

Telephone: Port Talbot 883570

MARGAM JOINT CREMATORIUM COMMITTEE

Constituent Authorities

**NEATH PORT TALBOT
COUNTY BOROUGH COUNCIL**



**BRIDGEND COUNTY
BOROUGH COUNCIL**

MARGAM CREMATORIUM

Clerk:

**DAVID MICHAEL LLB (Hons.) Wales
SOLICITOR
Civic Centre, Port Talbot**

Medical Referee:

**M.H. Llewellyn
M.B., B.C.H., D.R.C.O.G
Mount Surgery, Taibach**

Treasurer:

**H.Jenkins IPFA
Civic Centre
Port Talbot**

MEETING OF THE MARGAM JOINT CREMATORIUM COMMITTEE

FRIDAY, 6TH FEBRUARY 2015

2.15 pm

ON SITE

PART 1

1. To receive any Declarations of Interest from Members
2. To appoint a Technical Officer for the Margam Joint Crematorium Committee
3. To receive the Minutes of the previous meetings of the Joint Committee held on 26th September 2014 (*Pages 1 - 6*)

To Receive the Report of the Treasurer

4. Annual Budget Report (*Pages 7 - 20*)
5. Banking Arrangements (*Pages 21 - 24*)

To receive the Joint Report of the Clerk, Technical Officer and Treasurer

6. Federation of Burial and Cremation Authorities Audit (*Pages 25 - 34*)

To receive the Reports of the Superintendent & Registrar

7. Federation of Burial and Cremation Authorities Document Amendments (*Pages 35 - 38*)
8. Christmas Memory Tree (*Pages 39 - 40*)
9. Death Certification (*Pages 41 - 42*)
10. Cremations - Cameo (*Pages 43 - 44*)

To Receive the Report of the Medical Referee

11. Medical Report - for the period 1st July 2014 to 31st December 2014 (*Pages 45 - 46*)
12. Any urgent items at the discretion of the Chairman pursuant to Section 100B(4)(b) of the Local Government Act 1972
13. Access to Meetings - to resolve to exclude the public for the following item pursuant to Section 100A(4) & (5) of the Local Government Act 1972, and the relevant Exempt Paragraphs of Part 4 of Schedule 12A to the above Act.

PART 2

To Receive the Private Report of the Superintendent & Registrar

14. Relief Cremator Operators (Exempt Under Para 12 & 14) (*Pages 47 - 50*)

To Receive the Private Report of the Treasurer

15. Insurance Claim - Fire Damage (Exempt Under Para 12 & 14) (*Pages 51 - 52*)

Civic Centre
PORT TALBOT

2ND February 2015

Joint Committee Membership:

Representing Neath Port Talbot County Borough Council:

Councillors: J.S.Evans, P.Greenaway, R.G.Jones, E.V.Latham and A.Taylor

Representing Bridgend County Borough Council

Councillors: P.James and M Reeves

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MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers)

Members Present:

26th September 2014

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

Councillors E.V. Latham (Chairman), J.S.Evans
and R.G.Jones

**Representing Bridgend
County Borough
Council:**

Councillor M. Reeves

Officers In Attendance:

D.Michael, H.Jenkins, Mrs.A.Dixon, M.Griffiths,
S.Khaghanian and Miss G. Cirillo

1. **APOLOGIES**

Apologies were received from Cllr. Mrs.P. James. It was also noted that Cllr.M. Reeves had submitted apologies for absence for the previous meeting held on the 18th July 2014.

2. **TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING OF THE JOINT COMMITTEE HELD ON THE 18TH JULY 2014**

RESOLVED: that the Minutes of the above mentioned meeting be confirmed as a true and accurate record of proceedings.

Report of the Technical Officer

3. **SEAT BENCHES**

Members received a report regarding a request for accepting donated seat benches in memory of loved ones as detailed in the circulated report. The report informed members of the Committee's current status on seat benches in that prior to 2008 the Committee decided not to accept any more benches donated by the public due to the increased number of requests and, as a consequence, the lack of space to accommodate the benches.

Following detailed discussion around the potential practical and legal issues, the Committee felt that a clearer protocol on this matter was required in order to make any decisions.

RESOLVED: that the item be deferred to a later meeting in order to receive a more detailed report to enable further discussion.

4. **TRAINING NEW STAFF**

The Technical Officer presented to Committee a report proposing to train extra staff to become fully licenced cremator operators as temporary “back up” staff in the event of an emergency or, to assist current staff, particularly in the event of extra out of hours work. Members noted details of the training required and the cost of training. Following discussions around the existing numbers of trained staff which is 5, Members queried whether extra trained staff would be appropriate given the temporary nature of this requirement. Officers also confirmed that with regard to emergencies, it would be pertinent to re-visit the Neath Port Talbot Emergency Strategy set within the Joint Resilience Unit and see how it relates to the existing Margam Crematorium protocol.

RESOLVED: that this item be deferred for a more informed report to be brought back to Committee following liaison with the Joint Resilience Unit to enable further discussion.

Report of the Treasurer

5. **2013/14 OUTTURN REPORT AND ANNUAL RETURN**

Members were provided with an update of the Margam Crematorium Joint Committee’s Annual Return, which is required to comply with proper accounting practices as detailed in the circulated report.

RESOLVED:

- (i) The External Auditors Report on the Annual Report be approved by the Committee.
- (ii) The Treasurer and Chairman be authorised to complete the certification and approval following the Audit.

Report of the Superintendent and Registrar

6. WATER TREATMENT - SEWERAGE WORKS

The Superintendent and Registrar presented a report to Members seeking approval to plant ever-green trees/shrubs to screen the water treatment/sewerage works on site at the Crematorium. It was noted that the location of the water treatment/sewerage works is in full view to the public when visiting the memorial garden and it was felt that an effective way of dealing with this matter would be to plant trees/shrubs along one side of the area. It was also noted that the cost of this could be carried out within budget.

