



**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, 26TH SEPTEMBER, 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 Chair when they leave.

2. MINUTES

To receive the minutes of the previous meeting of the Llwydcoed Crematorium Joint Committee which was held on 27th June 2023.

3 - 6

3. REPORT OF THE BEREAVEMENT SERVICES MANAGER

To consider the report of the Bereavement Services Manager.

7 - 10

4. PERIOD 5 BUDGET MONITORING UPDATE 2023/24

To consider the report of the Treasurer.

11 - 16

5. 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 D Isaac and Councillor A Fox 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 Cook, Councillor A Crimmings,
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,
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.**

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RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

26th September 2023

Statistics Llwydcoed Crematorium Jun – August 2023

REPORT OF BEREAVEMENT SERVICE MANAGER & REGISTRAR

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to inform the Joint Committee of the statistics relating to cremations at Llwydcoed Crematorium

Statistics and Performance

Cremations	
1970-2017	51296
2018	1527
2019	1458
2020	1819
2021	1409
2022	1265
Jan – Mar 2023	375
Apr – June 2023	308
July 2023	(down from 109 July 22) 98
Aug 2023	(up from 95 Aug 22) 105
Total to date	61140
Year to 31 March 2024	
Adults	508
Children	2
Stillbirths	1
NVF's	41
Body organs	0
Scattered	6
Interred	53

Released	452
Applications for memorials	
Book of Remembrance	8
Memorial Cards	0
Plaques on Plots	82
Plaques in Garden	1
Rose Bushes	2
Memorial Leaves	5

2. RECOMMENDATIONS

It is recommended that the Committee note the report

3. EQUALITY AND DIVERSITY IMPLICATIONS / SOCIO-ECONOMIC DUTY

None

4. WELSH LANGUAGE IMPLICATIONS

None.

5. CONSULTATION / INVOLVEMENT / IMPACT ON WARD

None

6. FINANCIAL IMPLICATION(S)

None

7. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

None

Other Information:-

It is clear that cremation numbers are comparable with 2022 and there is no additional significant drop in numbers of services, although 2022 figures are also impacted by continued road works

Contact Officer

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

26TH SEPTEMBER 2023

REPORT OF THE BEREAVEMENT SERVICES MANAGER

Item:

Background Papers

Officer to contact:

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LLWYDCOED CREMATORIUM JOINT COMMITTEE

26th September 2023

REPORT OF THE TREASURER

MATTERS REPORTED FOR DECISION

PERIOD 5 BUDGET MONITORING UPDATE 2023/24

1. PURPOSE OF REPORT

1.1 This report provides Members with the Period 5 Budget Monitoring Update 2023/24.

2. RECOMMENDATIONS

2.1 It is recommended that:

- Members note the report.
- Members note and approve the Period 5 Budget Monitoring Update 2023/24 (Appendix 1).

3. PERIOD 5 BUDGET MONITORING UPDATE 2023/24

4.1 Appendix 1 sets out details of the budget, actual expenditure to 31st August 2023 and projected outturn figures for 2023/24.

4.2 **Operating Expenditure for 2023/24 is projected to be £833,165 against a budget of £868,170 – a projected underspend of £35,005.**

4.3 The main projected expenditure variances are as follows: -

- Employees - £5,253 projected underspend due to off-hiring an agency member of staff;
- Premises - £33,250 projected underspend due to lower than budgeted utility costs partly off-set by increased Non-Domestic Rates as a result of an updated revaluation; and
- Central Support Costs - £5,479 projected overspend in line with an updated support cost estimate for the year.

4.4 **Operating income for 2023/24 is projected to be £1,120,391 against a budget of £1,218,170 showing a projected deficit of income of £97,779.**

4.5 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.

4.6 **Investment costs (one-off) identified to date are projected to be £37,000 across the following areas:**

- £20k – CCTV systems work; and
- £17K – underground fibre link (broadband).

4.7 Summary position for 2023/24

	£
General reserves brought forward 1st April 2023 (draft position, subject to audit)	1,347,313
Projected Net Revenue contribution to reserves in 2023/24	307,226
Investment Costs (one-off)	-37,000
Redistribution to Joint Authorities	<u>-350,000</u>
Projected General Reserves 31st March 2024	<u>1,267,539</u>

5. SUMMARY

5.1 The report sets out the estimated full year revenue budget position, projected as at 31st August 2023, along with estimated General Reserve balances as at 31st March 2024.

