



**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  
2 Llys Cadwyn  
Taff Street  
Pontypridd  
CF37 4TH

Meeting Contact: John Crockett (07392193888)

**YOU ARE SUMMONED** to a Virtual meeting of **Llwydcoed Crematorium Joint Committee** to be held on **TUESDAY, 24TH SEPTEMBER, 2024** 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 18<sup>th</sup> June 2024.

**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 2024/25**

To consider the report of the Treasurer.

**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 A Fox and Councillor D Isaac respectively)

Representing Merthyr Tydfil County Borough Council:  
County Borough Councillors: 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, 18 June 2024 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 A Fox (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 Crimmings

**Officers in attendance**

Mr S Preddy, Group Accountant  
Ms J Beer, Bereavement Services Manager  
Mr S Humphreys, Head of Legal Services

**Apologies for absence**

Councillor J Cook Councillor G Jones  
Councillor A O Rogers

**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 A Fox as Chair of the Joint Committee for the 2024-25 Municipal Year.

**3 TO APPOINT A VICE-CHAIR**

**RESOLVED** to appoint County Borough Councillor D Isaac as Vice-Chair of the Joint Committee for the 2024-25 Municipal Year.

#### **4 MINUTES**

**RESOLVED** to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 12th March 2024.

#### **5 PROPOSED CALENDAR OF MEETINGS 2024 - 2025**

Members were asked to consider the proposed calendar of quarterly meetings for the Joint Committee for the 2024-25 Municipal Year. Members proposed organising a visit to Llwydcoed Crematorium for Committee Members to view the recent renovations, the Bereavement Services Manager agreed to liaise with Members for an appropriate date.

It was **RESOLVED** to agree the calendar of meetings for the 2024-25 Municipal Year.

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

The Bereavement Services Manager provided Members with the Statistics and Performance figures relating to the operation of the Crematorium since the last meeting.

Members took the opportunity to show gratitude to the Bereavement Services acknowledging positive comments from the public regarding the standard of service provided at Llwydcoed Crematorium.

Following consideration of the information contained within the report of the Bereavement Services Manager it was further **RESOLVED**; To note the Statistics and Performance in respect of Llwydcoed Crematorium.

#### **7 DRAFT ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2024 (SUBJECT TO AUDIT) AND THE INTERNAL AUDIT REPORT FOR 2023/24**

The Group Accountant provided Members with information relating to the unaudited Annual Return for the Year Ended 31st March 2024 and the Internal Audit Report Llwydcoed Crematorium issued 8th April 2024.

Members acknowledged the higher employee costs due to retention of temporary staff, and were pleased with the number of key strengths and areas of good practice identified in the Internal Audit Report.

Members sought clarity on the Internal Audit Report's consideration to review the supplier for memorials, the Bereavement Services Manager confirmed the memorials are bespoke and changing the supplier would not be beneficial to the service.

Members queried the delay with the installation of an external generator,

the Bereavement Services Manager elaborated on the difficulties co-ordinating a timeframe of implementation with Corporate Estates.

Members requested further details regarding the review of service allocations. The Bereavement Services Manager reported that public have requested an increase in service length. To accommodate longer services the Bereavement Services Manager advised of reducing the number of allotted services per day, this change is not expected to have a detrimental impact on the total number of services performed as the current schedule of services is not at capacity.

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

- i. To note the report.
- ii. To note the unaudited Annual Return for the year ended 31st March 2024 as presented. (Appendix 1).
- iii. To note the Internal Audit Report (Appendix 2); and
- iv. That the Chair of the Joint Committee signs the Approval and Certification section of the Annual Return.

## **8 URGENT BUSINESS**

No Urgent Business.

