

Telephone: 01639 883570

MARGAM CREMATORIUM JOINT COMMITTEE

Constituent Authorities

NEATH PORT TALBOT
COUNTY BOROUGH COUNCIL



BRIDGEND COUNTY
BOROUGH COUNCIL

MARGAM CREMATORIUM

Clerk:

**CRAIG GRIFFITHS
SOLICITOR**

Civic Centre, Port Talbot

Technical Officer

**N.Pearce
The Quays
Brunel Way Briton Ferry
Neath**

Medical Referee:

**Dr J.W.Burridge
M.B. B.S.
Mount Surgery,
Taibach**

Treasurer:

**H.Jones
Civic Centre
Port Talbot**

MEETING OF THE MARGAM CREMATORIUM JOINT COMMITTEE

FRIDAY, 2 DECEMBER 2022

2.15 pm

**ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR
THE DURATION OF THE MEETING**

PART 1

1. Declarations of Interest
2. Minutes of Previous Meeting (*Pages 3 - 6*)
3. Forward Work Programme (*Pages 7 - 8*)
4. Margam Crematorium Fees and Charges 2022-2023 and 2023-2024 (*Pages 9 - 14*)

For Information

5. Capital Works Programme Workshop -
Friday 20 January 2023, 2.00pm.
6. Urgent Items
Any urgent items at the discretion of the Chairperson pursuant to
Section 100B(4)(b) of the Local Government Act 1972

Civic Centre
PORT TALBOT

24 November 2022

Joint Committee Membership:

Representing Neath Port Talbot County Borough Council:

Councillors: W.Carpenter, A.Dacey, R.G.Jones, S.Jones and E.V.Latham

Representing Bridgend County Borough Council

Councillors: P.Davies and M.Kearn

MARGAM CREMATORIUM JOINT COMMITTEE

(Acting with Plenary Powers)

Members Present:

31 October 2022

**Representing Neath
Port Talbot County
Borough Council:**

Councillors W.Carpenter, A.Dacey, R.G.Jones,
S.Jones and E.V.Latham

**Representing
Bridgend County
Council:**

Councillors P.Davies

**Officers in
Attendance:**

C.Griffiths, C.Phillips, C.Langdon, H.Jones,
M.Roberts and N.Jones

1. **APPOINTMENT OF CHAIRPERSON 22-23**

Prior to the election of the Chairperson and Vice Chairperson, Mr C.Griffiths opened the meeting.

RESOLVED: That Councillor E.V.Latham be appointed Chairperson of the Margam Crematorium Joint Committee for the Civic Year 2022/23.

2. **APPOINTMENT OF VICE CHAIRPERSON 22-23**

RESOLVED: That Councillor P.Davies be appointed Vice Chairperson of the Margam Crematorium Joint Committee for the Civic Year 2022/23.

3. **DECLARATIONS OF INTEREST**

There were none.

4. **MANAGEMENT RESTRUCTURING IN NEATH PORT TALBOT COUNCIL AND DESIGNATION OF CLERK TO JOINT COMMITTEE OF MARGAM CREMATORIUM**

Officers gave an update with the Management Restructuring in Neath Port Talbot Council and designation of Clerk to Joint Committee of Margam Crematorium, as detailed in the circulated report.

There was a proposed amendment which was made by members for the recommendation 13(b), the amendment was that the Clerk to the Joint Committee of Margam Crematorium be retained as the current Head of Legal and Democratic Services of Neath Port Talbot County Borough Council.

Members proposed and seconded the amendment and approved the motion.

5. **PARTICIPATING IN THE INSTITUTE OF CEMETERY AND CREMATION MANAGEMENT SCHEME**

Officers gave an update with the Participating in the Institute of Cemetery and Cremation Management Scheme, as detailed in the circulated report.

RESOLVED: Members agreed to support a charity for the current year which was Ty Hafan.

6. **MEDICAL REFEREE**

Officers gave an update with regards to the Medical Referee.

Members wanted to thank officers for the great work that goes on in the Crematorium.

Members asked if they could have a visit to Margam Crematorium.

RESOLVED: Members to note the appointment of new medical referees.

7. **CREMATION FIGURES FOR THE PERIOD 1ST JANUARY 2022 TO 30TH JUNE 2022**

Officers gave an update with the Cremation Figures for the period 1st January 2022 to 30th June 2022, as detailed in the circulated report.

RESOLVED: That members note the report.

8. **OUTTURN REPORT AND ANNUAL RETURN 2021/22**

Officers gave an update with the Outturn Report and Annual Return 2021/22, as detailed in the circulated report.

Members asked for an item in relation to Pure Cremations and also asked for a Forward Work Programme to be added to the agenda.

RESOLVED: That the Outturn report for 2021/22, be approved.

That the Annual Return, prior to external audit certification, for the year ended 31st March 2022, be approved and signed by the Chairman of this Committee.

That the Annual Governance Statement be confirmed.

