



**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,
27 June 2023 at 2.00 pm.

This meeting was recorded, details of which can be accessed [here](#)

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

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

Merthyr Tydfil County Borough Councillors
Councillor M Colbran Councillor J Thomas

Rhondda Cynon Taf County Borough Councillors
Councillor J Cook Councillor A Crimmings
Councillor G Jones Councillor A O Rogers

Officers in attendance

Mr S Preddy, Group Accountant
Ms J Beer, Bereavement Service Manager
Mr C Pritchard, Bereavement Services Operations Manager
Mr K Nicholls, Head of Leisure, Sport and Parks
Ms L Coughlan, Solicitor

1 DECLARATION OF INTEREST

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

2 TO ELECT A CHAIR

RESOLVED to elect County Borough Councillor D Isaac as Chair of the Joint Committee for the 2023-24 Municipal Year.

3 TO APPOINT A VICE-CHAIR

RESOLVED to appoint County Borough Councillor A Fox as Vice-Chair of the Joint Committee for the 2023-24 Municipal Year.

4 MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 21st March 2023.

5 PROPOSED CALENDAR OF MEETINGS 2023 - 2024

Members were asked to consider the proposed calendar of quarterly meetings for the Joint Committee for the 2023-24 Municipal Year.

Members queried whether the proposed calendar of meetings would meet the requirements of the reporting cycle for the Annual Return. The Group Accountant advised of the future timelines for the return and advised that the Calendar of Meetings for 2024 – 2025 Municipal Year would need to be reviewed to ensure that it incorporated the reporting timeframe.

It was **RESOLVED** to agree the calendar of meetings for the 2023-24 Municipal Year.

6 REPORT OF THE BEREAVEMENT SERVICES MANAGER

The Bereavement Services Manager provided Members with details of the recent management restructure within the service area and with Statistics and Performance figures relating to the operation of the Crematorium since the last meeting.

Members **RESOLVED** to write a letter of thanks to the former Bereavement Services Manager for their many years' service to the Committee.

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

1. To Note the contents of the report in respect of the Management restructure update as outlined within section 3 of the report, and
2. To note the statistics and performance details provided in Appendix 1 of the report, in respect of Llwydcoed Crematorium

7 DRAFT ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2023 (SUBJECT TO AUDIT), INTERNAL AUDIT REPORT FOR 2022/23 AND PERIOD 2 BUDGET MONITORING UPDATE 2023/24

The Group Accountant provided Members with information relating to the unaudited Annual Return for the Year Ended 31st March 2023, the Internal Audit Final Report Llwydcoed Crematorium issued 25th April 2023 and the Period 2 Budget Monitoring Update 2023/24.

Members sought to gain reassurance on the undertaking of the recommendations highlighted in the Internal Audit Report. The Bereavement Services Manager informed Members they are currently exploring strategies to implement the recommendations.

Members questioned the projected reduction in the Committee's reserves and, the Group Accountant acknowledged the projected drop in income due to the roadworks impacting the number of services performed at the Crematorium and the redistribution to the Joint Authorities are due for review.

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

1. To note the report.
2. To note the unaudited Annual Return for the year ended 31st March 2023 as presented.

3. To note and approve the Internal Audit Final Report.
4. To note and approve the Period 2 Budget Monitoring Update 2023/24.
5. That the Chairman of the Joint Committee signs the Approval and Certification Section of the Annual Return.

8 URGENT BUSINESS

No Urgent Business

This meeting closed at 2.31 pm

**Councillor D Isaac
Chair.**