**This meeting closed at 2.25 pm**

**Councillor A Fox  
Chair.**

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## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

### LLWYDCOED CREMATORIUM JOINT COMMITTEE

Tuesday 24<sup>th</sup> September 2024

#### REPORT OF BEREAVEMENT SERVICES MANAGER & REGISTAR

#### 1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to update committee on performance at Llwydcoed crematorium and provide statistical information

#### 2. RECOMMENDATIONS

- 2.1 It is recommended that the Joint Committee:
- Notes the information provided in respect of statistics and performance in respect of Llwydcoed Crematorium; and
  - Notes the information provided in respect of ongoing works at Llwydcoed Crematorium.

#### 3. STATISTICS AND PERFORMANCE

- 3.1 Members are asked to consider the statistics and performance in respect of Llwydcoed Crematorium, as outlined within the table below:

<b>Cremations</b>	
1970-2020	57580
2021	1409
2022	1265
2023	1270
Jan – Mar 2024	333
April 2024	120
May 2024	97
June 2024	81
July 2024	98
August 2024	72
<b>Total to date</b>	<b>62325</b>

Year to 31 March 2025	Year to 31 March 2024 (comparison figures shown in red)		
Adults	508	(-50)	458
Children	2	(+3)	5
Stillbirths	1	(-2)	3
NVF's	41	(-8)	49
Body organs	0	(-2)	2
Scattered	6	(-2)	4
Interred	53	(-26)	27
Released	452	(-15)	437
<b>Applications for memorials</b>			
Book of Remembrance	8	(-2)	6
Memorial Cards	0		0
Plaques on Plots	82	(-32)	50
Plaques in Garden	1	(+1)	2
Rose Bushes	2		2
Memorial Leaves	5	(-2)	3

3.2 Figures indicate that overall cremation numbers have fallen by around 10% in comparison to previous year, subsequent memorialisation has also fallen as a result. The deaths registered in RCT & Merthyr for August 2023 & 2024 were 294 (2023) and 283 (2024). The crematorium has conducted cremations for around 30% of all deaths registered in both areas in 2023 and 25% in 2024. Cremated remains continue to be arranged at Llwydcoed from other facilities. There are a number of contributing factors to this: direct cremations taking place at other facilities and national companies (usually cost led). The continuing disruption from local road works resulting in families choosing other venues for cremation.

#### **4. UPADTE IN RELATION TO ONGOING WORKS AT LLWYDCEOED CREMATORIUM**

4.1 **Provision of a generator** due to power interruptions at the facility and received the following update in respect of these works:

- “The design / planned location of the generator set was submitted to RCTCBC conservation officer on the 09/08/24 and we await his agreement on the scheme.
- We have also submitted the G99 application to the National Grid on 04/09/24 to gain their permission to connect the generator to



the public electricity supply. We again await their agreement to move forward. I met National Grid on site to discuss the modification required to the incoming electrical supply last Friday (13.09.24). They indicated that consideration of the proposed scheme will be given in the next fortnight There will also be a lead time after purchase of generator and this order will not be placed until all arrangements are in place.”

#### **4.2 Broadband Improvements:**

The original scheme was to install underground cable with fibre links for broadband. We are now advised that additional and stronger “wi-fi” bridges are sufficient and we await update on this regarding timeframe. Costs will be significantly lower for this project as a result of the groundwork no longer required.

The urgency of this has been stressed due to the interruptions to digital services and failure of downloads which has resulted in refunded fees to families

This work will now take place Monday/Tuesday 23<sup>rd</sup> /24<sup>th</sup> September

#### **4.3 Repair to window in Book of Remembrance Room:**

There is concern for safety of visitors as a result of the condition of a window in the Book Room. The building is listed and, as such, repairs are specialist

The work has been highlighted as urgent and it is possible due to the likelihood of inclement weather that should the window deteriorate further the Book of Remembrance will need to be relocated Monday to Friday in the interim and be unavailable at weekends as the room will have to be closed to public until repair is made.

