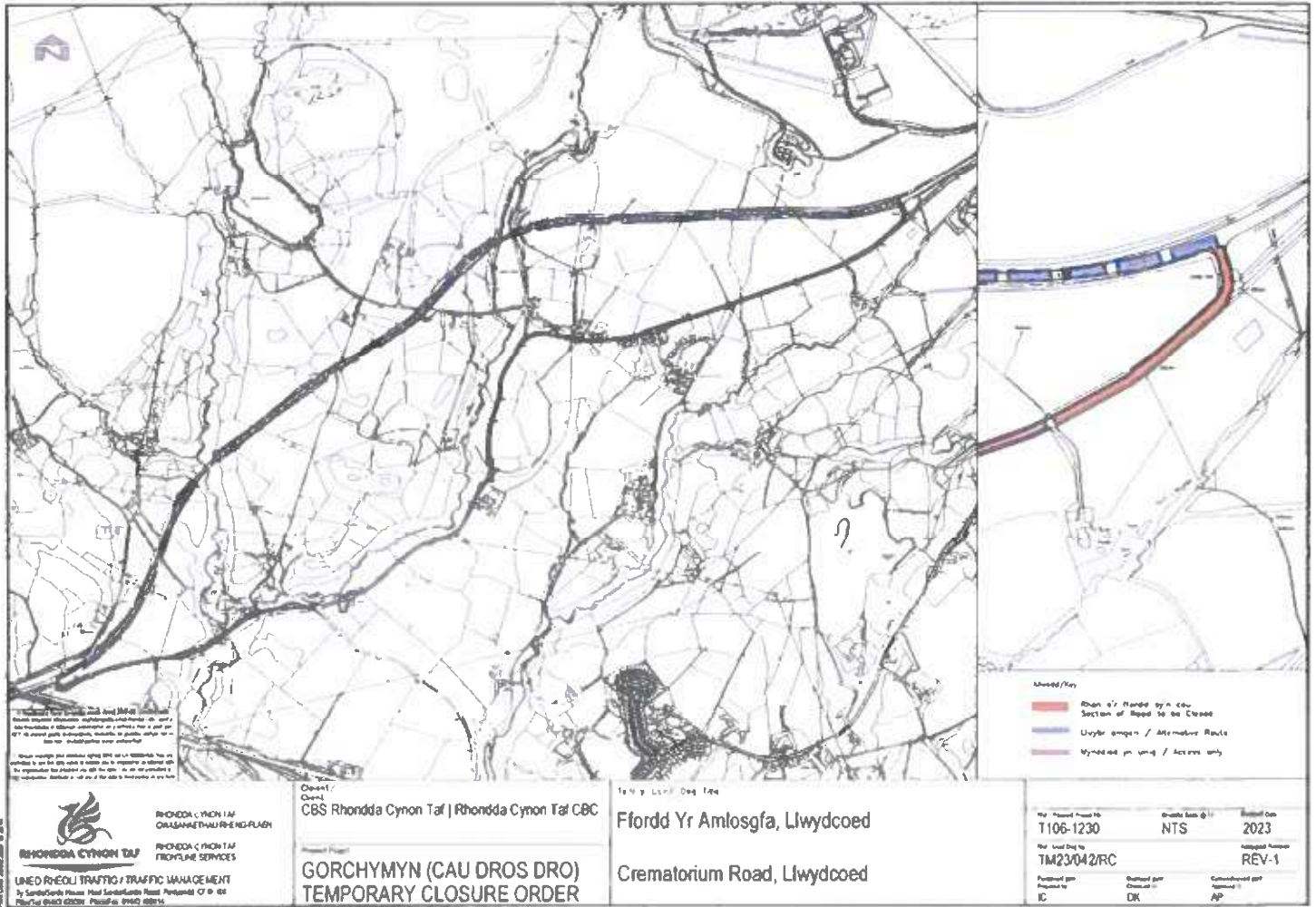
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Mae Tirwedd Fyw yn rhoi ddaeth o safonedd a nodir ar gyfer byw d gwyllt
If you would like to get involved please contact us on 01492 444444 or visit us on
www.rct.gov.uk

Living Landscapes is a network of sites managed for wildlife

If you would like to get involved please contact us on 01492 444444 or visit us on
www.rct.gov.uk

Arwydd gan
Llywodraeth Cymru
Funded by
Welsh Government



Llwydcoed Crematorium Joint Committee

Report of Bereavement Services Manager

1 Statistics and Performance

Cremations	
1970-2017	51296
2018	1527
2019	1458
2020	1819
2021	1409
2022	1265
Jan 2023	146
Feb 2023	116
Total to date	60516
Year to 31 March 2023	
Adults	1161
Children	8
Stillbirths	4
NVF's	81
Body organs	1
Scattered	18
Interred	131
Released	1024
Applications for memorials	
Book of Remembrance	12
Memorial Cards	0
Plaques on Plots	153
Plaques in Garden	0
Rose Bushes	12
Memorial Leaves	5

