

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  
BSc(Hons), IPFA  
Civic Centre  
Port Talbot**

## MEETING OF THE MARGAM CREMATORIUM JOINT COMMITTEE

**FRIDAY, 2 JUNE 2023**

**2.15 pm**

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

### PART 1

1. Declarations of Interest
2. Appointment of Chairperson 2023-24
3. Appointment of Vice Chairperson 2023-24
4. Minutes of Previous Meeting (*Pages 3 - 4*)
5. Margam Crematorium Service Level Business Plan 2023 2024  
(*Pages 5 - 40*)

6. Outturn Report and Annual Return 2022/23 (*Pages 41 - 58*)
7. Urgent Items  
Any urgent items at the discretion of the Chairperson pursuant to Section 100BA(6)(b) of the Local Government Act 1972 (as amended).

Civic Centre  
PORT TALBOT

25 May 2023

**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:**

**17 February 2023**

**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** M.Kearn

**Officers in  
Attendance:**

C.Griffiths, C.Phillips, H.Jones, C.Langdon and  
T.Davies

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1. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

2. **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting of 2 December 2022, were agreed as an accurate record.

3. **FORWARD WORK PROGRAMME**

It was noted that today's meeting replaced the scheduled meeting of 3 March 2023.

The forward work programme was noted.

4. **CREMATION FIGURES FOR JULY 2022 - DECEMBER 2022**

**RESOLVED:** That the Cremation statistics for the period  
July 2022 – December 2022 be noted.

5. **ANNUAL BUDGET REPORT 2023/24**

**RESOLVED:**

1. That the revised budget 2022/23 be agreed (including the refund of £100,000 to the constituent authorities).
2. That the budget for 2023/24 be agreed.
3. That the precept to be levied for 2023/24, be confirmed as:
  - Neath Port Talbot County Borough Council - £553
  - Bridgend County Borough Council - £447
4. That the projected position in relation to the reserves position be noted.

6. **URGENT ITEMS**

No urgent items were received.

**CHAIRPERSON**



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **MARGAM JOINT CREMATORIUM COMMITTEE**

### **JOINT REPORT OF THE CLERK TO THE JOINT COMMITTEE OF MARGAM CREMATORIUM AND THE SUPERINTENDENT AND REGISTRAR 2<sup>nd</sup> June 2023**

#### **Matter for Decision**

#### **Margam Crematorium Service Level Business Plan 2023/2024**

#### **Purpose of the Report:**

1. To adopt the Margam Crematorium Service Level Business Plan 2023/2024 for implementation during this financial year.

#### **Executive Summary:**

2. As part of the consideration of the work programme for the coming financial year at Margam Crematorium it was considered appropriate to formally document the current services that are offered at Margam Crematorium and to highlight specifically what the coming work will be at the Margam Crematorium over the coming financial year to ensure that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating those they have loved.

#### **Background:**

3. As part of the consideration of the work programme for the coming financial year at Margam Crematorium it was considered appropriate to formally document the current services that are

offered at Margam Crematorium and to highlight specifically what the coming work will be at the Margam Crematorium over the coming financial year to ensure that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating those they have loved.

4. A copy of a draft Service Level Business Plan is enclosed at Appendix 1 for Members consideration.
5. The Service Level Business Plan contains the following information:
  - (a) A note on the constitution of the Joint Committee of Margam Crematorium;
  - (b) A note on the staffing structure at Margam Crematorium;
  - (c) The opening hours;
  - (d) Services offered;
  - (e) Statistics on the usage of Margam Crematorium;
  - (f) Service proposals for 2023/2024
  - (g) Fees and Charges for 2023/2024;
  - (h) Federation of Burial and Cremation Authorities Code of Cremation Practice
  - (i) The Margam Crematorium Data Processing Privacy Notice
6. As indicated above, included in the Service Level Business Plan are the service proposals planned for implementation in this financial year. These include the following:

|   | <b>Proposal</b>   | <b>Implementation Date</b>   |
|---|---|--|
| 1 | To continually develop our business continuity strategy and identify the main opportunities, threats and constraints that the services face | A detailed review to take place throughout Summer 2023, with a report brought to the Margam Crematorium Joint Committee in Autumn 2023 |

|   |   |   |
|---|---|---|
| 2 | <p>Develop the Margam Crematorium Website providing increased information to members of the public on the range of services offered, offer an online diary of services undertaken at the Crematorium on a weekly basis and provide facilities for individuals to be able to purchase or renew memorials, tributes and book of remembrance requests.</p> <p>As part of this recognition will be given to the development of a social media platform in order to communicate messages direct to the public.</p> | To be completed by Autumn 2023  |
| 3 | <p>Replace the current Book of Remembrance Cabinet and undertake decorative work to the Small Chapel where it is located. As part of this an online book of remembrance will be created to allow individuals to view the book of remembrance without having to travel to Margam Crematorium</p>   | To be completed by Autumn 2023  |
| 4 | <p>Develop a forum of consultation with Funeral Directors in the locality to ensure needs of Crematorium are conveyed and service changes are regularly updated to them and continue to develop good customer liaison and working practices. Stakeholders will be encouraged to comment on how their needs have been met or can be met and to make any suggestions on how they feel the service could be improved.</p>  | Ongoing with first meeting to be conveyed by September 2023                         |
| 5 | <p>Further development of record systems (i.e. electronic point of sales systems) to ensure information can be processed efficiently and accurately utilising electronic means in order to enhance service delivery</p>   | By September 2023   |
| 6 | <p>Refurbishment of Outside Toilet Block</p>  | Report to be brought to Margam Crematorium Joint Committee Autumn 2023 for approval |

|    |  |  |
|----|--|--|
| 7  | Landscaping of external area to Chapel   | Report to be brought to Margam Crematorium Joint Committee Autumn 2023 for approval                        |
| 8  | General Decorative Work – Painting of building and general decorative work in Chapel   | To be undertaken throughout Summer 2023  |
| 9  | Development of memorial garden area  | Report to be brought to Margam Crematorium Joint Committee Winter 2023                                     |
| 10 | Enhancement to Wifi to ensure a more resilient service and to minimise service disruption  | To be completed throughout Summer 2023   |
| 11 | Investigation to energy efficiency measures  | Programme of work to be undertaken throughout 2023/2024 and reported to Margam Crematorium Joint Committee |
| 12 | Ongoing training of staff in all aspects of service delivery including all staff undertaking refresher training with the FBCA and being entered on to the Register of Certified Cremator Technicians | Ongoing throughout 2023/2024   |
| 13 | Development of an open day to enable members of the public to attend a tour of Margam Crematorium  | Autumn 2023  |

7. A copy of this Service Level Business Plan will be placed on the Margam Crematorium website and hard copies will be available at Margam Crematorium for members of the public to view.

**Financial Impacts:**

8. The cost associated for the service developments set out in the Service Level Business Plan 2023/2024 are included in the budget for the 2023/2024 financial year



**Integrated Impact Assessment:**

9. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment has indicated that a more in-depth assessment is not required.

**Valleys Communities Impacts:**

10. No implications

**Workforce Impacts:**

11. No implications

**Legal Impacts:**

12. No implications

**Consultation:**

13. There is no requirement for external consultation on this item

**Recommendations:**

14. That Members approve the Margam Crematorium Service Level Business Plan subject to any amendments that might be proposed during the meeting of the Joint Crematorium Committee on the 2<sup>nd</sup> June 2023

**Reasons for Proposed Decision:**

15. To identify the proposed areas of service development at Margam Crematorium 2019/2020 and to highlight the range of services offered at present.

**Implementation of Decision:**

16. The decision is proposed for implementation after the three day call in period

**Appendices:**

17. Appendix 1 – The Margam Crematorium Service Level Business Plan 2023/2024  
Appendix 2 – Integrated Impact Assessment Screening Assessment

**List of Background Papers:**

18. None

**Officer Contact:**

Mr Craig Griffiths  
Clerk to the Joint Committee of Margam Crematorium  
Email: c.griffiths2@npt.gov.uk  
Tel: 01639 763767

# MARGAM CREMATORIUM

## SERVICE LEVEL BUSINESS PLAN

### 2023/2024



#### **Mission Statement:**

To provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating those they have loved.

The Port Talbot and District Joint Crematorium Committee was constituted from four local Authorities and the admirable site on the banks of the Eglwys Nunydd reservoir was acquired for this important project. The Margam Crematorium (the eighth to be built in Wales) was subsequently opened on May 1st, 1969. Situated near the Margam Interchange (four miles east of Port Talbot) it is convenient to both the main A48 (Swansea to Cardiff) trunk road and the M4 Motorway (Junction 38) which provides well for arrival and departures. The Motorway is well screened from the Crematorium to maintain the desired seclusion and tranquillity.

The crematorium at Margam conforms to similar projects only in the accommodation and facilities provided. The design and construction of the building is both unique and original; very careful, detailed and professional consideration was given by the Consultant Architects, the Engineer and the Joint Committee, and no effort or reasonable expense was spared in seeking to provide a service of the highest possible standard.

The Code of Cremation Practice instituted by the Federation of British Cremation Authorities (of which the Crematorium Committee is a member) will always be strictly applied in the day-to-day operation of the Margam Crematorium. The Federation has a Code of Practice which it regularly reviews and all apparatus is monitored in accordance with the Environmental Protection Act 1990.