RESOLVED: that the planting of ever-green trees/shrubs to screen the water treatment/sewerage works at the Crematorium, be approved.

7. CREMATIONS

Members received statistical information for the period 1st July 2014 to 31st August 2014 where a total of 199 applications for cremations were made. The Superintendent and Registrar also highlighted to Members that a joint Funeral Director/Clergy Meeting is proposed in the near future to encourage participation in general regarding working practices and improving the provision of service at the Crematorium to the general public.

RESOLVED: that the report be noted.

8. FBCA AUDIT

Members received an update report regarding The Cremation (England & Wales) Regulations 2008 which require every crematorium to be open to inspection by representatives of the Secretary of State at any reasonable time. On 10th September 2014 an audit was undertaken by three members of the Federation of Burial & Cremation Authorities Executive Committee. A major part of the audit was carried out by face to face conversation with staff and various documents, such as Risk Assessments, Environmental Permit, Crematory Log Book, Cremation Register etc were examined. Working practices within the office and the crematory were also observed. An oral update was given by the Project Manager in regard to the works around the replacement of the Cremators over the last two years and it was confirmed that a feedback report from this audit would be brought back to Committee once received.

RESOLVED: that the report be noted.

9. **STAFF TRAINING**

Members were updated on the training and upskilling of the two most recently appointed members of staff who have been examined by an FBCA Examiner and are now qualified Cremator Operators. It was also noted that First Aid training is available to staff and two members of staff would be attending this course in the future.

RESOLVED: that the report be noted.

10. **ACCESS TO MEETINGS**

RESOLVED: that pursuant to section 100a(4) & (5) of the local government act 1972, and the relevant exempt paragraphs of part 4 of schedule 12A to the above act.

Private Report of the Technical Officer

11. **CREMATORIUM EQUIPMENT (MERCURY ABATEMENT PLANT)
(EXEMPT UNDER PARA 14)**

At the last meeting it was reported that the works associated with the installation of New Cremators and Abatement Plant were almost complete. The Technical Officer was now pleased to report that the works were completed and that currently the Cremators are into the 1st year warranty period. Members noted that during the first year warranty period Facultatieve Technologies will provide all necessary maintenance, servicing and testing required to the plant. The future 10 year servicing and maintenance contract that will commence at the end of the warranty period is currently being prepared.

Members were pleased to note that all works carried out were within the stipulated budget.

RESOLVED: that the report be noted.

12. **INSURANCE CLAIM RE FIRE DAMAGE (EXEMPT UNDER PARA 14)**

Members noted that the final insurance settlement was being progressed but is not yet finalised. A further report will be provided to the Joint Committee once details have been received.

RESOLVED: that the report be noted.

CHAIRMAN

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MARGAM CREMATORIUM JOINT COMMITTEE

REPORT OF THE TREASURER

6TH FEBRUARY 2015

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED: ALL

1. ANNUAL BUDGET REPORT

1. Purpose of the Report

1.1 The purpose of the report is to provide details of the Margam Crematorium Joint Committee Revised Budget for 2014/15 and the Estimate for 2015/16.

2. Revised Budget

2.1 In preparing the Original Estimate it was assumed that there would be 1,160 cremations, as it was unclear when the new cremator equipment would become operational and whether any service interruption would apply in the installation of the abatement equipment. However, the Crematorium was opened ahead of the expected time, with the minimum disruption. It is now expected to reach the number of 1,350, as used in previous years to construct the budget.

2.2 The Revised Budget shows Gross Expenditure of £766,657, Income of £849,830, and allows the refund of £36,173 additional precept paid in 2013/14, together with a proposal to establish a general reserve of £50,000.

2.3 The main variances of note in the Revised estimates are:

Expenditure

Wages and Salaries

The additional pension contributions paid to Swansea Council have been reduced from £12,800 to £4,600, this is due to the Pension Fund

reevaluation from April 2014, which has reduced the overall contribution rate.

There has been a variation in the working hours of one of the General Assistants and the expected overtime for all staff has been reduced.

A pay award of 2.2% has been built into the budget from 1st January 2015, together with the appropriate non-consolidated amount.

Organist fees

The original estimate was calculated on the basis of 1,160 cremations. The revised budget has been calculated anticipating 1,350 cremations. This increase is because there was less disturbance in the Crematorium while installing the abatement equipment.

The Crematorium has to pay annual leave to its organists from April 2014; a percentage calculation has been added to the estimate to incorporate this.

Staff Training

Two members of staff have qualified as cremator operators this year, one of the staff also obtained a First Aid certificate.

Carbon Reduction Tax

The carbon reduction tax no longer applies to Neath Port Talbot Council, this is inclusive of Margam Crematorium.

Repair & Maintenance of Buildings

The rent from the tied accommodation is included in the Repair and Maintenance of Buildings; all repairs will be carried out by the Environment Directorate. The charge for waste disposal is also included in this fee.

Repair & Maintenance - Mechanical & Electrical

The cremators no longer form part of the maintenance contract, this has a major impact on the reduction of the monthly fee. There has also been a change in the contractor which has also reduced the mechanical and electrical fee.

Repair & Maintenance Cremators

The cremators are under warranty for the first year. A sum of £25,900 has been included in the budget; this covers the replacement of filters and the disposal of the mercury emissions collected by the abatement equipment.

Gas

The new cremators are expected to be running more efficiently, using less gas.

Electricity

The new cremators and abatement equipment are fully operational since June 2014, however, as the equipment is highly technical there is more electricity being consumed.

