



Mae'r cofnodion hyn yn amodol ar gymeradwyaeth yng nghyfarfod priodol nesaf y Pwyllgor

These Minutes are subject to approval at the next appropriate meeting of the Panel

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

**Llwydcoed Crematorium**

Minutes of the virtual meeting of the Llwydcoed Crematorium meeting held on Monday, 13 July 2020 at 2.00 pm.

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

Councillor D Isaac (Chair)

**Merthyr Tydfil County Borough Councillors**

Councillor D Chaplin and Councillor M Colbran

**Rhondda Cynon Taf County Borough Councillors**

Councillor H Boggis    Councillor A Fox  
Councillor A Crimmings    Councillor G Jones

**Officers in attendance**

Mr S Humphreys, Head of Legal Services  
Ms J Lewis, Bereavement Services Manager  
Mr S Preddy, Group Accountant  
Mr C Pritchard, Assistant Cemetery Manager/Crematorium Supervisor

**21    APOLOGIES FOR ABSENCE**

Apologies for absences were received from County Borough Councillors J. Thomas (Merthyr County Borough Council) and K. Morgan (Rhondda Cynon Taf County Borough Council).

**22    DECLARATION OF INTEREST**

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

**23    MINUTES**

**RESOLVED** to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 10<sup>th</sup> December 2019, subject to it being noted that D. Isaac was present at the meeting.

## 24 PROPOSED CALENDAR OF MEETINGS FOR 2020 - 2021

Members were asked to consider the proposed calendar of quarterly meetings for the Joint Committee for the 2020-21 municipal year.

The Democratic Services Officer reported that he would notify Members with regards to how the meetings are going to be facilitated in the future.

Following a discussion, it was **RESOLVED** to agree the calendar of meetings for the 2020-21 municipal year.

## 25 REPORT OF THE BEREAVEMENT SERVICES MANAGER

The Bereavement Services Manager provided Members with an update in particular actions that were taken in order to mitigate as much as possible the transmission of the Covid-19 virus and events during the pandemic.

Members were provided with the increased cremation numbers due to Covid-19 during the months of April, May and June in each of the last 4 years and noted the significant rise in the average cremations during the first half of 2020.

Members thanked the staff for all of their hard work and commitment during these unprecedented times.

Following discussions, it was **RESOLVED** to note the report and approve the quotation for painting of the outbuildings.

### 25.1 The Bereavement Services Officer

The Bereavement Services Manager outlined the current position with regards to the Bereavement Services Officer who remained with the service throughout the period of increased workload, to assist with meeting the extra burden placed on the service area.

Members considered the role of the Bereavement Services Officer and **RESOLVED** to retain the agency staff member.

### 25.2 Statistics and Performance

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

Following consideration thereof, it was **RESOLVED** to note the information.

## 26 DRAFT ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2020 (SUBJECT TO AUDIT) AND QUARTER 1 BUDGET MONITORING UPDATE 2020/21

Members considered the report of the Treasurer.

Members were provided with information relating to:

- The financial performance and movement of usable reserves
- Balance Sheet for the year ended 31<sup>st</sup> March 2020
- General Fund Balances 2014/15 to 2019/20

and following consideration thereof, it was **RESOLVED –**

- (1) To note the report.
- (2) To note the audited Annual Return for the year ended 31<sup>st</sup> March 2020 as presented.
- (3) That the Chairman of the Joint Committee signs the Approval and Certification Section of the Annual Return.
- (4) To note and approve the Internal Audit Final Report
- (5) Members note and approve the Quarter 1 Budget Monitoring Update 2020/21.

## **27 URGENT BUSINESS**

With regard to a query raised in relation to how staff are being supported during the pandemic, the Bereavement Services Manager reported that staff had undergone a risk assessment to establish any additional support they may require and also there is sufficient support provided by the Authority's Occupational Health Unit.

A Member queried whether a date had been finalised to hold the Christmas Carol Concert in December 2020.

In response, the Bereavement Services Manager reported that she would make enquiries and report back to the Committee in due course.

**This meeting closed at 2.20 pm**

**D. Isaac  
Chairman.**