

# LLWYDCOED CREMATORIUM JOINT COMMITTEE

11<sup>TH</sup> DECEMBER 2018

## REPORT OF THE BEREAVEMENT SERVICES MANAGER

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

- 1.1. The purpose of the report is to advise members, following their approval, of the proposed capital works programme, to facilitate improvement works at Llwydcoed Crematorium, as part of a 3-5 year plan.
- 1.2. Some works have been completed during this financial year and further works will be ongoing throughout the winter months. Quotations have been received for most projects but there are still some projects where costs have still to be obtained. Some works completed to date are as follows:

- Building of a compound to house refuse skips (this work is being undertaken currently and will improve the aesthetics of the area)
- Laying new pathways and repairing and edging existing pathways.
- Renovation and painting numerous benches sited within the grounds
- Winter planning and rose garden improvements.
- Drainage improvements (although further improvements are planned and detailed within the capital works programme)
- Planning the creation of a member's meeting room and provision of additional storage space.
- Ornate fence erected around Crematorium pond

### **2. RECOMMENDATION:**

- 2.1. That members approve the proposed capital works plan as shown within Appendix 1 to this report.

### **3. Llwydcoed Christmas Carol Service**

- 3.1. The Llwydcoed Crematorium Christmas Carol Service has been scheduled this year **for Saturday 15<sup>th</sup> December 2018**. The Service will commence **at 12 noon at the main chapel (Chapel Mair)**.
- 3.2. Mince pies and hot drinks will be provided for all attending following the service. A cordial invitation is extended to members and their families.

### **3.3. RECOMMENDATION:**

- 3.4. That the information be noted.

#### **4. FESTIVE AND NEW YEAR PERIOD ARRANGEMENTS – BEREAVEMENT SERVICES**

4.1. Bereavement Services will be closed over the Festive and New Year period as follows:

Closed - Monday 24<sup>th</sup> December 2018 (Christmas Eve)

Closed - Tuesday 25<sup>th</sup> December 2018 (Christmas day)

Closed - Wednesday 26<sup>th</sup> December 2018 (Boxing Day)

Closed – Tuesday 1<sup>st</sup> January 2019 (New Year's Day)

4.2. All stakeholders have been advised of these arrangements.

4.3. **RECOMMENDATION:**

4.4. That the information be noted.

#### **5. STATISTICS**

5.1. To consider the statistics and Performance (Appendix 2).

5.2. **RECOMMENDATION:** That the report be noted.