



**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.**