An update was requested this week without response

#### **4.4 Repair to window in main chapel**

The window in the main chapel is letting in rainwater. This has resulted in staining to the décor and if allowed to continue is likely to affect the monitor used to display digital tributes. Due to the listed status of the building, type of glass specified and height of window this is specialist works.

An update on cost and timeframes has been requested without response.

#### 4.5 **Annual Carol Service at Llwydcoed**

Preparations are underway in conjunction with NHS for this year's carol service. The service usually takes place on a Saturday morning early December and refreshments are provided. The event has been growing in popularity and it is anticipated that following the launch of "Letters to Heaven" initiative last year that this year will also prove successful. Full details will be provided once a date and content are finalised. It is hoped that some members will be able to attend this event.

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## LLWYDCOED CREMATORIUM JOINT COMMITTEE

24<sup>th</sup> September 2024

### REPORT OF THE TREASURER

#### MATTERS REPORTED FOR DECISION

#### PERIOD 5 BUDGET MONITORING UPDATE 2024/25

#### 1. PURPOSE OF REPORT

1.1 This report provides Members with the Period 5 Budget Monitoring Update 2024/25.

#### 2. RECOMMENDATIONS

2.1 It is recommended that:

- Members note the report.
- Members note and approve the Period 5 Budget Monitoring Update 2024/25 (Appendix 1).

#### 3. PERIOD 5 BUDGET MONITORING UPDATE 2024/25

3.1 Appendix 1 sets out details of the budget, actual expenditure to 31<sup>st</sup> August 2024 and projected outturn figures for 2024/25.

3.2 **Operating Expenditure for 2024/25 is projected to be £886,503 against a budget of £854,710 – a projected overspend of £31,793.**

3.3 The main projected expenditure variances are as follows: -

- Employees - £2,791 projected overspend due to additional cover required as a result of staff absence.
- Premises - £17,667 projected overspend due to increased Non-Domestic Rates as a result of an updated revaluation and additional repairs and maintenance costs; and
- Central Support Costs - £8,683 projected overspend in line with an updated support cost estimate for the year.

3.4 **Operating income for 2024/25 is projected to be £1,159,501 against a budget of £1,209,090 showing a projected deficit of income of £49,589.**

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 **Investment costs (one-off) identified to date are projected to be £27,000 across the following areas:**

- £10k – CCTV systems work; and
- £17K – underground fibre link (broadband) – under review.

3.7 Summary position for 2024/25

	£
<b>General reserves brought forward 1<sup>st</sup> April 2024</b> (draft position, subject to audit)	<b>(1,286,043)</b>
Projected Net Revenue contribution to reserves in 2024/25	(322,997)
Investment Costs (one-off)	27,000
Redistribution to Joint Authorities	350,000
<b>Projected General Reserves 31<sup>st</sup> March 2025</b>	<b><u>(1,232,040)</u></b>

4. **SUMMARY**

4.1 The report sets out the estimated full year revenue budget position, projected as at 31<sup>st</sup> August 2024, along with estimated General Reserve balances as at 31<sup>st</sup> March 2025.

4.2 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**

**24<sup>th</sup> September 2024**

**Report of the Treasurer to Llwydcoed Crematorium**

**LIST OF BACKGROUND PAPERS**

**Ref:**

**Appendix 1**

Period 5 Budget Monitoring Update 2024/25

**Contact Officer**

Steve Preddy  
(01443 680644)