Margam Crematorium is a Grade II listed building included for its special architectural and historic interest as a fine example of a post-war crematorium, which was a new building type of the twentieth century. The building is especially imaginative and creative in responding to the design challenges of the building type, with a plan and layout that skilfully handles the circulation of users through the building and separates its functions, and with a simplicity of design and detail that helps to create a sense of spirituality appropriate to its purpose.

The purpose of this Service Plan is to not only demonstrate the operational model of Margam Crematorium but to provide an overview of all services offered and to provide an overview of the service improvement work that Margam Crematorium will be embarking on in the coming years. A key factor in any improvement works that the Margam Crematorium will undertake is that we will continue to ensure that the mission statement of the Margam Crematorium is met at all times and the Margam Crematorium will provide effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard.

The Superintendent and Staff willingly place their advice and services at your disposal when seeking guidance and information.



Cllr Edward Latham

## **Margam Crematorium Joint Committee**

The Margam Crematorium Joint Committee meets on a quarterly basis and comprises 5 elected members from Neath Port Talbot County Borough Council and 2 elected members from Bridgend County Borough Council. The Margam Crematorium Joint Committee is chaired by an elected member from Neath Port Talbot County Borough Council whilst the vice chair position is occupied by an elected member of Bridgend County Borough Council.

The representatives of the Margam Crematorium Joint Committee for the year 2019/2020 are:

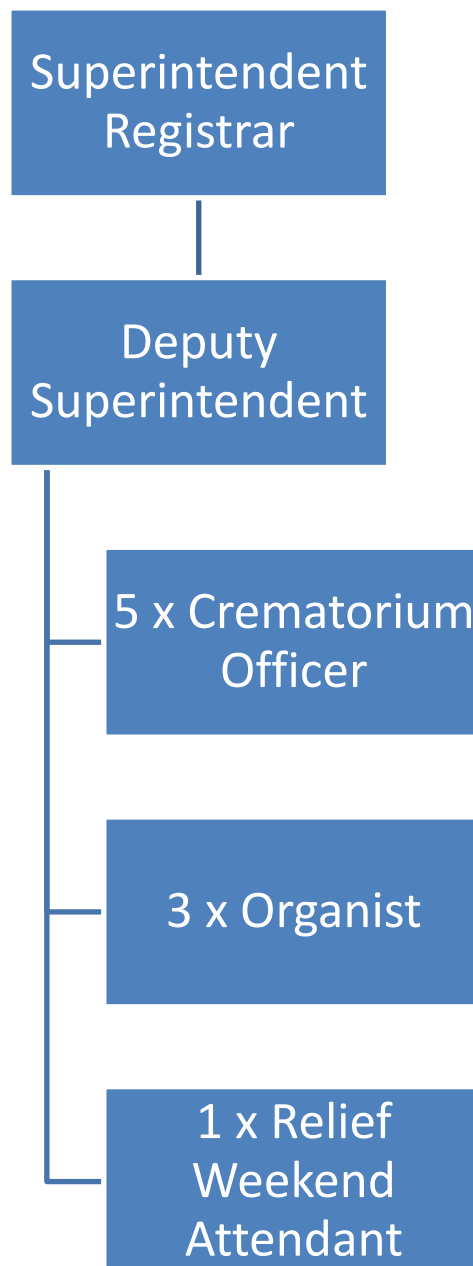
- Councillor E V Latham (Chair)
- Councillor P Davies (Vice Chair)
- Councillor W Carpenter
- Councillor A Dacey
- Councillor R G Jones
- Councillor S Jones
- Councillor M Kearn

The Margam Crematorium Joint Committee oversees all elements of the operation of Margam Crematorium, including budget setting, determination of fees and charges and service delivery

## Staffing

The Margam Crematorium employs 7 full time employees, 3 organists and 1 part time employee, all working at Margam Crematorium. The Superintendent Registrar is responsible for the day to day activity on site and overall management of the Margam Crematorium. The Margam Crematorium Joint Committee's Clerk, Treasurer and Technical Officer support the service and are located in Neath Port Talbot County Borough Council.

Neath Port Talbot County Borough Council's Environment Directorate assists with the maintenance of grounds. A cleaner is also supplied through the Council's Environment Directorate to take care of public waiting areas, toilets and the Office, which ensures back up cleaning support if necessary.



## **Opening Hours**

Monday to Thursday  
9.00 a.m. to 5.00 p.m.

Friday  
9.00 a.m. to 4.30 p.m.

Saturday,  
9 a.m. to 4 p.m.

Sundays and Bank Holidays:  
11 a.m. to 4 p.m.

Mother's Day, Palm Sunday, Easter Sunday and Father's Day:  
9 a.m. to 4 p.m.

The Crematorium will be closed on Christmas Day except for the grounds which will be open 9 a.m. to 4 p.m.

## **Services Offered**

### **Cremation Service**

Cremation is recognised by Public Health Authorities as the most hygienic method of disposal of the dead. It has no religious significance and therefore its adoption does not conflict with Christian Doctrine and other beliefs.

The procedure to be followed is simple and normally quite straight forward. The Funeral Director, together with the Superintendent and Registrar, will make the necessary arrangements on your behalf.

Upon arrival, the family mourners alight from the cortege under the porch area which affords some protection against inclement weather. Ample parking facilities are conveniently provided near the Chapel for relatives and friends who travel to the Crematorium by private cars.

The Main Chapel (which has seating for 135 and standing space for 35) is available for all denominations.

For the first part of the service the coffin rests on the catafalque at the front of the Chapel. During the committal it is silently lowered below the level of the charcoal/blue slate surround and final respects to the departed may be paid as the mourners and friends leave by the exit nearby.

A family chapel with seating for 12 mourners can be arranged for the quiet and intimate farewell where there is no large gathering of people attending. The facilities of this small chapel have from our experience given added comfort.

Following the service in the Crematorium Chapel, the mourners may either return to their cars or be conducted by the Superintendent (or his/her Assistant) to where the floral tributes have been arranged along the covered way of the Garden of Rest.

When the Ashes are to be interred at Margam the relatives attending may also confirm the instructions already given or consider their preference for lawn or woodland section for the dispersal of the cremated remains.

### **Cremation Process**

Margam Crematorium has established a code of practice for all of the services we perform. This is to maintain our standards at the crematorium and to allow families to evaluate the level of care shown by our staff. We recognise that this is often difficult as people may be organising a funeral for the first time and may not be aware of what to expect.

Each body is cremated with the coffin within 24 hours of the funeral service. Each body is cremated separately. All the cremated remains' are gathered together after the cremation and stored securely until a decision on their final resting place is made by the applicant.

Once the coffin is lowered and everyone leaves the chapel the coffin is carefully transferred to the crematory where the name plate is checked again. The deceased details are provided on a name card and this card will follow the deceased



throughout the entire process. Once all checks are recorded the coffin is charged into the cremator and the cremation process commences.

At the end of the cremation process the remains are collected and cooled. The final stage is the reduction of the remains to a fine ash that is suitable for scattering. The ashes are placed into an urn or casket where the name card will be attached for identification.

The cremated remains/ashes are available for collection by the applicant (the person who arranged the cremation service, normally a close relative or Funeral Director) the next working day after the funeral.

At Margam Crematorium we are very proud of our facilities and the high standards of care that we provide for the bereaved.

This dedication to providing the highest standards of care is further demonstrated behind the scenes at the crematorium. These are the areas that are not normally accessed by the general public.

Margam Crematorium has an open door policy whereby members of the public may by appointment view the facilities behind the scenes during an operating day. This policy will help dispel any myths and answer any questions. On seeing the cremation process the viewer can be reassured that all cremations take place individually, coffins are cremated with the deceased and that identity is maintained throughout the process.

### **Music and Visual Tributes**

The Wesley Media Sound System was installed in the chapel during January 2017 with the music side of Wesley Media becoming operational at the beginning of May 2017. The music system does away with the need of bereaved families having to supply CD's which then had to be brought to the Crematorium by the Funeral Director / Family and then booked in to the office and tested by staff etc. The system has been welcomed and embraced by all Funeral Directors who have hailed the installation an outstanding success. Many comments have also been received regarding the much improved quality of the sound in the chapel over recent years.

Since the installation a number of additional features have also been added including Audio Recording, Video Recording, Webcasting of Services and Visual Tributes. Families can access a website where they are required to provide a username and password so only those individuals that have requested access will be able to view the service. To date services have been webcast to such places as Australia and New Zealand with no technical issues.

Wesley Media can supply songs requested by families by downloading music as and when required. The basic database that was supplied by Wesley Media at the commencement of the contract consisted of approximately 600 varied pieces of music. When requests are made for music outside of these original pieces provided, they can be downloaded from Wesley Media at no additional cost. Already the database at Margam Crematorium has increased to a few thousand pieces of music. Wesley Media's main database consists of over 40,000 pieces of music. In addition to the database, if a family has a private recording (i.e. a recording of deceased singing that was never released commercially) that they wish to have played at the service, this can be sent to Wesley who will download it for the day of the funeral

only. The number of funerals where music is now played on entry, during and exiting a service has certainly increased from the time that CD's were utilised.

After the Music Library, visual tributes are the most popular of the products provided as part of the Wesley Media system. This can be split into three categories: (1) A holding image on display throughout the service; (2) A slideshow of photographs on display throughout the service and (3) A slideshow set to music lasting up to 4 minutes which can be played at any point during the service.

The Duty Organist is also available to accompany congregational hymns, soloists and choirs when required and any miscellaneous pieces of music as necessary.