9. **URGENT ITEMS**

There were none.

CHAIRPERSON

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Agenda Item 3

Margam Crematorium Joint Committee

Meeting Date	Agenda Item	Type	Contact Officer
2nd December 2022	Fees and Charges for 2023/2024	Decision	Huw Jones
Meeting Date 2023	Agenda Item	Type	Contact Officer
17th February 2023	Cremation Statistics (July 2022-December 2022)	Information	Clive Phillips
	Budget 2023/2024	Decision	Huw Jones
	Compliments and Complaints 2022/2023	Information	Craig Griffiths
	Capital Works	Decision	Simon Brennan / Richard Jenkins

Meeting Date	Agenda Item	Type	Contact Officer
3 March 2023	Crematorium Service Plan 2023/2024	Decision	Craig Griffiths
	Staffing Update / Cremation Qualifications	Information	Clive Phillips

Meeting Date	Agenda Item	Type	Contact Officer
26th May 2023	Annual Meeting	Decision	Craig Griffiths
	ICCM Scheme	Decision	Clive Phillips
	Outturn Report and Annual Return	Decision	Huw Jones

MARGAM CREMATORIUM JOINT COMMITTEE

2 December 2022

REPORT OF THE TREASURER – HUW JONES

MATTER FOR DECISION

WARDS AFFECTED: ALL

FEES AND CHARGES 2022/23 AND 2023/24

1. Purpose of the Report

The purpose of the report is to set out the Margam Crematorium Joint Committee proposed fees and charges for 2022/23 and 2023/24.

2. Fee Changes 2022/23

- 2.1 A fee reduction for the Cremation only service is proposed following correspondence with funeral directors in relation to the fee charged at Margam Crematorium in comparison to other Crematoria. It is proposed that the charge be reduced by £62 to £455 effective from 1st January 2023.
- 2.2 It is proposed that all other fees and charges remain the same for the 2022/23 financial year.

3. Fees and Charges 2023/24

- 3.1 It is proposed that fees and charges relating to Cremation fees and ancillary services charges 1[a] through to 1[f] are increased from 1st April 2023 by a rate of 3%. An increase is proposed to assist with meeting increases in energy costs and other inflationary increases.
- 3.2 To enable members to consider the impact of this proposed increase, information is also included at Appendix 1 to demonstrate the effect that a 1% and 5% increase may also bring.

3.3 Members should note that this is the first fee increase since 1st April 2019. The proposed cremation charge for adults with an increase of 3% is £648.50, which sees Margam Crematorium remain the lowest charge in Wales as of the date of this report. Appendix 1 shows the proposed fees and charges for 2023/24 and the additional comparators for cremation fee increases.

4. Recommendations

It is recommended that the fees and charges as set out in Appendix 1 are agreed for 2022/23 with a 3% increase agreed for 2023/24.

5. Reasons for Proposed Decision

To set the 2023/24 charges for Margam Crematorium.

6. Implementation of Decision

The decision to reduce the Cremation only fee is proposed for implementation from 1st January 2023.

The decision to increase fees and charges for 2023/24 is proposed for implementation from 1st April 2023.

7. Appendices

Appendix 1 - Details of the proposed fees and charges for 2023/24.

8. List of Background Papers

Margam Crematorium Financial Records.

9. Officer Contact

Mr Huw Jones – Treasurer
Telephone: 01639 763575
E-mail: h.jones@npt.gov.uk

Miss Carina Langdon – Accountant – Corporate
Telephone: 01639 763606
E-mail: c.langdon1@npt.gov.uk

Margam Crematorium – Proposed Fees and charges

General		2022/23	2023/24	2023/24	2023/24
1.	Cremation fees and ancillary services		1%	3%	5%
[a]	Stillborn child or child up to and including 17 years	Nil	Nil	Nil	Nil
[bi]	Aged over 17 years, including certificate of cremation	£630.50	£636.50	£648.50	£662.00
[bii]	Aged over 17 years, without certificate of cremation	£617.00	£623.00	£635.00	£648.50
[c]	Additional charge for Saturday cremation	£346.00	£349.00	£356.00	£363.00
[d]	Double cremation (2 adults at one service)	£1,246.00	£1,258.00	£1,282.00	£1,309.00
[e]	Cremation only at 9am (weekdays only)	£517.00	£455.00	£455.00	£455.00
[f]	Memorial service	£175.00	£177.00	£180.00	£184.00
NB	The above fees in 1[b]i & 1[c] include all services relating to a cremation.				
	The concession under 1[a] may be coupled with 1[c] or 6 below if required.				
2.	Certificate of cremation (additional)	£13.50	£13.50	£13.50	£13.50
3.	Extract from register	£12.00	£12.00	£12.00	£12.00
4.	Temporary deposit of cremated remains (after 1 month)	£32.50	£32.50	£32.50	£32.50
5.	Disposal of cremated remains from other crematoria	£44.00	£44.00	£44.00	£44.00
6.	Service in chapel with organ and organist or extra 20 minutes	£31.50	£31.50	£31.50	£31.50
7.	Service in chapel with organ and organist or extra 20 minutes (Sat)	£43.00	£43.00	£43.00	£43.00
8.	Witness burial of cremated remains				
	- Weekdays	£45.00	£45.00	£45.00	£45.00
	- Saturdays	£62.00	£62.00	£62.00	£62.00
9.	Urns and caskets				
[a]	Wooden casket	£36.50	£13.50	£13.50	£13.50
[b]	Bronze metal urn	£26.50	£12.00	£12.00	£12.00
[c]	Plain burgundy cardboard container	£15.50	£32.50	£32.50	£32.50
[d]	Large white cardboard container	£18.50	£44.00	£44.00	£44.00
[e]	Medium white cardboard container	£14.00	£31.50	£31.50	£31.50