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**Appendix 1**

**2024-25**

	<b>Budget</b>	<b>Actual</b>	<b>Projected outturn</b>	<b>Projected variance (under) / over spend</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>OPERATING EXPENDITURE</u></b>				
<b><u>Employees</u></b>				
Admin salaries	70,290	26,145	65,744	-4,546
Technicians wages	107,390	45,003	114,693	7,303
Crematorium Operative	91,110	37,184	94,818	3,708
Agency staff	6,410	0	2,736	-3,674
	<b>275,200</b>	<b>108,332</b>	<b>277,991</b>	<b>2,791</b>
<b><u>Premises</u></b>				
Repair and Maintenance	46,010	41,254	51,058	5,048
Gas	82,690	19,343	83,105	415
Electricity	49,270	14,254	50,627	1,357
Specialist Contractor (FT)	63,350	32,196	64,393	1,043
NNDR	49,730	58,865	58,865	9,135
Water Charges	580	462	676	96
Fixtures and Fittings	2,000	0	2,000	0
Contractor Payments (skip charges)	4,730	0	4,954	224
Cleaning Materials	650	260	1,000	350
General Insurance	5,970	0	5,970	0
	<b>304,980</b>	<b>166,633</b>	<b>322,647</b>	<b>17,667</b>
<b><u>Transport</u></b>				
Plant and Vehicles	1,000	0	1,000	0
	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
<b><u>Supplies and Services</u></b>				
Plaques and Memorials	18,200	9,645	23,000	4,800
Caskets and Urns	5,000	0	5,000	0
Books of Remembrance	2,000	1,517	2,000	0
Computer Costs	1,000	0	1,000	0
Protective Clothing	2,000	2,071	3,000	1,000
Office expenses	9,260	14,702	9,260	0
Subscriptions	1,050	0	1,125	75
Analyst's Fees	1,150	0	1,723	573
Medical Expenses	29,000	7,405	25,000	-4,000
Other Hired Services	38,100	18,978	38,100	0
Audit Fees	2,050	-4,621	2,254	204
Training	1,750	-386	1,750	0
Other Miscellaneous Expenses	400	0	400	0
Credit/Debit Card Transaction Charges	100	0	100	0
Employers liability insurance	2,290	0	2,290	0
	<b>113,350</b>	<b>49,310</b>	<b>116,002</b>	<b>2,652</b>
<b><u>Support costs</u></b>				
Central Support costs	160,180	0	168,863	8,683
	<b>160,180</b>	<b>0</b>	<b>168,863</b>	<b>8,683</b>
<b>Total Operating Expenditure</b>	<b>854,710</b>	<b>324,275</b>	<b>886,503</b>	<b>31,793</b>
<b><u>OPERATING INCOME</u></b>				
Caskets and Urns	-9,320	-12	-1,983	7,337
Plaques and Memorials	-24,560	-7,605	-20,462	4,098
Cremation Fees	-1,047,430	-315,276	-995,292	52,138
Books of Remembrance	-2,650	-878	-1,865	785
Burial Fees	-71,540	-20,042	-68,631	2,909
Exhumation Fees	-1,160	-458	-1,113	47

Appendix 1

2024-25				
	Budget	Actual	Projected outturn	Projected variance (under) / over spend
	£	£	£	£
Chapel Use	-12,550	-8,760	-24,669	-12,119
Memorial permits	-10,980	-3,646	-11,670	-690
Media Service Fees	-28,900	-10,507	-33,816	-4,916
<b>Total Operating Income</b>	<b>-1,209,090</b>	<b>-367,184</b>	<b>-1,159,501</b>	<b>49,589</b>
<b>Operating (Surplus) / Loss</b>	<b>-354,380</b>	<b>-42,909</b>	<b>-272,997</b>	<b>81,383</b>
Interest on Investments/ Balances	-50,000	0	-50,000	0
Investment Costs	0	0	27,000	27,000
Payments to Joint Authorities	350,000	0	350,000	0
<b>Net contribution (to) / from General Reserves</b>	<b>-54,380</b>	<b>-42,909</b>	<b>54,003</b>	<b>108,383</b>
<b>General Reserves B/F</b>	<b>-1,286,043</b>	<b>0</b>	<b>-1,286,043</b>	<b>0</b>
Contributions (to) / from General Reserves	-54,380	0	54,003	108,383
<b>General Reserves C/F</b>	<b>-1,340,423</b>	<b>0</b>	<b>-1,232,040</b>	<b>108,383</b>