### **Book of Remembrance**

Books of Remembrance are positioned in the Chapel of Remembrance adjacent to the Garden of Rest. The Books are in four three-monthly volumes, covered in gold-tooled calf black leather to an approved design with a specially constructed binding mechanism.

Inscriptions are added by highly skilled craftsmen and the Book will be open day-to-day at the appropriate page in order that the entry may be seen on each anniversary of the date of death and at other times by appointment.

Relatives and friends may have a memorial entry of two, five or eight lines recorded in the Book upon request, at the standard inscription charges. Memorial inscriptions to deceased parents may be entered together on the page headed with the date of the wedding anniversary if desired. Coats of Arms, Floral Emblems or Service Badges, etc., may be incorporated alongside an inscription of five or eight lines, and details will be given upon request.

A white memorial card holds one inscription. This can be retained by family or forwarded to distance relatives. Specimens can be viewed at the Crematorium office.

We have available a miniature Book of Remembrance. It is sufficient for eight inscriptions. Specimens are available at the Crematorium office.

Below is an example of a page taken from the Book of Remembrance:

# 1ST MAY

**Berry, John Stanley**  
Bu farw 1990 yn 76 oed.  
Mi a ymdrechais ymdrech deg  
Mi a gedwais y ffydd  
Mi a orffenaais fy ngyrfa

**Oliver, William James**  
Called to Higher Service -1990

**Vardy, Angela Doreen**  
Not a day do I forget you,  
In my heart you are always near  
As I loved you, so I miss you,  
Bringing many a silent tear.

**Tranter, David Ewen**  
In loving remembrance, 1990

**Fanshaw, Dilys Ann**  
1911 - dearly loved, sadly missed - 1990

**Grundy, Ivan Jones**  
Husband of Mary, died 1990, aged 65  
A light is from our household gone,  
A voice we loved is stilled.  
Never to be forgotten.

**Jones, Gladys Helen**  
Safe in the arms of Jesus, aged 9 years

**Shankley, Robert John**  
Our dear father, died 1990, aged 67 years.  
God will link the broken chain  
As one by one we meet again,  
In God's safe keeping.

**Davis, Owen**  
Peace after pain, rest after weariness.

**Lewis, Margaret**  
Born 11.4.23 died 1.5.90  
Sunshine passes, shadows fall,  
But love and remembrance  
Outlasts them all.

**Walker, Ann Mary**  
Loving you always - forgetting you never.

**Alexander, Phillip Gerald**  
Born 23rd December, 1917  
Passed away 1st May, 1989  
Affectionately remembered.  
Happy, smiling, always content,  
Loved and respected wherever you went,  
To a beautiful life came a sudden end,  
You died as you lived, everyone's friend.

**Rogers, Anthony James**  
1909 - Hedd, perffaith hedd - 1990

**Chivers, Gordon Stephen**  
Loved and remembered always -1990

**Knight, Gerald Ivor**  
A dearly loved husband,  
Died 1990, aged 73 years.  
Deep in our hearts a memory is kept,  
Of one we loved and shall never forget.

**Langley, Barbara Jane**  
Died 1990, aged 94 years. At rest.

**Stanley, Trevor Wilfred**  
Safely, a dear one is sleeping,  
Free from all sorrow and pain,  
And when life's journey is ended,  
Someday we shall meet again.

**Nickson, Daniel Frederick**  
Rho im yr hedd, na wyr y byd amdano.

**Randolph, Enid Sarah**  
Died this day 1990, aged 74 years.  
Also James Randolph, her husband,  
Died 3rd April, 1977, aged 63 years.  
Reunited, our beloved parents.

**Phelps, Jeffrey Thomas**  
In Heavenly Love abiding, 1990

**Charles, Marion Angela**  
Life's a journey that is homeward bound.

**Morgan, Barry Thomas**  
Born 19th October, 1924.  
Died 1st May, 1990.  
Thy love cherished,  
Your guidance remains.

**Hughes, Gwendoline**  
At rest in God's Garden, 1990.

**Jones, Mervyn Clifford**  
Dearly loved brother and uncle,  
Taken from us this day 1990.  
Keep him Lord in your Garden of Rest,  
For while on earth he was one of the best.

**Young, Harold Alfred**  
Resting where no shadows fall.

**Neal, Graham Arnold**  
1914 - Always in our thoughts - 1990.

**Bertram, Megan Joan**  
Constant memories of  
Our beloved daughter.  
Died tragically, 1990  
Aged 18 years.  
Her life a beautiful memory,  
Her absence a silent grief.  
Rest in peace.

**Parry, Mary Hellen**  
1909 - Mi glywaf dyner lais - 1990

**Williams, David Peter**  
Remembered with love and gratitude.

**Holliday, Dorothy May**  
You never failed to do your best,  
Your heart was true and tender,  
You laboured hard for those you loved,  
And left us to remember.

**Dennison, Bernard Keith**  
Priod hoff a thad tyner - 1990.

## Internment of Ashes

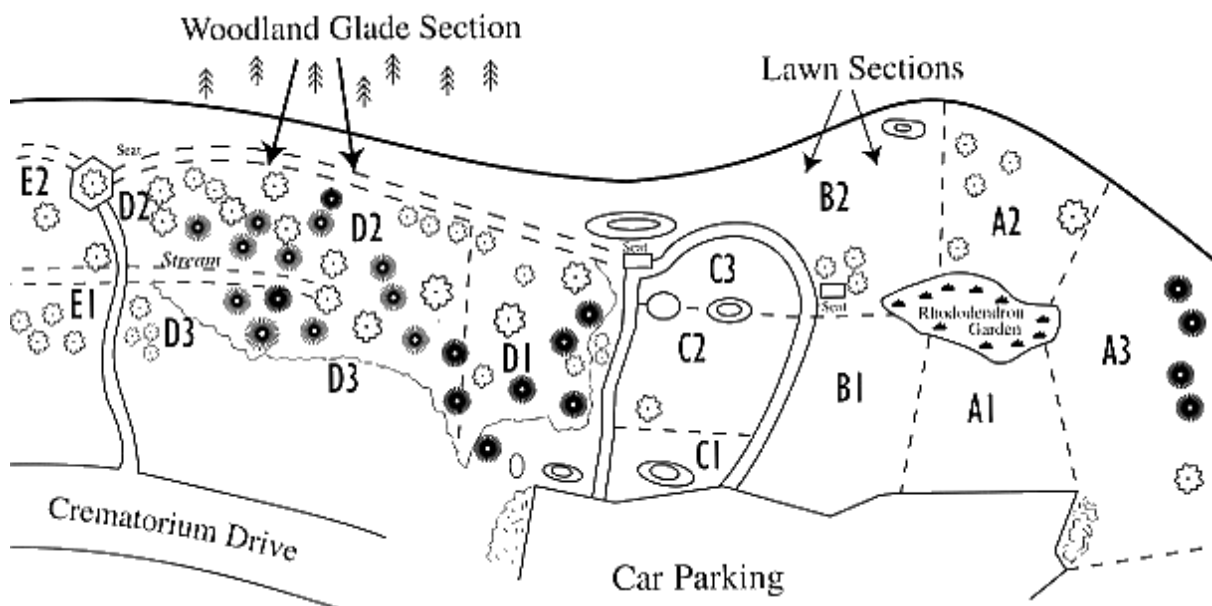
The Margam Crematorium has a Garden of Remembrance where members of the public are able to intern ashes and leave floral and other tributes.

The Gardens of Remembrance are part of an area of natural parkland on the 17 acre site. The retention of many majestic oak and elm trees together with well-established flowering rhododendrons provide a peaceful setting of natural beauty. This has been enhanced by additional trees, shrubs and bulbs in harmony with the haven of rest.

The cremated remains are interred (i.e. buried loosely) into the selected section and this procedure brings to many a peculiar comfort that here amongst the shrubs and flowers, the trees and birds, are the mortal remains of our loved ones returned to the earth from which they came. It is respectfully pointed out that the ashes cannot be retrieved or removed after burial.

The cremated remains may alternatively be transported with little trouble and expense to another Crematorium, Cemetery or Churchyard where the final disposal is desired. A selection of suitable Urns and Caskets are available from the Crematorium Office; arrangements for packing and postage may also be made if required.

Members of the public are invited to visit the Crematorium during the hours of opening when they will be impressed with the beauty and sense of peace in the Chapels and Gardens of Remembrance. Inspection of the Crematorium is welcome by appointment with the Superintendent. Open Days are arranged. Further details are available from the Crematorium Office.



### **Vase Block Memorial Kerb**

This vase block will be positioned in the Garden of Remembrance. The policy being that bereaved families may lease the block for a period of ten or twenty years, with an option to renewing the lease for further ten or twenty year periods.

The tablet with the inscription is purchased from the Crematorium and will be the property of the applicant. It is respectfully pointed out that cremated remains will still be buried loosely in the ground as per our policy. Also, a vase block will not be permitted above cremated remains.

Families are requested to make an appointment with the office for the leasing of a vase block.

### **Benches**

The Crematorium has a number of benches which are available on a lease basis (for a range of durations) which allow plaques to be dedicated to loved ones as a memorial.

Families are requested to make an appointment with the office for the leasing of a bench.