5.2 The robust budget monitoring arrangements in place will continue through to year-end together with updates reported to the Joint Committee to ensure close on-going oversight of the financial position of the Crematorium's operations.

LOCAL GOVERNMENT ACT 1972

As amended by

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

26th September 2023

Report of the Treasurer to Llwydcoed Crematorium

LIST OF BACKGROUND PAPERS

Ref:

Appendix 1

Period 5 Budget Monitoring Update 2023/24

Contact Officer

Steve Preddy
(01443 680644)

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LLWYDCOED CREMATORIUM JOINT COMMITTEE - BUDGET MONITORING UPDATE 2023/24

Appendix 1

2023-24				
	Budget	Actual periods 1 -5	Projected outturn	Projected variance
	£	£	£	£
<u>OPERATING EXPENDITURE</u>				
<u>Employees</u>				
Admin salaries	66,240	25,383	67,402	1,162
Technicians wages	100,500	25,581	90,849	-9,651
Crematorium Operative	84,440	34,150	84,404	-36
Agency staff	6,100	7,771	9,372	3,272
	257,280	92,885	252,027	-5,253
<u>Premises</u>				
Repair and Maintenance	46,010	30,239	46,010	0
Gas	115,410	25,433	101,730	-13,680
Electricity	76,330	16,388	49,163	-27,167
Specialist Contractor (FT)	61,500	30,692	61,385	-115
NNDR	39,630	47,342	47,342	7,712
Council Tax	0	0	0	0
Water Charges	560	193	560	0
Fixtures and Fittings	2,000	0	2,000	0
Contractor Payments (skip charges)	4,590	0	4,590	0
Cleaning Materials	650	37	650	0
General Insurance	5,800	0	5,800	0
	352,480	150,324	319,230	-33,250
<u>Transport</u>				
Plant and Vehicles	1,000	0	1,000	0
	1,000	0	1,000	0
<u>Supplies and Services</u>				
Plaques and Memorials	16,200	8,537	16,200	0
Caskets and Urns	5,000	2,093	5,023	23
Books of Remembrance	2,000	1,324	2,000	0
Hire Of Equipment	0	0	0	0
Computer Costs	1,000	0	1,000	0
Protective Clothing	2,000	2,594	2,594	594
Office expenses	9,200	7,355	3,500	-5,700
Subscriptions	1,050	0	1,050	0
Analyst's Fees	1,150	1,723	1,723	573
Medical Expenses	29,000	5,479	29,000	0
Other Hired Services	29,220	16,659	31,545	2,325
Audit Fees	2,050	-2,254	2,254	204
Training	1,750	0	1,750	0

Appendix 1

2023-24				
	Budget £	Actual periods 1 -5 £	Projected outturn £	Projected variance £
Other Miscellaneous Expenses	400	0	400	0
Credit/Debit Card Transaction Charges	100	0	100	0
Employers liability insurance	2,200	0	2,200	0
	102,320	43,510	100,339	-1,981
Support costs				
Central Support costs	155,090	0	160,569	5,479
	155,090	0	160,569	5,479
Total Operating Expenditure	868,170	286,719	833,165	-35,005
OPERATING INCOME				
Caskets and Urns	-8,880	-718	-3,345	5,535
Plaques and Memorials	-23,390	-8,766	-23,277	113
Cremation Fees	-1,073,740	-311,832	-963,439	110,301
Books of Remembrance	-2,520	-728	-2,520	0
Burial Fees	-68,130	-25,975	-85,544	-17,414
Exhumation Fees	-1,100	0	-1,100	0
Chapel Use	-11,950	-8,062	-12,510	-560
Memorial permits	-10,460	-4,440	-10,656	-196
Mercury Abatement Income	0	0	0	0
Energy Savings	0	0	0	0
Vending Sales	0	-600	0	0
Media Service Fees	-18,000	-9,178	-18,000	0
Total Operating Income	-1,218,170	-370,299	-1,120,391	97,779
Operating Surplus (-) / Loss (+)	-350,000	-83,580	-287,226	62,774
Interest on Investments/ Balances	-20,000	0	-20,000	0
Investment Costs	0		37,000	37,000
Payments to Joint Authorities	350,000	0	350,000	0
Net contribution (to)/from Reserves	-20,000	-83,580	79,774	99,774
General reserves B/F	-1,347,313		-1,347,313	0
Contributions to (-) / from Revenue (+)	-20,000	0	79,774	99,774
General reserves C/F	-1,367,313	0	-1,267,539	99,774