RECOMMENDATION:

To note the report

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LLWYDCOED CREMATORIUM JOINT COMMITTEE

21st March 2023

REPORT OF THE TREASURER

MATTERS REPORTED FOR DECISION

BUDGET MONITORING REPORT FOR 2022/23 AND DRAFT REVENUE ESTIMATES FOR 2023/24

1.0 PURPOSE OF THE REPORT

1.1 This report provides Members with an update on the 2022/23 Budget Monitoring position and the Draft Revenue Estimates for 2023/24.

2.0 RECOMMENDATIONS

2.1 It is recommended that:

- Members note the report;
- Members note the 2022/23 Budget Monitoring position (Appendix 1); and
- Members approve the Draft Revenue Estimates for 2023/24 (Appendix 1).

3.0. BUDGET MONITORING REPORT 2022/23

3.1 Appendix 1 gives details of the approved budget, actual expenditure to 28th February 2023 and projected outturn figures for 2022/23.

3.2 **Expenditure for 2022/23 is projected to be £742,276 against a budget of £676,910 – a projected overspend of £65,366.**

3.3 The main expenditure variances are as follows: -

- Employees - £16,745 projected overspend due to the retention of an agency staff member and the impact of the agreed 2022/23 pay award.
- Premises - £17,487 projected overspend due to higher utility costs and Specialist Contractor costs.
- Central Support Costs - £26,504 projected overspend to reflect the in-year level of support provided and also the impact of the agreed 2022/23 pay award.

3.4 **Operating income for 2022/23 is projected to be £1,082,053 against a budget of £1,176,020, showing a shortfall of income of £93,967.**

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 through to year-end.

3.6 **Investment costs (one-off) identified to date are projected to be £154,549 across the following areas:**

- £53,594 - Furniture/curtains for both chapels
- £23,800 - Redecoration of interior of all chapels
- £46,800 - Redecoration of all upper external walls
- £23,360 - ID Fan (avoids release of toxins into the environment)
- £6,995 - Flooring Replacement

3.7 **Summary position for 2022-23**

	£
General reserves brought forward 1st April 2022	1,488,589
Projected Net Revenue contribution to reserves in 2022/23	340,977
Investment Costs	-154,549
Redistribution to Joint Authorities	<u>-350,000</u>
Projected General Reserves 31st March 2023	<u>1,325,017</u>

4.0 **DRAFT REVENUE ESTIMATES 2023/24**

4.1 The Draft Revenue Estimates 2023/24 are also shown in Appendix 1.

4.2 **Proposed operational expenditure is £868,170 compared with an approved budget of £676,910 in 2022/23.**

- **Employees budget £286,090** - this provides for a full establishment for the full year and a budgeted pay award for the 2023/24 financial year. It also includes a budget to cover the gardening and grass cutting function.
- **Premises budget £352,480** – the budget includes forecasted increases in gas and electricity charges and also the cost of cremator maintenance.
- **Transport budget £1,000**
- **Supplies & Services budget £101,910**
- **Central Support Budget £126,690** – includes management and administration support costs based on estimated time apportionment.

- 4.3 **Proposed operational income is £1,218,170 compared with an approved budget of £1,176,020 in 2022/23** – the budget is based on updated assumptions in respect of income levels taking account of the challenging operating environment in recent years.

5.0 **SUMMARY**

- 5.1 The Budget Monitoring position will be dependent upon the final 2022/23 position and any further capital expenditure to be incurred to the year-end 31st March 2023.
- 5.2 The Draft Revenue Estimates 2023/24 propose an operating surplus of £350,000. With anticipated investment income of £1,200.
- 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 2023/24 is estimated at £1,200 and takes into account significant increases in utility costs and updated assumptions in respect of income levels having regard to the challenging operating environment in recent years. This will be kept under on-going review during the year as part of ensuring a sustained contribution to reserves over the long term.
- 5.5 Based on the 2022/23 Budget Monitoring Report and the Draft Revenue Estimates 2023/24 the estimated General Reserve Balance at the end of 2023/24 would be **£1,326,217**. Although at this stage this does not consider any capital works that may be identified to be undertaken during 2023/24.
- 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 2023.
- 5.7 The level of General Reserves 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 2023/24.