### **A Garland of Memories**

Cut flowers may be placed in the Chapel of Remembrance or in the Main Chapel vases and receptacles are provided in both Chapels. Provision has also been made in the Chapel of Remembrance for potted plants. Cut flowers may be laid upon the lawns but must not be secured by stakes or metal pegs, which constitute a hazard to motor mowers and the gardening staff. You are kindly requested to remove wrapping paper or cellophane before placing flowers on the lawns. Failure to comply will result in their removal. Containers, pots, arrangements and artificial flowers are prohibited within the grounds and if placed will be removed.

The Altar Vases (Chapel of Remembrance) or a vase in a stained glass Window Recess (Main Chapel) may be reserved, as available, for the anniversary of the death. Reservations are made for one week (i.e. from Saturday to Friday) and the nominal fee includes a framed memorial card which is placed with the flowers or plants. Approximately four months' notice is advisable for these arrangements and there are times when all the vases are booked well in advance.

Two additional schemes have been introduced to supplement our forms of commemoration Donations of any amount for memorial bulbs and trees may be made to the Superintendent at any convenient occasion; from this fund, naturalising bulbs are purchased each year together with replacement trees or shrubs. In this way the remembrance of a loved one lives on in the beauty of the flowers and trees which grace this lovely parkland, something for all to appreciate and share.

### **Palm Sunday**

Annually we hold a Service of Remembrance on this day to remember those cremated at Margam It always commences at 3.00 p.m. Many families have expressed a wish to contribute towards the cost and a Service of Remembrance Fund has now been opened. Memorial donations may be made at any time until one month before the event. A Roll of Remembrance listing the names of those commemorated in this way will be prepared and displayed in the Chapel for the year following Palm Sunday Service These two memorial schemes are particularly recommended in lieu of flowers on Palm Sunday, Easter and Christmas when flowers and potted plants are very much in abundance,

### **Christmas Service**

A service of celebration is held during the early part of December and is open to everyone. Following the service light refreshments are provided.

### **Data Protection**

All information received at the Margam Crematorium is processed in accordance with the Data Protection Act 2018 and enclosed with this Service Plan is a copy of the Margam Crematorium's Privacy Notice

## **Statistics**

The following table indicates the annual usage of the Crematorium for 2022/2023. A copy of the details for 2021/2022 are included for comparison purposes.







## Service Proposals for Change 2023/2024

|   | <b>Proposal</b>  | <b>Implementation Date</b>   |
|---|--|--|
| 1 | To continually develop our business continuity strategy and identify the main opportunities, threats and constraints that the services face  | A detailed review to take place throughout Summer 2023, with a report brought to the Margam Crematorium Joint Committee in Autumn 2023 |
| 2 | Develop the Margam Crematorium Website providing increased information to members of the public on the range of services offered, offer an online diary of services undertaken at the Crematorium on a weekly basis and provide facilities for individuals to be able to purchase or renew memorials, tributes and book of remembrance requests.<br>As part of this recognition will be given to the development of a social media platform in order to communicate messages direct to the public. | To be completed by Autumn 2023   |
| 3 | Replace the current Book of Remembrance Cabinet and undertake decorative work to the Small Chapel where it is located. As part of this an online book of remembrance will be created to allow individuals to view the book of remembrance without having to travel to Margam Crematorium   | To be completed by Autumn 2023   |
| 4 | Develop a forum of consultation with Funeral Directors in the locality to ensure needs of Crematorium are conveyed and service changes are regularly updated to them and continue to develop good customer liaison and working practices. Stakeholders will be encouraged to comment on how their needs have been met or can be met and to make any suggestions on how they feel the service could be improved.  | Ongoing with first meeting to be conveyed by September 2023  |
| 5 | Further development of record systems (i.e. electronic point of sales systems) to ensure information can be processed efficiently and accurately utilising electronic means in order to enhance service delivery   | By September 2023  |
| 6 | Refurbishment of Outside Toilet Block  | Report to be brought to Margam Crematorium Joint Committee Autumn 2023 for approval  |
| 7 | Landscaping of external area to Chapel   | Report to be brought to Margam Crematorium Joint Committee Autumn 2023 for approval  |
| 8 | General Decorative Work – Painting of building and general decorative work in Chapel   | To be undertaken throughout Summer 2023  |

|    |  |  |
|----|--|--|
| 9  | Development of memorial garden area  | Report to be brought to Margam Crematorium Joint Committee Winter 2023                                     |
| 10 | Enhancement to Wifi to ensure a more resilient service and to minimise service disruption  | To be completed throughout Summer 2023   |
| 11 | Investigation to energy efficiency measures  | Programme of work to be undertaken throughout 2023/2024 and reported to Margam Crematorium Joint Committee |
| 12 | Ongoing training of staff in all aspects of service delivery including all staff undertaking refresher training with the FBCA and being entered on to the Register of Certified Cremator Technicians | Ongoing throughout 2023/2024   |
| 13 | Development of an open day to enable members of the public to attend a tour of Margam Crematorium  | Autumn 2023  |

**Fees and Charges 2023/24 wef 01/04/2023**

|           |   |                   |                             |                     |
|-----------|---|-------------------|-----------------------------|---------------------|
| <b>1</b>  | <b><u>Cremation Fees and Ancillary Services</u></b>   |                   |                             |                     |
| [a]       | Foetus, Stillborn child or child up to and including 17 years   |                   |                             | Nil                 |
| [bi]      | Aged 18 years and over, without a certificate of cremation  |                   |                             | £635.00             |
| [bii]     | Aged 18 years and over, including a certificate of cremation  |                   |                             | £648.50             |
| [c]       | Additional charge for Saturday cremation  |                   |                             | £356.00             |
| [d]       | Double cremation (2 adults at one service)  |                   |                             | £1,282.00           |
| [e]       | Cremation only at 9am (weekdays only), including certificate  |                   |                             | £468.50             |
| [f]       | Cremation only at 9am (weekdays only), without certificate  |                   |                             | £455.00             |
| [g]       | Memorial service  |                   |                             | £180.00             |
|           | <b><i>NB The above fees in 1[bi], 1[bii] &amp; 1[c] include all services relating to a cremation. The concession under 1[a] may be coupled with 1[c], 6 &amp; 7 below and Wesley Media Charges.</i></b> |                   |                             |                     |
| <b>2</b>  | Certificate of cremation (additional)   |                   |                             | £13.50              |
| <b>3</b>  | Extract from register   |                   |                             | £12.00              |
| <b>4</b>  | Temporary deposit of cremated remains (after 1 month) per month   |                   |                             | £32.50              |
| <b>5</b>  | Disposal of cremated remains from other crematoria  |                   |                             | £44.00              |
| <b>6</b>  | Extra 20 minutes service time in chapel (weekday)   |                   |                             | £31.50              |
| <b>7</b>  | Extra 20 minutes service time in chapel (Saturday)  |                   |                             | £43.00              |
| <b>8</b>  | Witness burial of Cremated Remains  | Weekdays          |                             | £45.00              |
|           |   | Saturdays         |                             | £62.00              |
| <b>9</b>  | <b><u>Urns and Caskets</u></b>  |                   |                             |                     |
| [a]       | Wooden casket   |                   |                             | £36.50              |
| [b]       | Bronze metal urn  |                   |                             | £26.50              |
| [c]       | Plain burgundy cardboard container  |                   |                             | £15.50              |
| [d]       | Large white cardboard container   |                   |                             | £18.50              |
| [e]       | Medium white cardboard container  |                   |                             | £14.00              |
| [f]       | Small white cardboard container   |                   |                             | £9.00               |
| [g]       | Small white metal baby urn  |                   |                             | £19.50              |
| [h]       | Biodegradable burgundy scatter tube   |                   |                             | £20.00              |
| <b>10</b> | <b><u>Wesley Media Charges</u></b>  | <b><u>Net</u></b> | <b><u>Vat @<br/>20%</u></b> | <b><u>Total</u></b> |
| [a]       | <b><u>Webcasting</u></b>  | £46.25            | £9.25                       | £55.50              |
| [b]       | <b><u>Recordings</u></b>  |                   |                             |                     |
|           | Downloadable Link   | £25.00            | £5.00                       | £30.00              |
|           | Downloadable Link with tribute embedded   | £45.84            | £9.16                       | £55.00              |
|           | DVD/USB   | £46.25            | £9.25                       | £55.50              |
|           | DVD/USB with tribute embedded   | £62.09            | £12.41                      | £74.50              |
| [c]       | <b><u>Visual Tribute</u></b>  |                   |                             |                     |
|           | Single Hold Image   | £15.84            | £3.16                       | £19.00              |
|           | Family Video  | £20.00            | £4.00                       | £24.00              |
|           | Downloadable File of tribute/slideshow  | £20.00            | £4.00                       | £24.00              |
|           | DVD/USB of tribute  | £27.92            | £5.58                       | £33.50              |
|           | Urgent Orders   | £100.00           | £20.00                      | £120.00             |
| [d]       | <b><u>Visual Tributes/Slideshows</u></b>  |                   |                             |                     |
|           | Slideshow with <b>NO</b> music and a maximum of 25 images   | £35.00            | £7.00                       | £42.00              |
|           | For every additional 25 images added  | £20.00            | £4.00                       | £24.00              |
|           | Slideshow <b>With</b> music and a maximum of 25 images  | £66.67            | £13.33                      | £80.00              |
|           | For every additional 25 images added  | £20.00            | £4.00                       | £24.00              |