Air Quality Sampling

The air quality sampling formed part of the first year new cremator installation contract conditions. This will be continued to be monitored annually by the Environment Directorate in future years.

Conference Fees

There were no delegates attending this year's annual conference, this has also reduced the travelling expenses.

Debt Management fee

This is based on the balance of the outstanding loan together with the projected debt for the new cremator project at year end. This was substantially larger than expected in preparing the original estimate, due to the additional capital spend.

Computer Equipment

Additional software has been installed on the crematorium's computers, the budget also includes all computer consumables spend.

Palm Sunday

There are two Palm Sundays during the financial year.

Loan Charges - Principal and Interest

The original outstanding debt, together with the debt incurred by the new cremator project has been repaid by 4%, plus interest on the outstanding debt of 4.80%. This sum was unknown at Budget stage last year.

Environmental Surcharge – CAMEO

Prior to the installation of abatement equipment, an environmental surcharge has to be paid on 50% of all cremations conducted during the calendar year. The Crematorium is liable for this surcharge between 17th March, when the Crematorium reopened and June 9th when the implementation of the abatement plant became operational.

Repair & Renewal Reserve

The life expectancy of the new cremators is 10 years, it would therefore be prudent to reinstate a reserve fund to enable the Committee to replace the cremator and abatement equipment when necessary.

Income 2014-15

The estimated income was originally based on 1,160 cremations, however it is anticipated the number of cremations will increase to 1,350. This will enable the Committee to increase the repayment of the Neath Port Talbot loan, together with making a provision for the reserve fund.

Cremation fees

The number of expected cremations has been revised to 1,350, increasing the income for fees to £789,750, this is additional income of £109,990.

Memorial Income

The income for memorials is difficult to predict. However the income has increased as the renewal of the 10 year lease is due this financial year.

Palm Sunday and Bulb fund donations

The above donations have been omitted from the budget as they are unreliable and rely on the public's generous contributions.

Net expenditure

It can be seen from the revised net expenditure position that the Crematorium committee is in a much stronger financial position than anticipated at Budget stage. This enables the Committee to repay Neath Port Talbot CBC the sum of £231,535, increased from £116,364 and introduce a Reserve fund contribution of £50,000. This sum will be adjusted at final accounts stage when an accurate figure is available.

2.4 Capital Costs – Direct Revenue Funding

At Appendix 3, there is a statement of costs for the cremator project. The outstanding balance of the original cremator project is £67,185. The new cremator contract including contingencies and fees is £870,000. The funding statement shows that, after using the balance of the Insurance settlement of £278,000, a principal loan repayment of £21,805 and a repayment to Neath Port Talbot Council of £231,535, there remains an estimate balance of £405,845 to be repaid to Neath Port Talbot Council. This balance will be updated at year end.

2.5 Repayment of Additional Precept

As discussed with the constituent authorities the repayment of the 2013/14 additional precept of £36,173, has been included in this year's budget.

2.6 Appendix 1 contains details of the Original and Revised estimates for 2014/15, together with the Estimate for 2015/16.

3. Budget 2015/16

3.1 The budget has been prepared based on 1,350 cremations during the financial year.

3.2 The majority of the budget has been increased by 2.00%, the projected level of the Consumer Price Index; the following are the exceptions.

Wages & Salaries

A pay award of 2.2% has been built into the budget.

R&M Maintenance (Mechanical & Electrical) Contract

The contract will cover the mechanical and electrical maintenance of the Crematorium, but now excludes the maintenance of the cremators.

Repair and Maintenance of Cremators

After the first year this is expected to be £51,500, plus inflation, the legal contract to support this is in its final stages. This contract includes the routine servicing of the existing equipment, replacement of filters and the disposal of the emissions collected by the abatement equipment.

Air Quality Sampling

The Air Quality Sampling, in the first year, formed part of the new cremator project and was undertaken by FT, the cremator contractor. The air quality shall be continued to be monitored by the Environment Directorate in future years.

Palm Sunday

There is one Palm Sunday Service this financial year.

Medical Referees

It is likely that the Health Authority will become responsible for meeting these costs in future years; however, a provision has been retained for 2015/16. As changes are announced these will be reported to the Committee.

Environmental Surcharge CAMEO

The abatement equipment has been installed and is fully operational since June 2014, so there will no longer be a surcharge. However, as the Crematorium is required to abate 50% of its cremations, but is in fact choosing to abate by 100%, there might be additional income received

from the 'Burden Sharing' scheme introduced by CAMEO, but this is not budgeted for at this time.

Income

The income for the financial year 2015/16 has been based on 1,350 cremations. The budget has assumed there shall be no increase in the cremation fee this year as this assurance was given to the Committee when increasing the fee by 20% during 2014/15. The report proposes some increases for other additional income as set out in Appendix 2.

3.3 Appendix 1 contains details of the Estimate for 2015/16.

3.4 Appendix 2 contains details of the fees and charges proposed for 2015/16.

4. Cremator Project

4.1 Members will note from Appendix 3 that a budget provision of £870,000 is included to cover the provision of equipment, installation, fees and contingencies for building works, etc.

The actual expenditure to date amounts to £844,780. There is an outstanding retention and hence total costs will be within the budget.

When added to the existing loan outstanding of £67,185, this results in an estimated total loan requirement of £937,185, plus interest outstanding.

4.2 During 2014/15, a sum of £231,535 and a further £238,377 in 2015/16, has been built into the budget to repay the outstanding loan.

5. Recommendations

5.1 It is recommended that:

- The Revised Budget is agreed by the Committee.
- The Budget for 2015/16 is agreed by the Committee.
- The fees as set out in Appendix 2 are agreed for 2015/16.
- The position in relation to the Cremator Project and Reserve position is noted.