LOCAL GOVERNMENT ACT 1972

As amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

21st March 2022

Report of the Treasurer to Llwydcoed Crematorium

LIST OF BACKGROUND PAPERS

Ref:

Item 1 - Budget Monitoring Report 2022/23
& Draft Revenue Estimates 2023/24

Contact Officer

Steve Preddy
(01443 680644)

Appendix 1

2022-23					2023-24	
	Budget £	Actual pr 1 to 11 £	Projected outturn £	Projected variance £	Comments	Budget £
<u>OPERATING EXPENDITURE</u>						
<u>Employees</u>						
Admin salaries	87,310	51,988	86,088	-1,222		94,640
Technicians wages	91,810	84,116	91,375	-435		100,910
Crematorium Operative	74,980	74,516	81,274	6,294		84,440
Agency staff	5,460	15,913	17,568	12,108		6,100
	259,560	226,532	276,305	16,745		286,090
<u>Premises</u>						
Repair and Maintenance	46,010	19,563	34,244	-11,766		46,010
Gas	33,600	32,205	44,478	10,878		115,410
Electricity	22,650	19,815	23,512	862		76,330
Specialist Contractor (FT)	51,500	70,941	70,941	19,441		61,500
NNDR	38,850	37,985	37,985	-865		39,630
Water Charges	550	1,208	1,487	937		560
Fixtures and Fittings	2,000	0	0	-2,000		2,000
Contractor Payments (skip charges)	4,500	0	4,500	0		4,590
Cleaning Materials	650	0	650	0		650
General Insurance	5,800	0	5,800	0		5,800
	206,110	181,716	223,597	17,487		352,480
<u>Transport</u>						
Plant and Vehicles	1,000	0	1,000	0		1,000
	1,000	0	1,000	0		1,000
<u>Supplies and Services</u>						
Plaques and Memorials	16,200	9,493	15,500	-700		16,200
Caskets and Urns	5,000	3,626	4,000	-1,000		5,000
Books of Remembrance	2,000	1,506	2,000	0		2,000
Computer Costs	1,000	1,692	0	-1,000		1,000
Protective Clothing	2,000	585	2,000	0		2,000
Office expenses	9,160	10,347	3,500	-5,660		9,200
Subscriptions	1,050	0	1,045	-5		1,050
Analyst's Fees	1,150	1,723	1,723	573		1,150
Medical Expenses	29,000	24,160	26,357	-2,643		29,000
Other Hired Services	11,000	24,382	27,500	16,500		29,220
Audit Fees	2,050	-178	1,865	-185		2,050
Training	1,750	0	1,000	-750		1,750
Other Miscellaneous Expenses	400	0	0	-400		400
Credit/Debit Card Transaction Charges	100	0	0	-100		100
Employers liability insurance	1,690	0	1,690	0		1,790
	83,550	77,335	88,180	4,630		101,910
<u>Support costs</u>						
Central Support costs	126,690	0	153,194	26,504		126,690
	126,690	0	153,194	26,504		126,690
Total Operating Expenditure	676,910	485,584	742,276	65,366		868,170
<u>OPERATING INCOME</u>						
Caskets and Urns	-8,460	-9,913	-10,814	-2,354		-8,880
Plaques and Memorials	-22,280	-19,922	-23,130	-850		-23,390
Cremation Fees	-1,073,450	-742,811	-926,812	146,638		-1,073,740
Books of Remembrance	-2,400	-2,347	-3,710	-1,310		-2,520
Burial Fees	-47,040	-63,700	-68,134	-21,094		-68,130
Exhumation Fees	-1,050	-801	-1,450	-400		-1,100
Chapel Use	-11,380	-12,441	-13,572	-2,192		-10,460
Memorial permits	-9,960	-10,391	-11,336	-1,376		-11,950
Mercury Abatement Income	0	0	-4,490	-4,490		0
Energy Savings	0	0	-495	-495		0
Media Service Fees	0	-16,601	-18,111	-18,111		-18,000
Total Operating Income	-1,176,020	-878,927	-1,082,053	93,967		-1,218,170
Operating Surplus (-) / Loss (+)	-499,110	-393,343	-339,777	159,333		-350,000

Appendix 1

2022-23					2023-24	
	Budget £	Actual pr 1 to 11 £	Projected outturn £	Projected variance £	Comments	Budget £
Interest on Investments/ Balances	-3,500	0	-1,200	2,300		-1,200
Investment Costs	0	154,549	154,549	154,549		0
Payments to Joint Authorities	350,000	84,000	350,000	0		350,000
Net contribution to (-) /from (+) Reserves	-152,610	-154,794	163,572	316,182		-1,200
General reserves B/F	-1,488,589		-1,488,589	0		-1,325,017
Contributions to (-) / from Revenue (+)	-152,610	0	163,572	316,182		-1,200
General reserves C/F	-1,641,199	0	-1,325,017	316,182		-1,326,217