## **Table of Memorial Fees 2023/24**

### **1. Inscriptions in Book of Remembrance**

|                             |        |        |               |
|-----------------------------|--------|--------|---------------|
| Two Lines                   | £30.84 | £6.16  | <b>£37.00</b> |
| Five Lines                  | £46.25 | £9.25  | <b>£55.50</b> |
| Eight Lines                 | £61.67 | £12.33 | <b>£74.00</b> |
| Floral Emblem/Service Badge | £35.42 | £7.08  | <b>£42.50</b> |
| Coat of Arms                | £44.58 | £8.92  | <b>£53.50</b> |

### **2. Miniature Book of Remembrance**

|                             |        |        |               |
|-----------------------------|--------|--------|---------------|
| Two Lines                   | £47.08 | £9.42  | <b>£56.50</b> |
| Five Lines                  | £60.42 | £12.08 | <b>£72.50</b> |
| Eight Lines                 | £65.83 | £13.17 | <b>£79.00</b> |
| Floral Emblem/Service Badge | £35.42 | £7.08  | <b>£42.50</b> |
| Coat of Arms                | £44.58 | £8.92  | <b>£53.50</b> |
| Additional Lines            | £9.17  | £1.83  | <b>£11.00</b> |

### **2a. Additional Inscriptions in Miniature Book**

|             |        |       |               |
|-------------|--------|-------|---------------|
| Two Lines   | £24.58 | £4.92 | <b>£29.50</b> |
| Five Lines  | £32.92 | £6.58 | <b>£39.50</b> |
| Eight Lines | £40.42 | £8.08 | <b>£48.50</b> |

### **3. Memorial Card**

|             |        |       |               |
|-------------|--------|-------|---------------|
| Two Lines   | £15.83 | £3.17 | <b>£19.00</b> |
| Five Lines  | £23.33 | £4.67 | <b>£28.00</b> |
| Eight Lines | £30.83 | £6.17 | <b>£37.00</b> |

### **4. Memorial Kerb Plaque in Garden of Remembrance (Horseshoe Path section)**

|                                       |                |
|---------------------------------------|----------------|
| An inscription for lease of 10 years  | <b>£331.50</b> |
| An inscription for lease of 20 years  | <b>£596.50</b> |
| A replacement plaque (existing lease) | <b>£166.00</b> |
| Renewal of lease for further 10 years | <b>£183.50</b> |
| Renewal of lease for further 20 years | <b>£331.50</b> |

### **5. Memorial Kerb Plaque in Garden of Remembrance**

|                                       |                |
|---------------------------------------|----------------|
| An inscription for lease of 10 years  | <b>£449.00</b> |
| An inscription for lease of 20 years  | <b>£816.00</b> |
| A replacement plaque (existing lease) | <b>£166.00</b> |
| Renewal of lease for further 10 years | <b>£183.50</b> |
| Renewal of lease for further 20 years | <b>£331.50</b> |

### **6. Baby Memorial Kerb Plaque in Children's Garden of Remembrance**

|                                       |                |
|---------------------------------------|----------------|
| An inscription for lease of 10 years  | <b>£183.50</b> |
| An inscription for lease of 20 years  | <b>£331.50</b> |
| A replacement plaque (existing lease) | <b>£166.00</b> |
| Renewal of lease for further 10 years | <b>£183.50</b> |
| Renewal of lease for further 20 years | <b>£331.50</b> |

### **7. Granite Memorial Benches**

|  |                  |
|--|------------------|
| An inscription per plaque - 10 year lease              | <b>£612.00</b>   |
| Inscription on 3 plaques (whole bench) - 10 year lease | <b>£1,632.00</b> |
| An inscription per plaque - 20 year lease              | <b>£1,101.50</b> |
| Inscription on 3 plaques (whole bench) - 20 year lease | <b>£3,060.00</b> |

**8. Reservation of  
vases**

|             |              |
|-------------|--------------|
| Window Vase | <b>£7.50</b> |
| Altar Vase  | <b>£9.00</b> |

**8. Additional Charges**

|                            |               |
|----------------------------|---------------|
| Replacement Aluminium Vase | <b>£11.00</b> |
| Service of<br>Remembrance  | <b>£8.00</b>  |



### 1. CONDUCT

The cremation of a human body is a highly emotional occasion for those taking part in the service. This must never be forgotten by the staff of the Crematorium, who must combine to create and maintain a dignified atmosphere of reverence and respect throughout the entire proceedings.

### 2. STAFF

The greatest care must be taken in the appointment of members of the Crematorium staff, any one of whom may, by conduct or demeanour, detract from the atmosphere of reverence which it is endeavoured to create. All staff employed in the operation of cremators must be suitably trained in the technical and ethical procedures and certified as specified in Process Guidance Note 5/2 (12) or any subsequent Guidance that may be issued by the relevant Government Department.

### 3. PRIOR TO COMMITTAL

A coffin and its contents brought to the Crematorium, whether for a service prior to cremation, a planned cremation without a service or for a service prior to burial shall be brought into the Crematorium building via the main entrance. If the coffin and its contents are to be cremated, then the coffin shall be placed onto the catafalque and transferred to the crematory in the normal way. If the service is not to take place immediately, the coffin and its contents shall be placed on the catafalque, transferred to the crematory and then placed in secure and sanitary storage within the building. If the coffin is to be removed from the building following a service prior to burial, it may be placed on trestles to allow easy removal at the end of the service.

### 4. AFTER COMMITTAL

(a) A body shall not be removed from the Crematorium after the Service of Committal except for a lawful purpose.

(b) Subject to receiving the necessary Authority to Cremate, the coffin and its contents shall be put into the cremator, as soon as practicable, exactly as they have been received on the catafalque. A body not cremated on the same day as the coffin is received at the Crematorium may only be retained on the written consent of the Applicant for cremation and in circumstances deemed necessary by the Cremation Authority, including impacts on the environment. All bodies retained at the crematorium will be accommodated in secure and sanitary conditions within the building.

(c) Once a coffin with its contents has been placed in the cremator, it shall not be touched or interfered with until the process of cremation is completed. On completion, the whole of the Cremated Remains/Ashes, which is all the material left in the cremator following cremation less any metals, shall be collected and shall be disposed of in accordance with the instruction received.

### 5. CORRECT IDENTITY

(a) No coffin shall be accepted at any Crematorium unless it bears adequate particulars of the identity of the deceased person contained therein. If a coffin is

encased, the cover and the coffin must bear adequate identity of the deceased person.

(b) Every care must be taken to ensure correct identification throughout the whole proceedings from the moment the coffin is received onto the catafalque until the final disposal of the Cremated Remains/Ashes.

#### 6. SEPARATELY CREMATED

Each deceased person given to the care of the Cremation Authority shall be cremated separately. Exceptions may be made for instance in the case of mother and baby or twin children providing that the next of kin has made a specific request in this regard.

#### 7. COFFIN COVERS

When a re-useable cover is used to encase a coffin, signed authority must be given by the Applicant for the cremation authorising its use and consenting to its subsequent removal from the Crematorium.

#### 8. METAL RESIDUES

Any metal found amongst the Cremated Remains/Ashes shall be disposed of in accordance with the directions of the Cremation Authority or Higher Authority.

#### 9. CREMATED REMAINS/ASHES

The utmost care shall be taken to ensure that the Cremated Remains/Ashes, following their removal from the cremator, shall be kept separate and suitably identified. The Cremated Remains/Ashes shall be placed in a separate container awaiting final disposal. If the Cremated Remains/Ashes are to be disposed of in a Garden of Remembrance, this shall be conducted with reverence and respect. Cremated Remains/Ashes to be conveyed by a carrier service should be placed in a suitably labelled robust container and dealt with according to recommendations laid down by the Federation of Burial and Cremation Authorities.

#### 10. CREMATORS AND ANCILLARY EQUIPMENT

Cremators and all other ancillary equipment used in the Crematorium shall be kept in good repair and maintained in accordance with manufacturers' recommendations, and the requirements of the current guidance Notes issued under the Environmental Protection Act 1990 or subsequent legislation.

#### 11. STATUTORY REGULATIONS

All cremations shall be carried out according to the provisions of the Cremations Acts and the Regulations made thereunder and any subsequent legislation.

Issued August 2017



## Data Processing Privacy Notice

1. In providing us with your personal information you hereby acknowledge that Neath Port Talbot County Borough Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).
2. The personal data which we collect from you via this form will be used by the Council (pursuant to it carrying out its various statutory and business functions) for the following purposes:

To provide a Crematorium Service in line with the Ministry of Justice Legislation.

3. As a Data Controller the Council is required under GDPR to inform you which of the Article 6 GDPR "Data Processing Conditions" it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions;
4. (i) The data processing is necessary for compliance with a legal obligation to which the controller is subject". (Article 6(c) GDPR).  
  
(ii) The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller." (Article 6(e) GDPR).
5. We will not share your personal data with any third parties (i.e. persons/bodies/entities outside the Council) unless we are permitted to do so by law or within the content of this Privacy Notice
6. The personal information collected from you will be held by the Council for a period of:  
Forms - 15 Years  
Registers - Indefinitely  
  
Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the Council being unable to provide you with a service and/or could render you liable to legal proceedings.
7. We would inform you that under Article 21 GDPR you have the right at any time to object to the Authority about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.
8. The Council will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.
9. The Council will not use your personal data for the purposes of automated decision making.

10. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:

- i. The right of access to their personal data held by a data controller.
- ii. The right to have inaccurate data corrected by a data controller
- iii. The right to have their data erased (in certain limited circumstances).
- iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
- v. The right to object to their data being used for direct marketing.
- vi. The right to data portability (i.e. electronic transfer of data to another data controller).