List of Background Papers

Margam Crematorium Financial Records.

Wards Affected

All

Officer Contact

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Margam Crematorium Account

Actual		Original Estimate	Revised Estimate	Original Estimate
2013/14		2014/15	2014/15	2015/16
£	Expenditure	£	£	£
	Employees			
137,517	Salaries & Wages	160,781	145,497	152,073
9,628	Organists fees	18,228	24,800	24,800
-	Staff Training	850	975	850
17,662	Contracted Staff	-	-	-
	Premises			
658	Carbon Reduction Tax	2,000	-	-
42,669	R&M Grounds	43,479	44,375	45,180
17,508	R&M Buildings	22,948	22,650	23,100
8,792	R&M Mech. & Electric (Mitie)	11,241	5,000	5,000
-	R&M Cremators (Contract with FT)	26,000	25,900	51,500
14,917	Gas	34,000	33,000	33,610
5,736	Electricity	10,440	10,895	11,110
1,356	Water	1,750	1,670	1,700
-68,174	Non domestic rates	20,340	20,340	20,800
9,249	Cleaning	11,982	11,485	11,715
-	Air Quality Sampling	2,910	-	3,000
	Supplies & Services			
769	Printing & Stationery	2,400	2,400	2,400
724	Advertising	700	715	730
1,791	Telephones	2,000	1,760	1,795
4,665	Insurance	4,722	4,665	4,665
149	Travelling Expenses/Subsistence	600	230	600
-	Conference fees	1,756	-	1,515
213	Car Allowance	730	730	750
70	Debt Management	100	345	330
50,240	Support Services	50,858	50,860	51,880
2,181	Audit Fees	4,047	2,860	3,000
1,679	Licence fee - operating permit	1,711	1,680	1,680
497	Floral Decoration	506	510	520
1,100	Computer & Equipment	1,975	2,350	2,400
18,793	CAMEO	10,000	10,000	-
-	Brochures	1,530	1,530	1,560
127	Equipment	1,358	1,360	1,360
220	Urns & Caskets	1,520	1,520	1,550
-	Palm Sunday	740	600	300
2,388	Entries in Book of Remembrance	2,129	2,130	2,130
4,104	Medical Referees	12,150	12,150	12,150

Appendix 1

Actual		Original Estimate	Revised Estimate	Original Estimate
2013/14		2014/15	2014/15	2015/16
£	Expenditure	£	£	£
151	Clothing	1,352	1,350	1,000
867	Subscriptions	996	990	990
4,047	Memorials	4,076	4,070	4,070
	Capital Costs			
7,884	Loan charges - Principal	4,858	26,665	26,720
7,988	- Interest	5,655	32,065	30,780
9,915	Provision for Capital Works	25,000	25,000	25,000
50,000	Contributions to the Council-Cremator project	116,364	231,535	238,377
368,080	Gross Expenditure	626,782	766,657	802,690
	Income	£	£	£
-229,429	Cremation Fees	-679,760	-789,750	-789,750
-1,234	Urns & Caskets	-2,949	-2,880	-2,940
-6,688	Book of Remembrance	-5,196	-6,150	-6,280
-19,777	Memorials Income	-21,678	-23,000	-22,110
-183	Bulb Donations	-	-	-
-495	Palm Sunday Donations	-250	-	-
-13,379	Miscellaneous Income	-22,170	-28,050	-28,610
-	Refund of water usage from Cemeteries	-	-	-
-8,400	Payment for Water usage from Cemeteries	-	-	-
-279,585	Gross Income	-732,003	-849,830	-849,690
88,495	Net spend before reserves	-105,221	-83,173	-47,000
	Transfer to/-from Reserves	£	£	£
183	Bulb Fund	-	-	-
495	Palm Sunday Reserve	-	-	-
-50,000	General Reserve	15,000	50,000	50,000
39,173	Net position to be funded by Authorities	-90,221	-33,173	3,000
	Precept Funding from Local Authorities			
-1,693	Precept - Neath Port Talbot	-1,693	-1,693	-1,688
-1,307	- Bridgend	-1,307	-1,307	-1,312
-20,413	Additional precept - NPT	51,676	20,413	-
-15,760	- Bridgend	41,545	15,760	-
0	Net Expenditure/-income after precept funding	0	0	0
456	Number of Cremations	1,160	1,350	1,350

Appendix 1

Schedule of Precept payments

	Neath Port Talbot	Bridgend	Total Precept
Dates	£	£	£
2015-2016	1,688	1,312	3,000
2014-2015	1,693	1,307	3,000
2013-2014	1,693	1,307	3,000
2012-2013	1,710	1,290	3,000
2011-2012	1,710	1,290	3,000
2010-2011	2,831	2,169	5,000
2009-2010	2,850	2,150	5,000

Cremation Price Comparison 2014/15

Margam Crematorium	£597	(incl. of certificate and organist)
Llewydcoed Crematorium, Aberdare:	£590	(incl. of certificate and organist)
Swansea Crematorium:	£576	(incl. of certificate and organist)
Coychurch Crematorium, Bridgend:	£594	(incl. of certificate and organist)
Llanelli Crematorium: (Private)	£576	(incl. of certificate and organist)

Margam Crematorium
Proposed table of fees and charges w.e.f. 1st April 2015

	01/04/14	01/04/15
1 <u>Cremation fees and ancillary services</u>		
[a] Stillborn child or child up to 1 year	No charge	No charge
[b] Aged 1 to 16 years	£457	£457
[c] Aged over 16 years	£585	£585
[d] Additional charge for Saturday cremation	£314	£314
[e] Double cremation (2 adults at one service)	£1,153	£1,153
[f] Cremation only at 9 am (Weekdays only)	£485	£485

N.B. The above fees in 1[b] & 1[c] above include all services relating to a cremation.
The concession under 1[a] may be coupled with 1[d] or 6 if required.

