



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

**Llwydcoed Crematorium**

Minutes of the meeting of the Llwydcoed Crematorium meeting held on Tuesday, 21 September 2021 at 2.00 pm.

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

Councillor H Boggis (Chair)

**Merthyr Tydfil County Borough Councillors**

Councillor D Chaplin, Councillor D Isaac  
Councillor M Colbran Councillor J Thomas

**Rhondda Cynon Taf County Borough Councillors**

Councillor A Fox Councillor A Crimmings  
Councillor G Jones

**Officers in attendance**

Ms J Lewis, Bereavement Services Manager  
Mr S Preddy, Group Accountant  
Mr C Pritchard, Assistant Cemetery Manager/Crematorium Supervisor  
Ms L Coughlan, Solicitor

Members were informed that due to the Chairman experiencing some technical difficulties the Vice Chairman would take over the role as Chair for this meeting.

**8 Apologies**

An apology of absence was received from County Borough Councillor K Morgan.

**9 Declaration of Interest**

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

**10 Minutes**

**RESOLVED** to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 8<sup>th</sup> June 2021.

## 11 Report of the Bereavement Service Manager

11.1 The Bereavement Services Manager informed Members that during the height of the pandemic, an agency administration staff member was recruited to assist with the increased workload sustained throughout this period, and as previously reported, thankfully there is currently a reduced trend in cremation numbers, although there is no surety even at this point that this may continue, Members were asked if they would agree to retain the agency staff member and to keep this retention under review, as a precautionary contingency measure.

Following discussions, Members **RESOLVED** to retain the administration agency staff member, through the autumn/winter period until the end of this financial year and that a report be presented at the next meeting to discuss considering making the temporary agency administration staff member permanent.

11.2 The Bereavement Services Manager reported that due to the ongoing use of strong sanitising fluid during the pandemic, the existing pews and soft furnishings within the Chapels suffered badly as the sanitising fluid stripped the wood of its original colour and overall, the chapels are now looking extremely tired and in desperate need of refreshing.

Members were informed that officers recently met with a company who specialises in refurbishment of this kind, who carried out the refurbishment of both chapels at Glyntaff, and although they are still awaiting costs, it was proposed that with Members agreement to undertake the following works to the Crematorium chapels.

After some discussion, Members **RESOLVED** to approve the proposed works.

11.3 Members were reminded of the pilot project that was undertaken by the Bereavement Services to offer the public the benefit of opting for a Direct Cremation as opposed to a full cremation service, which offers a financial saving to bereaved families and utilises a time-slot (9am) seldom utilised by either Crematoria.;

It was reported that this option was well received by Funeral Directors during the pilot and 96 Direct cremations were undertaken, which demonstrates a demand for this service.

Members learned that the continuation of offering this service at a prescribed fee of £568 for 2021/22 on a permanent basis, was approved by Cabinet members, and also the charge for Direct Cremation 2022/23 onwards, be determined as part of the usual annual fee uplift.

Following consideration thereof, it was **RESOLVED** to approve the continuation of offering a Direct Cremation service to the bereaved at a prescribed fee of £568, with this fee being subject to annual fee uplift in line with all other Bereavement services fees.

11.4 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 of the information contained within the report of the Bereavement Manager it was **RESOLVED** to note the Crematorium Statistics.

## **12 Audited Annual Return for the Year Ended 31<sup>st</sup> March 2021 and Period 5 Budget Monitoring Update 2021/22**

Members considered the report of the Treasurer.

Members were provided with information relating to:

- The audited Annual Return for the Year Ended 31<sup>st</sup> March 2021
- The Internal Audit Final Report 'Llwydcoed Crematorium 20/21' issued 25<sup>th</sup> June 2021
- The Period 5 Budget Monitoring Update 2021/22.

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

(1) To note the audited Annual Return for the Year Ended 31<sup>st</sup> March 2021 as presented.

(2) To note the Internal Audit Final Report.

(3) To note and approve the Period 5 Budget Monitoring Update 2021/22.

## **13 Urgent Business**

In response to a query raised in relation to the previous drainage problems experienced at Llwydcoed Crematorium during inclement weather, it was noted that no further complaints had been received and that further maintenance works is intended to be carried out at the site to ensure this is kept at an acceptable level.

In response to a query raised in relation to the Streaming Service at Llwydcoed Crematorium, the Bereavement Services Manager reported that they have changed the supplier to Obitus which is considerably cheaper than the previous system and provides an excellent service to which Members were happy with.

With regard to a query raised in relation to the wellbeing of staff and how are they being supported during the pandemic, the Bereavement Services Manager reported that there is sufficient support provided by the Authority's Occupational Health Unit and also online support is provided by the Human Resources department.

**This meeting closed  
at 14.25pm**

**H. Boggis  
Chairman.**