Further information on all the above rights may be obtained from the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk).

11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the Council's Data Protection Officer at the Directorate of Finance & Corporate Services, Civic Centre, Port Talbot, SA13 1PJ.

12. Please be advised that in the event that you make a request or a complaint to the Council's Data Protection Officer (see 9 above) and you are dissatisfied with the Council's response you are entitled to complain directly to the Information Commissioner's Office. Details of the Commissioner's Office contact details and further information on your rights may be obtained from the Commissioner's website – [www.ico.org.uk](http://www.ico.org.uk).

## Contact Details

Margam Crematorium  
Longlands Lane,  
Margam,  
Port Talbot  
SA13 2NR

Tel. No: 01639 883570

email: [margam.crematorium@npt.gov.uk](mailto:margam.crematorium@npt.gov.uk)



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## Impact Assessment - First Stage

### 1. Details of the initiative

|   |
|---|
| <b>Initiative description and summary: Margam Crematorium Service Level Business Plan 2019/2020</b> |
| <b>Service Area: Margam Crematorium</b>   |
| <b>Directorate: Finance and Corporate Services</b>  |

### 2. Does the initiative affect:

|                                      | Yes | No |
|--------------------------------------|-----|----|
| Service users                        | X   |    |
| Staff                                | X   |    |
| Wider community                      | X   |    |
| Internal administrative process only | X   |    |

### 3. Does the initiative impact on people because of their:

|                            | Yes | No | None/<br>Negligible | Don't<br>Know | Impact<br>H/M/L | Reasons for your decision (including evidence)/How<br>might it impact?  |
|----------------------------|-----|----|---------------------|---------------|-----------------|---|
| Age                        |     | X  |                     |               |                 | The Statement includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2023/2024 year. There is no impact whatsoever on this protected characteristic. |
| Disability                 |     | X  |                     |               |                 | See above comment.  |
| Gender Reassignment        |     | X  |                     |               |                 | See above comment.  |
| Marriage/Civil Partnership |     | X  |                     |               |                 | See above comment.  |
| Pregnancy/Maternity        |     | X  |                     |               |                 | See above comment.  |
| Race                       |     | X  |                     |               |                 | See above comment.  |
| Religion/Belief            |     | X  |                     |               |                 | See above comment.  |
| Sex                        |     | X  |                     |               |                 | See above comment.  |
| Sexual orientation         |     | X  |                     |               |                 | See above comment.  |

**4. Does the initiative impact on:**

|   | Yes | No | None/<br>Negligible | Don't<br>Know | Impact<br>H/M/L | Reasons for your decision (including evidence)/ How<br>might it impact?  |
|---|-----|----|---------------------|---------------|-----------------|--|
| People's opportunities to use the Welsh language            |     | X  |                     |               |                 | The Service Level Business Plan will be translated into Welsh and any website or public documents developed will also be translated to ensure maximum opportunities for the Welsh language to be utilised. |
| Treating the Welsh language no less favourably than English |     | X  |                     |               |                 | The Service Level Business Plan will be translated into Welsh and any website or public documents developed will also be translated to ensure maximum opportunities for the Welsh language to be utilised. |

**5. Does the initiative embrace the sustainable development principle (5 ways of working):**

|   | Yes | No | Details   |
|---|-----|----|---|
| <b>Long term</b> - how the initiative supports the long term well-being of people | X   |    | No change in service is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating those they have loved. |
| <b>Integration</b> - how the initiative impacts upon our wellbeing objectives     | X   |    | No change in service is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating those they have loved. |
| <b>Involvement</b> - how people have been involved in developing the initiative   | X   |    | Consultation has taken place with members of staff at the Crematorium with informal discussions with funeral directors as to the nature of services that they would wish to see at the Crematorium. Discussion has been had with key stakeholders within the Council sections (i.e. environment, financial and legal)                       |

|  |   |  |   |
|--|---|--|---|
| <b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions | X |  | Consultation has taken place with members of staff at the Crematorium with informal discussions with funeral directors as to the nature of services that they would wish to see at the Crematorium. Discussion has been had with key stakeholders within the Council sections (i.e. environment, financial and legal)                           |
| <b>Prevention</b> - how the initiative will prevent problems occurring or getting worse                          | X |  | No change in service is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commmerating those they have have loved. |

**6. Declaration - based on above assessment (tick as appropriate)**

|   |          |
|---|----------|
| A full impact assessment (second stage) <b>is not</b> required  | <b>X</b> |
| Reasons for this conclusion   |          |
| The Statement includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2023/2024 year. No change in service is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commmerating those they have have loved. |          |

|              | <b>Name</b>            | <b>Position</b>   | <b>Signature</b>     | <b>Date</b>                     |
|--------------|------------------------|---|----------------------|---------------------------------|
| Completed by | <b>Craig Griffiths</b> | <b>Clerk to the Joint Committee of Margam Crematorium</b> | <b>M C Griffiths</b> | <b>15<sup>th</sup> May 2023</b> |

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## MARGAM CREMATORIUM JOINT COMMITTEE

2<sup>nd</sup> June 2023

### REPORT OF THE TREASURER – HUW JONES

#### MATTER FOR DECISION

#### WARDS AFFECTED - ALL

#### OUTTURN REPORT AND ANNUAL RETURN 2022/23

##### 1. Purpose of Report

- 1.1 This report provides details of the Margam Crematorium Joint Committee Outturn position for 2022/23. It also includes the Annual Return required to comply with proper accounting practices.

##### 2. Outturn Report 2022/23

- 2.1 This Outturn Report provides details of the variances in service levels and income and expenditure since this Committee approved the revised budget on the 17<sup>th</sup> February 2023. Members will note that there were 1,639 paid services provided in 2022/23. This is 139 services more than the 1,500 budgeted for in February.
- 2.2 In summary, the actual position shows that the net amount available to transfer to the reserves is £116,252 more than anticipated at revised budget, made up from a reduction in expenditure of £41,334 and an increase in income of £74,918.
- 2.3 Full details of each variance to the revised budget is shown in Appendix 1, with the main variances between the Revised Budget and the Actual position further explained as follows:

## **Expenditure**

### **Repair & Maintenance – Buildings +£508**

There was an overspend on repair and maintenance at the Crematorium, which is due to an increase in the anticipated demand for maintenance work.

### **Maintenance Cremators +£1,298**

The maintenance contract allows for 1,450 cremations a year before we incur an additional charge per cremation. As the actual total cremation figures exceeded the original and revised budget estimate of 1,500 there have been additional costs incurred.

### **Gas & Electricity -£3,514, -£2,755**

There was a decrease in the anticipated cost of gas and electricity for the financial year.

### **Printing & Stationery +£579**

This represents an increase in the anticipated printing and stationery costs during the financial year.

### **IT Equipment & website +£2,142**

There has been an IT equipment upgrade at the Crematorium, laptops, headsets, docking stations and additional monitors were provided which cost more than anticipated at revised budget.

### **Medical Referees +£1,152**

There was an increase in medical referee expenditure in line with the increased number of cremations this financial year.

### **Multi-media System +£2,701**

The multi-media system expenditure has increased this financial year the additional media services costs are offset by increased income received from this service.

### **Memorials & Benches -£500**

Memorials and benches expenditure has decreased this financial year, this is also reflected in a decrease in memorial income.

### **Provision for Capital works -£41,220**

The schedule below analyses the capital works undertaken during 2022/23.

| <b>Capital Works</b>              | <b>Revised Estimate</b> | <b>Actual</b> | <b>Variance</b> |
|-----------------------------------|-------------------------|---------------|-----------------|
|                                   | <b>£</b>                | <b>£</b>      | <b>£</b>        |
| Organ replacement                 | 22,000                  | 22,092        | +92             |
| Other capital works & contingency | 78,000                  | 36,688        | -41,312         |
|                                   |                         |               |                 |
|                                   | <b>100,000</b>          | <b>58,780</b> | <b>-41,220</b>  |

## **Income**

### **Cremation Fees +£68,910**

The revised budget estimated that there would be 1,500 paid cremations during the year, but the actual number provided in-year was 1,639. This included 28 cremations for those under the age of 17 for which no cremation fee was payable.

### **Palm Sunday and Bulb donations £0 and +£35**

These are voluntary donations made by the public to the Crematorium in relation to Palm Sunday and Bulbs. The donations received contribute to any expenditure in relation to the service during the financial year, with any surplus or deficit transferred to the reserve at year end.

### **Media Services income +£4,148**

The additional services offered to the public from the media system have been very popular. This includes streaming funeral services all over the world, service recordings, music and visual tributes. The demand for these additional services is increasing, resulting in more income than anticipated at revised budget.

### **Memorials -£2,340**

The income for memorials is difficult to predict, as it is demand led. This year, we have seen a reduction in the expenditure and income for memorials and benches.

**Miscellaneous income +£2,490**

Income for certificates of cremation, window vases, extra time in chapel and witness burials has increased this financial year in line with the increased number of cremations.

**Investment income +£1,286**

All the Crematorium's income and expenditure is transacted via Neath Port Talbot Council and interest paid on the net funds held for the Crematorium. The amount of interest due at the financial year end was higher than anticipated at original and revised budget.

**CAMEO +£72**

The Crematoria Abatement of Mercury Emissions organisation (CAMEO) operates a trading pool that receives contributions from those crematoria that have not installed abatement equipment. This fee, less any administrative charges, is then redistributed to the crematoria that have installed abatement equipment.