	2013/14	2014/15	2015/16
2 Certificate of cremation	£11	£12	£13
3 Extract from Register	£10	£11	£12
4 Temporary deposit of cremated remains (after 1 month)	£30	£31	£32
5 Disposal of cremated remains from other crematoria	£41	£42	£43
6 Service in chapel with organ and organist or extra 20 mins	£29	£30	£31
7 Service in chapel with organ and organist or extra 20 mins (Sat)	£40	£41	£42
8 Witness Burial of cremated remains - Weekdays	£42	£43	£44
- Saturdays		£60	£61
9 <u>Urns and Caskets</u>			
[a] Wooden Casket	£33	£34	£36
[b] Bronze Metal Urn	£24	£25	£26
[c] Woodgrain cardboard container	£13	£14	£15
[d] Plain cardboard container	£10	£11	£12
[e] Small metal urn	£17	£18	£19
[f] Polyurn	-	£12	£14

Margam Crematorium
Proposed table of fees and charges w.e.f. 1st April 2015

	01/04/14	01/04/15
1 <u>Inscriptions in Book of Remembrance</u>		
Two Lines	£35.00	£36.00
Five Lines	£53.00	£54.00
Eight Lines	£70.00	£71.50
Floral Emblem/Service Badge	£40.00	£41.00
Coat of Arms	£51.00	£52.00
2 <u>Miniature Book of Remembrance</u>		
Two Lines	£54.00	£55.00
Five Lines	£69.00	£70.00
Eight Lines	£75.00	£76.50
Floral Emblem/Service Badge	£40.00	£41.00
Coat of Arms	£51.00	£52.00
Additional Lines	£10.00	£10.50
2a <u>Additional Inscriptions in Miniature Book</u>		
Two Lines	£28.00	£28.50
Five Lines	£37.00	£38.00
Eight Lines	£46.50	£47.00
3 <u>Memorial Card</u>		
Two Lines	£17.50	£18.00
Five Lines	£26.50	£27.00
Eight Lines	£35.50	£36.00
4 <u>Memorial Kerb Plaque in Garden of Remembrance (inc. Children's Memorial)</u>		
An inscription for lease of 10 years	£420.00	£428.00
A replacement plaque (existing lease)	£159.50	£162.50
Renewal of lease for further 10 years	£170.00	£173.00
5 <u>Reservation of vase</u>		
Window Vase	£7.00	£7.00
Altar Vase	£8.50	£8.50
Additional Copy of Crematorium Brochure	£3.50	£3.50
Replacement Aluminium Vase	£10.50	£10.50
Service of Remembrance	£7.50	£7.50

Margam Crematorium
Proposed table of fees and charges w.e.f. 1st April 2015

	01/04/14	01/04/15
6 <u>Triptych Memorials</u>		
<u>Basic Charge - Faux Suede</u>		
Triptych with 2 line entry & pocket	£49.50	£50.50
Triptych with 5 line entry & pocket	£60.50	£62.00
Triptych with 8 line entry & pocket	£71.50	£73.00
<u>Basic Charge - Leather (without pocket)</u>		
Triptych with 2 line entry	£66.00	£67.00
Triptych with 5 line entry	£77.00	£78.50
Triptych with 8 line entry	£87.50	£89.00
<u>Additional Charges</u>		
2 line entry	£11.50	£12.00
5 line entry	£16.50	£17.00
8 line entry	£22.50	£23.00
Floral Emblem	£41.00	£42.00
Coat of Arms	£51.50	£52.00

Margam Crematorium Cremators and Abatement Project

Old Cremator Project Cost	£	£
Total Cost to 31 st March 2012		28,773
Total Cost to 31 st March 2013		990,911
Total Cost to 31 st March 2014		49,421
Grand Total		<u>1,069,105</u>

Funding

Less direct funding as at 31 st March 2012	-28,773	
Less funded from Reserves as at 31 st March 2013	-920,324	
Funded as at 31 st March 2013	-949,097	
Funded from Reserves 2013/14	-50,000	
Repayment of Principal 2013/14	-2,823	
Total funding available		<u>-1,001,920</u>

Net Loan outstanding		<u>67,185</u>
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New Cremator Project	£	£
Total Contract including contingency and fees		870,000

Old Cremator project		67,185
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Net project costs		<u>937,185</u>
Less		
Principal repayment of Loan 14/15		-21,805
In year estimated repayment		-231,535
Insurance balance		-278,000
Estimated Total Balance outstanding as at 31st March 2015		<u><u>405,845</u></u>

Insurance Settlement		£
Settlement from Insurance co.		350,000
Less Insurance reserve		-72,000
		<u>278,000</u>

Reserve Movements	£	£
	2013/14	2014/15
Opening Balance	50,000	0
Contributions to Reserves		50,000
Contributions from Reserves	-50,000	
Closing Balance as at 31st March	<u>0</u>	<u>50,000</u>

MARGAM CREMATORIUM JOINT COMMITTEE

REPORT OF THE TREASURER

6TH FEBRUARY 2015

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED: ALL

1. BANKING ARRANGEMENTS

1. Purpose of Report

1.1 This report proposes changes to the banking arrangements for Margam Crematorium.

2. Background

2.1 Margam Joint Crematorium accounts are maintained by Neath Port Talbot Council although they are held as a separate organisation within the Council's financial systems.