Margam Crematorium – Proposed Fees and charges

Remembrance	2022/23	2023/24
1. Inscriptions in book of remembrance		
Two lines	£37.00	£37.00
Five lines	£55.50	£55.50
Eight lines	£74.00	£74.00
Floral emblem/Service badge	£42.50	£42.50
Coat of arms	£53.50	£53.50
2. Miniature book of remembrance		
Two lines	£56.50	£56.50
Five lines	£72.50	£72.50
Eight lines	£79.00	£79.00
Floral emblem/Service badge	£42.50	£42.50
Coat of arms	£53.50	£53.50
Additional lines	£11.00	£11.00
2a. Additional inscriptions in miniature book		
Two lines	£29.50	£29.50
Five lines	£39.50	£39.50
Eight lines	£48.50	£48.50
3. Memorial card		
Two lines	£19.00	£19.00
Five lines	£28.00	£28.00
Eight lines	£37.00	£37.00
4. Reservation of vases		
Window vase	£7.50	£7.50
Altar vase	£9.00	£9.00
5. Additional charges		
Copy of crematorium brochure	Nil	Nil
Replacement aluminium vase	£11.00	£11.00
Service of remembrance	£8.00	£8.00
6. Memorial kerb plaque in garden of remembrance (horseshoe path section)		
Plaque and inscription for 10 year lease	£331.50	£331.50
Plaque and inscription for 20 year lease	£596.50	£596.50
Renewal of lease for further 10 years	£183.50	£183.50
Renewal of lease for further 20 years	£331.50	£331.50

Margam Crematorium – Proposed Fees and charges

Remembrance (continued)	2022/23	2023/24
7. Memorial kerb plaque in garden of remembrance		
Plaque and inscription for 10 year lease	£449.00	£449.00
Plaque and inscription for 20 year lease	£816.00	£816.00
Renewal of lease for further 10 years	£183.50	£183.50
Renewal of lease for further 20 years	£331.50	£331.50
8. Baby memorial kerb plaque in children's garden of remembrance		
Plaque and inscription for 10 year lease	£183.50	£183.50
Plaque and inscription for lease of 20 years	£331.50	£331.50
Renewal of lease for further 10 years	£183.50	£183.50
Replacement plaque (existing lease) for all memorial kerbs	£166.00	£166.00
9. Granite memorial benches (3 Plaque per bench)		
Price per plaque per bench - 10 year lease	£612.00	£612.00
Price for whole bench (3 plaques) - 10 year lease	£1,632.00	£1,632.00
Price per plaque per bench - 20 year lease	£1,101.50	£1,101.50
Price for whole bench (3 plaques) - 20 year lease	£3,060.00	£3,060.00

Margam Crematorium – Proposed Fees and charges

Media Charges	2021/22	2022/23
1. Webcasting	£55.50	£55.50
2. Recordings		
Downloadable link	£30.00	£30.00
Downloadable link with tribute embedded	£55.00	£55.00
DVD/USB	£55.50	£55.50
DVD/USB with tribute embedded	£74.50	£74.50
3. Visual Tributes		
Single hold image	£19.00	£19.00
Family video	£24.00	£24.00
Downloadable file of tribute/slideshow	£24.00	£24.00
DVD/USB of tribute	£33.50	£33.50
Urgent orders	£120.00	£120.00
4. Visual Tributes/Slideshow		
Slideshow with NO music max of 25 images	£42.00	£42.00
For every additional band of 25 images	£24.00	£24.00
Slideshow WITH music max of 25 images	£80.00	£80.00
For every additional band of 25 images	£24.00	£24.00

Cremation Price Comparison as at 24th November 2022

Margam Crematorium	£631	(incl. of cert. contain & organ)
Coychurch Crematorium, Bridgend	£746	(incl. of cert. and organist)
Llanelli Crematorium (Private)	£950	(incl. of certif. and organist)
Narberth	£749	(incl. of cert. contain & organ)
Swansea Crematorium	£765	(incl. of cert. contain & organ)