This sum is based on the net surplus tradable mercury abatement of cremations for the period of 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021. The Crematorium had surplus cremations which generated income of £3,872. The level of any future income cannot be predicted with any accuracy, as the funds to be distributed are dependent on the demand from crematoria for tradable mercury abated cremations.

### 3. Reserve Position

- 3.1 The contributions to and from reserve were £116,252 more than anticipated, resulting in the closing position for reserves shown below:

|                       | <b>Balance at<br/>31st March<br/>2022</b> | <b>Transfers<br/>to/from<br/>Reserve</b> | <b>Balance at<br/>31st March<br/>2023</b> |
|-----------------------|---|--|---|
|                       | <b>£</b>                                  | <b>£</b>                                 | <b>£</b>                                  |
| General Reserve       | Cr 871,779                                | Cr 135,526                               | Cr 1,007,305                              |
| Cremator Renewals     | Cr 700,000                                | Cr 100,000                               | Cr 800,000                                |
| Memorial Bulb Account | Cr 6,634                                  | Dr 934                                   | Cr 5,700                                  |
| Palm Sunday Fund      | Cr 4,434                                  | 0  | Cr 4,434                                  |
|                       |   |  |   |
|                       | <b>Cr 1,582,847</b>                       | <b>Cr 234,592</b>                        | <b>Cr 1,817,439</b>                       |

### 4. Annual Report for the Year Ended 31<sup>st</sup> March 2023

- 4.1 The Accounts and Audit (Wales) Regulations 2014 allow for small relevant bodies with gross income or expenditure (whichever is greater) of no more than £2.5M to complete an Annual Return for audit purposes. This summarises the annual activities at the year-end of each financial year.
- 4.2 The Local Councils in Wales Annual Return will be used by Wales Audit Office for scrutiny and audit. The draft Annual Return, which incorporates the Annual Governance Statement, is included at Appendix 3. In line with the requirements of the Accounts and Audit Regulations, Members should note that as the responsible financial officer I signed the Annual Return on the 9<sup>th</sup> May 2023, prior to the 31<sup>st</sup> May deadline. A copy of this report and Annual Return has been provided to the Wales Audit Office for their attention and a formal copy also signed by the Chair will be forwarded after the Committee meeting.

4.3 The Accounts and Audit (Wales) (Amendment) Regulations 2018 mean that the date for signing and auditing the accounts will come forward in future years, as follows:

| <b>Year</b>         | <b>Accounts drafted</b>    | <b>Accounts audited</b>         |
|---------------------|----------------------------|---------------------------------|
| 2019/20             | 15 <sup>th</sup> June 2020 | 15 <sup>th</sup> September 2020 |
| 2020/21             | 31 <sup>st</sup> May 2021  | 31 <sup>st</sup> July 2021      |
| Annually thereafter | 31 <sup>st</sup> May       | 31 <sup>st</sup> July           |

## **5. External Audit**

5.1 Any material changes resulting from the examination of the Annual Return by the External Auditor will be reported back to this Committee for consideration prior to signing off the final version of the Annual Return before the deadline. Members should note that if the External Auditor does not identify any material changes there will be no need for the accounts to be represented to the Joint Committee and then re-signed by the Chair.

## **6. Recommendations**

6.1 It is recommended that Members:

- Approve the Outturn report for 2022/23.
- The Annual Return, prior to external audit certification, for the year ended 31<sup>st</sup> March 2023, be approved and signed by the Chairman of this Committee.
- The Annual Governance Statement is confirmed.

## **7. Reasons for Proposed Decision**

To approve the Outturn report for Margam Crematorium for 2022/23 and to confirm the Annual Return and Annual Governance Statement in line with statutory requirements.

## **8. Implementation of Decision**

The decision is proposed for immediate implementation.

## **9. Appendices**

1. Margam Crematorium Income and Expenditure Account
2. Margam Crematorium Balance Sheet as at 31<sup>st</sup> March
3. Draft Annual Return including Annual Governance Statement

## **10. List of Background Papers**

Margam Crematorium Financial Records.

## **11. Officer Contact:**

Mr Huw Jones – Treasurer

Telephone: 01639 763251

E-mail: [h.jones@npt.gov.uk](mailto:h.jones@npt.gov.uk)

Miss Carina Langdon – Accountant – Corporate

Telephone: 01639 763606

E-mail: [c.langdon1@npt.gov.uk](mailto:c.langdon1@npt.gov.uk)

### Margam Crematorium Income & Expenditure Account

| Actual  |                                | Original Estimate | Revised Estimate | Actual  | Variance Actual to Revised |
|---------|--------------------------------|-------------------|------------------|---------|----------------------------|
| 2021/22 |                                | 2022/23           | 2022/23          | 2022/23 | 2022/23                    |
| £       | Expenditure                    | £                 | £                | £       | £                          |
|         | <b>Employees</b>               |                   |                  |         |                            |
| 252,123 | Salaries & Wages               | 245,000           | 276,350          | 276,432 | 82                         |
| 32,513  | Organists fees                 | 42,500            | 41,000           | 40,202  | -798                       |
| 203     | Staff Training                 | 1000              | 750              | 530     | -220                       |
|         | <b>Premises</b>                |                   |                  |         |                            |
| 63,006  | Grounds Maintenance            | 63,890            | 85,130           | 85,106  | -24                        |
| 0       | Renewal of Bulbs               | 0                 | 970              | 969     | -1                         |
| 23,221  | Buildings/Maintenance          | 19,990            | 24,380           | 24,888  | 508                        |
| 60,240  | Maintenance Cremators          | 65,110            | 69,560           | 70,858  | 1,298                      |
| 22,695  | Gas                            | 28,350            | 38,000           | 34,486  | -3,514                     |
| 19,123  | Electricity                    | 21,000            | 22,500           | 19,745  | -2,755                     |
| 627     | Water                          | 770               | 770              | 775     | 5                          |
| 34,133  | Non Domestic Rates             | 34,820            | 34,140           | 34,133  | -7                         |
| 13,275  | Cleaning                       | 13,370            | 13,370           | 13,361  | -9                         |
|         | <b>Supplies &amp; Services</b> |                   |                  |         |                            |
| 1,898   | Printing & Stationery          | 5,000             | 2,710            | 3,289   | 579                        |
| 2,317   | Telephones                     | 2,140             | 2,090            | 1,903   | -187                       |
| 4,758   | Insurance                      | 5,060             | 5,060            | 5,060   | 0                          |
| 0       | Travel and Subsistence         | 200               | 0                | 0       | 0                          |
| 0       | Conference fees                | 1,190             | 650              | 640     | -10                        |
| 62      | Car Allowance                  | 350               | 100              | 30      | -70                        |
| 57,622  | Support Services               | 58,780            | 58,830           | 58,824  | -6                         |
| 470     | Audit Fees                     | 1,040             | 3,040            | 1,180   | -1,860                     |
| 1,145   | Licences                       | 1,190             | 1,150            | 1,145   | -5                         |
| 596     | Floral Decoration              | 610               | 630              | 622     | -8                         |
| 3,003   | IT Equipment & website         | 3,700             | 3,330            | 5,472   | 2,142                      |
| 0       | Brochures                      | 0                 | 0                | 0       | 0                          |
| 1,867   | Equipment                      | 1,680             | 1,500            | 1,627   | 127                        |
| 3,867   | Urns & Caskets                 | 5,080             | 7,000            | 7,927   | 927                        |
| 0       | Palm Sunday                    | 390               | 0                | 0       | 0                          |
| 1,756   | Entries in Book of Remembrance | 2,500             | 1,800            | 1,927   | 127                        |
| 12,996  | Medical Referees               | 14,320            | 13,500           | 14,652  | 1,152                      |
| 1,223   | Clothing                       | 1,880             | 2,100            | 2,134   | 34                         |
| 1,662   | Subscriptions                  | 1,580             | 1,600            | 1,778   | 178                        |
| 27,725  | Multi-media system             | 30,000            | 29,000           | 31,701  | 2,701                      |
| 6,862   | Memorials and Benches          | 3,930             | 5,500            | 5,000   | -500                       |
| 0       | Christmas Carol Service        | 250               | 0                | 0       | 0                          |
|         |                                |                   |                  |         |                            |