2.2 The existing arrangements mean that the costs relating to Margam Crematorium are paid from the Council's bank accounts which are provided under a long term contract by Santander, but the income is credited into a Lloyds Bank account. This results in the requirement to draw a cheque from the bank account to the Council on a monthly basis.

3. Proposal

3.1 It is proposed that the banking arrangements are changed so that both income and expenditure are accounted for via the Council's bank accounts. This has several advantages as follows:

- The manual transfer of information and cash from the current bank to the Council's bank accounts will no longer be required.
- Information in relation to the Crematorium's income will be more up to date as the accounts will be updated at the time of each banking.

- Using the Council's bankers will allow the Crematorium to provide the facility to pay by card at the Crematorium as part of the Council's current income arrangements. The provision of this service is significantly lower than that offered by external service providers.
- The facility to make payments directly into a bank account will be made available. Service users at the Crematorium have requested the opportunity to do this, but the current banking arrangements do not provide this option.
- Banking information will be available more promptly as the Council has access to bank statements online with the information being updated daily. Lloyds Bank provides paper statements on a monthly basis.

3.2 The change in banking arrangements will result in some changes to the administration of the accounts. These are:

- Income will no longer be banked directly to the bank, but at the Council's Cash Office – this will not result in any additional journeys.
- Crematorium staff will be provided the facility for chip and pin payments and the training to allow them to operate the system.
- There will be no further need to calculate the transfer of income from the bank to the Council's accounts or investments as any interest calculations can be made on the balance held in the financial ledger.

4. Recommendations

4.1 It is recommended that:

- The change to the banking arrangements for Margam Crematorium be approved.
- All future income is transacted through the Council's banker Santander and the bank account with Lloyds Bank closed.
- The development of arrangements for taking payment by cards be progressed.

List of Background Papers

Margam financial accounts

Wards Affected

All

Officer Contact:

Mr Hywel Jenkins – Director of Finance & Corporate Services

☎ 01639 763251

E-mail: h.jenkins@npt.gov.uk

Mrs Anne Thomas – Accountant, Technical and Exchequer

☎ 01639 763

E-mail: a.dixon@npt.gov.uk

Mrs Janet North – Chief Accountant, Technical and Exchequer

☎ 01639 763635

E-mail: j.north@npt.gov.uk

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MARGAM JOINT CREMATORIUM COMMITTEE

JOINT REPORT OF THE CLERK, THE TECHNICAL OFFICER AND THE TREASURER

6TH FEBRUARY 2015

SECTION A – MATTER FOR DECISION

WARDS AFFECTED:

All

FEDERATION OF BURIAL AND CREMATION AUTHORITIES AUDIT

1.1. **Purpose of Report**

To inform Members of the outcome of an audit undertaken at the Crematorium by the Federation of Burial & Cremation Authorities (“FBCA”) and to obtain decisions from Members in relation to its recommendations.

1.2. **Background**

1.2.1. The Cremation (England & Wales) Regulations 2008 require every crematorium to be open to inspection by representatives of the Secretary of State at any reasonable time. On 10th September 2014 an audit was undertaken by three members of the Federation of Burial & Cremation Authorities Executive Committee.

1.2.2. An oral presentation was given by Michael Griffiths, Project Manager, and this provided an insight into our experiences of the last two years and where we are today. A general discussion followed between all those present which also included the Joint Crematorium Committee Chairman and Accountant.

1.2.3. Following this the party was given a tour around the buildings and grounds.

1.2.4. A good deal of the audit was carried out by face to face conversation with staff and various documents, such as Risk Assessments, Environmental Permit, Crematory Log Book, Cremation Register etc were examined. Working practices within the office and crematory were also observed.

1.2.5. I have now received the report arising out of the audit a copy of which is attached to this report as Appendix A.

1.2.6. I think that Members will agree that this is a very positive audit. There are some issues to be picked up. I set out below the comments of officers on the audit report and identify where action is necessary.

1.2.7 Issues arising from the report

Comments regarding recommendations numbered 1 to 7 from FBCA

1.2.7.1. This is currently under enquiry with Cintrix, the intruder and fire alarm company, who have been on site measuring for parts etc. (Recommendation 1)

1.2.7.2. Hilton Studio, who supply the Books of Remembrance have submitted estimates for angled viewing cabinets and these are in the region of between £12000 & £17000 depending on the size and type of cabinet required i.e. viewings for 2 / 3 books and whether fireproof storage areas are required for the Books of Remembrance when not in view. This is something that could be budgeted for in future years. I have also asked for figures from another company F G Marshall & Co, but to date they have not been forthcoming with information (Recommendation 2).

1.2.7.3. This working practice, which had been in place for many years, has been modified. Funeral Directors are now required to deliver the appropriate cremation forms and medical certificates by 10am ***two*** working days prior to the date of the funeral. The deadline was previously 10am ***one*** working day prior to the funeral and the Medical Referees authority was given via a telephone call sometimes on the morning of a funeral. The forms would be collected from the medical Referee of Mount Surgery later that day. This change now gives ample time for the forms to be scrutinised by the Medical Referee and to be returned to the Crematorium office with the signed Cremation Form 10 (Medical Referees authority) before authority is passed to the Crematory staff (Recommendation 3).

1.2.7.4. Risk assessments were in place at the time of the audit and can be viewed by members if required. COSHH assessments are carried out by Corporate Cleaning and these are also held on site (Recommendation 4).

1.2.7.5. This is something that is continually being looked at and suggestions will be brought to future meetings (Recommendation 5).

1.2.7.6. The Influenza Pandemic Plan has been updated and will be provided to the Joint Resilience Unit (Recommendation 6).

1.2.7.7. An up to date version of the Health and Safety poster has been purchased and is now displayed (Recommendation 7).