### Margam Crematorium Income & Expenditure Account

| Actual          |                                  | Original Estimate | Revised Estimate  | Actual            | Variance Actual to Revised |
|-----------------|----------------------------------|-------------------|-------------------|-------------------|----------------------------|
| 2021/22         |                                  | 2022/23           | 2022/23           | 2022/23           | 2022/23                    |
| £               | Expenditure                      | £                 | £                 | £                 | £                          |
|                 | <b>Capital Costs</b>             |                   |                   |                   |                            |
| 23,800          | Provision for Capital Works      | 100,000           | 100,000           | 58,780            | -41,220                    |
|                 |                                  |                   |                   |                   |                            |
| <b>674,788</b>  | <b>Gross Expenditure</b>         | <b>776,670</b>    | <b>846,510</b>    | <b>805,176</b>    | <b>-41,334</b>             |
|                 |                                  |                   |                   |                   |                            |
| £               | Income                           | £                 | £                 | £                 | £                          |
| -880,138        | Cremation Fees                   | -919,330          | -919,330          | -988,240          | -68,910                    |
| -5,902          | Urns & Caskets                   | -5,000            | -6,280            | -6,849            | -569                       |
| -1,164          | Book of Remembrance              | -6,000            | -2,900            | -2,688            | 212                        |
| -36,354         | Media Services income            | -35,000           | -33,500           | -37,648           | -4,148                     |
| -43,705         | Memorials Income                 | -30,000           | -33,000           | -30,660           | 2,340                      |
| -301            | Bulb Donations                   | -50               | -40               | -35               | 5                          |
| -0              | Palm Sunday Donations            | -80               | 0                 | 0                 | 0                          |
| -24,328         | Miscellaneous Income             | -25,000           | -30,000           | -32,490           | -2,490                     |
| -2,884          | Investment income                | -1,500            | -35,000           | -36,286           | -1,286                     |
| -4,413          | CAMEO refund                     | -2,000            | -3,800            | -3,872            | -72                        |
| <b>-999,189</b> | <b>Total Income</b>              | <b>-1,023,960</b> | <b>-1,063,850</b> | <b>-1,138,768</b> | <b>-74,918</b>             |
|                 |                                  |                   |                   |                   |                            |
| <b>-324,401</b> | <b>Net spend before reserves</b> | <b>-247,290</b>   | <b>-217,340</b>   | <b>-333,592</b>   | <b>-116,252</b>            |

| Dividend payment to Local Authorities |   |                 |                 |                 |                 |
|---------------------------------------|---|-----------------|-----------------|-----------------|-----------------|
| 55,300                                | Neath Port Talbot                       | 55,300          | 55,200          | 55,200          | 0               |
| 44,700                                | Bridgend                                | 44,700          | 44,800          | 44,800          | 0               |
| <b>-224,401</b>                       | <b>Net Spend after Dividend payment</b> | <b>-147,290</b> | <b>-117,340</b> | <b>-233,592</b> | <b>-116,252</b> |

## Margam Crematorium Income & Expenditure Account

| Actual       |   | Original Estimate | Revised Estimate | Actual       | Variance Actual to Revised |
|--------------|---|-------------------|------------------|--------------|----------------------------|
| 2021/22      |   | 2022/23           | 2022/23          | 2022/23      | 2022/23                    |
| £            |   | £                 | £                | £            | £                          |
|              | <b>Transfers to/-from Reserves</b>        |                   |                  |              |                            |
| 125,100      | General Reserve                           | 48,550            | 19,270           | 135,526      | 116,256                    |
| 100,000      | Cremator Renewal Reserve                  | 100,000           | 100,000          | 100,000      | 0                          |
| 301          | Bulb Fund Reserve                         | 50                | -930             | -934         | -4                         |
| 0            | Palm Sunday Reserve                       | -310              | 0                | 0            | 0                          |
|              |   |                   |                  |              |                            |
| <b>1,000</b> | <b>Net position funded by Authorities</b> | <b>1,000</b>      | <b>1,000</b>     | <b>1,000</b> | <b>0</b>                   |

### Funding from Joint Authorities Contributions

|          |                                     |          |          |          |          |
|----------|-------------------------------------|----------|----------|----------|----------|
| -553     | Neath Port Talbot                   | -553     | -552     | -552     | 0        |
| -447     | Bridgend                            | -447     | -448     | -448     | 0        |
|          |                                     |          |          |          |          |
| <b>0</b> | <b>Final Position after precept</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

|              |                             |              |              |              |            |
|--------------|-----------------------------|--------------|--------------|--------------|------------|
| <b>1,459</b> | <b>Number of Cremations</b> | <b>1,500</b> | <b>1,500</b> | <b>1,639</b> | <b>139</b> |
|--------------|-----------------------------|--------------|--------------|--------------|------------|

### Margam Crematorium Balance Sheet

| 31st March<br>2022 |                           | 31st March<br>2023 |
|--------------------|---------------------------|--------------------|
|                    |                           |                    |
| £                  |                           | £                  |
| 6,634              | Memorial Bulb Account     | 5,700              |
| 4,434              | Palm Sunday Reserve       | 4,434              |
| 871,779            | General Reserve           | 1,007,305          |
| 700,000            | Cremator Renewals reserve | 800,000            |
|                    |                           |                    |
| <b>1,582,847</b>   | <b>Total Reserves</b>     | <b>1,817,439</b>   |
|                    |                           |                    |
|                    |                           |                    |
|                    | <b>Represented by:</b>    |                    |
| -14,424            | Sundry Creditors          | -34,919            |
| 0                  | Debtors                   | 1,867              |
| 87                 | Petty Cash Account        | 87                 |
| -4,558             | Receipts in Advance       | -16,528            |
| 1,601,742          | Cash Balance              | 1,866,932          |
|                    |                           |                    |
| <b>1,582,847</b>   |                           | <b>1,817,439</b>   |

## Minor Joint Committees in Wales Annual Return for the Year Ended 31 March 2023

### Accounting statements 2022-23 for:

Name of body: Margam Joint Crematorium Committee

|  | Year ending             |                         | Notes and guidance for compilers  |
|--|-------------------------|-------------------------|---|
|  | 31 March<br>2022<br>(£) | 31 March<br>2023<br>(£) |   |
| <b>Statement of income and expenditure/receipts and payments</b> |                         |                         |   |
| 1. Balances brought forward                                      | 1,357,445               | 1,582,847               | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.   |
| 2. (+) Income from local taxation/levy                           | +1,000                  | +1,000                  | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.  |
| 3. (+) Total other receipts                                      | +999,190                | +1,138,768              | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.   |
| 4. (-) Staff costs   | -284,839                | -317,164                | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.   |
| 5. (-) Loan interest/capital repayments                          | 0                       | 0                       | Total expenditure or payments of capital and interest made during the year on external borrowing (if any).  |
| 6. (-) Total other payments                                      | -489,949                | -588,012                | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).   |
| 7. (=) Balances carried forward                                  | 1,582,847               | 1,817,439               | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).   |
| <b>Statement of balances</b>                                     |                         |                         |   |
| 8. (+) Debtors   | 0                       | 1,867                   | <b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body.   |
| 9. (+) Total cash and investments                                | 1,601,829               | 1,867,019               | <b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation. |
| 10. (-) Creditors  | -18,982                 | -51,447                 | <b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.   |
| 11. (=) Balances carried forward                                 | 1,582,847               | 1,817,439               | <b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).   |
| 12. Total fixed assets and long-term assets                      | 0                       | 0                       | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.   |
| 13. Total borrowing  | 0                       | 0                       | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

## Annual Governance Statement

We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

|   | Agreed?                             |                                     | 'YES' means that the Council/Board/Committee:   | PG Ref   |
|---|-------------------------------------|-------------------------------------|---|----------|
|   | Yes                                 | No*                                 |   |          |
| <p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.                                      | 6, 12    |
| 2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   | 6, 7     |
| 3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Committee to conduct its business or on its finances. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.                        | 6        |
| 4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.  | 6, 23    |
| 5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.  | 6, 9     |
| 6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body. | 6, 8     |
| 7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.                                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.                          | 6        |
| 8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.                     | 6, 8, 23 |

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

## Additional disclosure notes\*

The following information is provided to assist the reader to understand the accounting statements and/or the Annual Governance Statement

1.


2.

3.

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

## Committee approval and certification

The Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

|   |  |
|---|--|
| <p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.</p> | <p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p> |
| <p><b>RFO signature:</b> </p>  | <p><b>Minute ref:</b></p>  |
| <p><b>Name:</b> Huw Jones</p>   | <p><b>Chair of meeting signature:</b></p>  |
| <p><b>Date:</b> 09/05/2023</p>  | <p><b>Date:</b></p>  |

## Annual internal audit report to:

Name of body: Margam Joint Crematorium Committee

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Committee.

|   | Agreed?                  |                          |                          |                          | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)   |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--|
|   | Yes                      | No*                      | N/A                      | Not covered**            |  |
| 1. Appropriate books of account have been properly kept throughout the year.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Areas to be audited are risk assessed and as a result MJCC is not audited annually. The last audit undertaken was undertaken during 2020/21 and a formal audit report issued on 22.10.21. The report was reported to the Margam Joint Committee in February 2022.</p> <p>During the last audit robust controls were found to be in place in relation to all areas of financial management. In addition to this all of the data in relation to MJCC is held within NPTCBC corporate financial systems which are audited annually and the work of Internal Audit is reviewed annually by WAO.</p> <p>The next annual audit of MJCC is due to be undertaken during 2024/25</p> |
| 2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

|  | Agreed?                  |                          |                          |                                     | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|--|
|  | Yes                      | No*                      | N/A                      | Not covered**                       |  |
| appropriately accounted for.   |                          |                          |                          |                                     |  |
| 6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 8. Asset and investment registers were complete, accurate, and properly maintained.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |



|  | Agreed?                             |                                     |                                     |                                     | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
|  | Yes                                 | No*                                 | N/A                                 | Not covered**                       |  |
| 9. Periodic and year-end bank account reconciliations were properly carried out.   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |

| For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed: |                                     |                                     |                                     |                                     |  |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
|   | Agreed?                             |                                     |                                     |                                     | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|   | Yes                                 | No*                                 | N/A                                 | Not covered**                       |  |
| 11. Insert risk area  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 12. Insert risk area  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 13. Insert risk area  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |


\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Committee are included in my detailed report to the Committee dated \_\_\_\_\_.] \* Delete if no report prepared.

**Internal audit confirmation**

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

|  |
|--|
| Name of person who carried out the internal audit: Anne-Marie O'Donnell              |
|  |
| Signature of person who carried out the internal audit:                              |
| Date: 15.05.2023   |

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