1.3. **Appendices**

Appendix A

1.4. **Recommendation**

That the Recommendations in the FBCA Audit be accepted, that Members note compliance with Recommendations 3,4,5 and 7 and that reports be brought back to Members about compliance with the remainder.

1.5. **Reason for proposed decision**

To deal with the recommendations contained in the FBCA Audit and secure compliance with those recommendations.

1.6. **List of Background Papers**

None

1.7. **Officer Contacts**

Mr. David Michael – Clerk
Tel No: 01639 763368
Email: d.michael@npt.gov.uk

Mr. Hywel Jenkins – Treasurer
Tel No: 01639 763251
Email: h.jenkins@npt.gov.uk

Mr. Gareth Nutt – Technical Officer#
Tel No: 01639 686668
Email: g.nutt@npt.gov.uk

**THE FEDERATION OF BURIAL
AND CREMATION AUTHORITIES**

41 Salisbury Road, Carshalton, Surrey SM5 3HA
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www.fbca.org.uk



Secretary: Richard J Powell

Date: 27th October 2014

Our Ref: RJP/visits/Margam

Confidential
Mr. David Michael
Clerk to the Joint Crematorium Committee
Civic Centre
Port Talbot
SA13 1PJ



Dear David

Visit to Margam Crematorium

184718

During a series of visits to crematoria within your area the Federation President and Officers were pleased to meet Councillor Ted Latham, Ann Thomas, Mike Griffiths, Project Manager, Clive Phillips, Superintendent and Registrar and your team of staff at the Crematorium.

The Federation provides for all its Members a comprehensive Technical Advisory Service which is based on experience and knowledge accumulated over many years on all matters relating to the cremation service.

During the course of the visit an inspection was made of the crematorium buildings, grounds and the administrative procedures. An assessment was made of adherence to the requirements of the Cremation Regulations, the Local Air Pollution Prevention and Control (LAPPC) regime as well as for compliance with the Code of Cremation Practice.

Based on the comments of the visitors I attach a report which I hope you will find helpful in delivering a high calibre service to the bereaved.

The President has requested me to ask you to convey to Clive Phillips and the crematorium staff her appreciation for the courteous reception and hospitality the visitors received.

Yours faithfully

Richard Powell
Secretary & Executive Officer

CONFIDENTIAL

LOCATION: **MARGAM CREMATORIUM**

DATE OF VISIT: 10th September 2014

FEDERATION REPRESENTATIVES: President, Miriam Deacon, Secretary and Executive Officer, Richard Powell and Technical Officer, Stuart Connelly.

REPRESENTATIVE FROM THE MINISTRY OF JUSTICE: N/A

REPRESENTATIVES OF CREMATION AUTHORITY: Councillor Ted Latham, Ann Thomas, Mike Griffiths Project Manager and Clive Phillips Superintendent and Registrar.

The following report is based on information given to the Federation representatives and observations made during the course of the visit.

STAFF AT CREMATORIUM Margam Crematorium employs sufficient staff to fulfill the requirements of the Cremation (England and Wales) Regulations 2008 (Reg. 4 (b)). The visitors reported that the appearance of the staff was excellent.

CREMATORIUM BUILDINGS The buildings were found to be in very good condition and repair with standards of maintenance in the public areas judged to be very good. The facilities in the chapel included provision for the playing of recorded music and a Loop system. There was a wheelchair for use by infirm members of the public. The toilet facilities available for the disabled at the crematorium were considered good, however to satisfy the requirements of the Equality Act 2010, it will be necessary to fit an emergency alarm and pull cord. Access to the Book of Remembrance for visitors in wheel chairs was judged to be difficult due to the level top surface of the cabinet, which would preclude viewing from a wheelchair. If funding was to be made available it would be beneficial to have work carried out on the cabinet to achieve an angled viewing section with an opening into which a wheelchair could be accommodated.

CREMATORIUM GROUNDS The site is maintained to an excellent standard by staff at the crematorium. Cremated remains can be interred in the Gardens of Remembrance after the cremation service unless contrary instructions are received. Metal residue from the cremations is disposed of by interment in accordance with the Code of Cremation Practice.

CREMATORS

The crematorium is equipped with two Facultatieve Technology cremators. The cremators are compliant with the Local Air Pollution Prevention and Control (LAPPC) regulations and the subsequent (PG5/2(12) requirements. The cremators are maintained under contract with Facultatieve. As a consequence the cremators are in good repair. The standard of housekeeping in the crematory was reported as excellent.

CODE OF CREMATION PRACTICE

An up to date copy of the Code of Cremation Practice (2005) was on display in the crematory. The Federation recommends that the Code of Practice should be displayed in public areas as well to reassure the public of the standards that are expected within the crematorium.

LOCAL AIR POLLUTION PREVENTION AND CONTROL (LAPPC) REGULATIONS AND THE SUBSEQUENT (PG5/2(12) GUIDANCE NOTES REQUIREMENTS

The Crematorium Authority has the necessary authorisation under the Local Air Pollution Prevention and Control (LAPPC) regulations and the subsequent (PG5/2(12) requirements and maintains a log book of cremations carried out in accordance with its authorisation. Annual emission testing is carried out and the results forwarded to the Environmental Health Officer of the authorising local authority as well as a copy being retained at the Crematorium in accordance with the requirements of PG5/2(12). The cremator operators employed by the Cremation Authority are certificated in accordance with the requirements of PG5/2(12).

OPERATIONAL

The system for acceptance of the coffin at the chapel was acceptable and secure. It was noted that the coffin name plate is checked at the chapel door and again upon receipt into the crematory. The cremated remains are identified satisfactorily until final disposal. Cremation services may be held at 30 minute intervals from 9.30 am to .00 p.m. Monday to Friday.

ADMINISTRATION

Administration is carried out at the crematorium office on site where the statutory forms are received and checked. The Medical Referee checks the forms at least the day prior to the service, however his completed Cremation Form 10 is not seen by the Registrar prior to the issuing of the Authority to Cremate to the crematorium staff. Statutory forms are stored for the required length of time to satisfy the regulations. The register of cremations is kept on PC. A separate electronic and hard copy record is kept of the cremation of Body parts and foetal remains.

ADMINISTRATION
CONTINUED

An inspection of a small number of sets of statutory documents revealed that these complied with the requirements set out in the Cremation (England and Wales) Regulations 2008.

There is an appropriate corporate complaints procedure which the public can access and use if things go wrong.

HEALTH AND SAFETY

The Council appears to be carrying out its general duties under Health and Safety legislation however, during the visit it was apparent that specific risk assessments were in need of review for the main areas of work.

It is strongly recommended that a full range of risk assessments are carried out immediately with consideration to all areas of work where hazards are present.

COSHH assessments are also required.

An out of date version of the statutory Health & Safety Policy was displayed in the workplace and advice was given to obtain a copy of the new document. First aid facilities are available at the crematorium and there is one weekend member of staff currently certificated in first-aid at the work location. One further employee is scheduled for training

MEMORIAL FACILITIES

The Cremation Authority provides a Book of Remembrance, benches and Kerb Stones as memorial facilities for bereaved families. The Authority may wish to consider widening the choices available to families in order to provide a more comprehensive range of memorials for its service users.

SUMMARY

Considering the extremely difficult and testing time the Authority has had to go through the FBCA delegates were extremely impressed with the positivity shown and the commitment to move the service forward. This is a credit to all concerned.

The service appeared to be well managed, supported by a very dedicated team of staff.

The grounds were also a credit to the Authority.

However, the visitors reported that although on the whole the crematorium was meeting requirements, they were concerned that although the Cremation Authority has a general Business Continuity Plan this does not focus specifically on an Influenza Pandemic or other circumstances that could significantly increase the demand upon the service.

RECOMMENDATIONS

- 1. In order to satisfy the requirements of the Equality Act 2010, it will be necessary to fit an emergency alarm and pull cord in the toilet facility provided for people with disabilities.**
- 2. If funding was to be made available it would be beneficial to have work carried out on the cabinet to achieve an angled viewing section with an opening into which a wheelchair could be accommodated.**
- 3. It is advisable for the authorising officer to see the signed Form Cremation (10) prior to authorising a cremation to be carried out by staff at the crematorium. Practices should be modified to permit this function to take place**
- 4. It is strongly recommended that a full range of risk assessments are carried out immediately with consideration to all areas of work where hazards are present. COSHH assessments are also required.**
- 5. The Authority may wish to consider widening the choices available to families in order to provide a more comprehensive range of memorials for its service users.**
- 6. A plan should be drawn up to focus specifically on the ability of the service to deal with an Influenza Pandemic, or other circumstances that could significantly increase the demand upon the crematorium's services.**
- 7. An out of date version of the statutory Health & Safety Policy was displayed in the workplace and this should be replaced with a copy of the new statutory document as a matter of urgency.**

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MARGAM JOINT CREMATORIUM COMMITTEE
REPORT OF THE SUPERINTENDENT & REGISTRAR

6TH FEBRUARY 2015

SECTION B – MATTER FOR INFORMATION

WARDS AFFECTED:

All

FEDERATION OF BURIAL AND CREMATION AUTHORITIES
DOCUMENT AMENDMENTS

Purpose of Report

To advise Members of changes in the Cremation Code of Practice.

Background

We received notification in October 2014 that various Federation of Burial and Cremation Authorities documents, including the Cremation Code of Practice had been amended. Members are advised that the appropriate amendments have been made to Crematorium documents and where necessary they have been issued to the Funeral Directors (Preliminary Application) and displayed in the main office and crematory (Code of Practice).

Copies of the new documents appear at Appendix A and Appendix B to this report

Appendices

Appendix A and B

List of Background Papers

None

Officer Contact

Mr. C. Phillips– Superintendent & Registrar

Tel. No. 01639 883570

e-mail : c.phillips1@npt.gov.uk



Amlogfa Margam Crematorium

Longlands Lane, Margam, Port Talbot, SA12 2NR
 Telephone: 01639 883570 Fax: 01639 894940
 Email: margam.crematorium@npt.gov.uk



Preliminary Application for Cremation and Disposal of Cremated Remains

Cremation No.

Date forms received:

Forms checked by:

Attendant's notes:

.....

.....

.....

Funeral Director:

Address:

.....

.....

Telephone No.

Email:

Fees Payable: (Office use only)	£	p
Cremation:.....	:	
Casket.....	:	
Certificate.....	:	
Extra Time.....	:	
Witness Burial.....	:	
Crem Rems received...	:	
.....	:	
Receipt No:	:	

Part One

1. Full name of deceased..... Age..... Mr/Mrs/Miss

Address

Post Code

2. Day of Week, date and time of funeral (20 mins) **Day:** **Date:** **Time:** **Extra 20 mins:**

3. Name of Minister..... Denomination

4. Details of any hymns and / or special music required with the organ. Please note that 24 hours notice is required for any special item, choirs, soloists etc.
 No responsibility will be accepted for CD's not tested on Crematorium equipment.

1. Entry
2.
3.
4. Exit

5. Relationship of Applicant to deceased

Part Two – To be completed and signed by applicant when remains are to be buried at the Crematorium.

THE CREMATED REMAINS of the above are to be placed into the Garden of Remembrance. Please tick as required:

Witness Burial Lawn Section Woodland Glade as previous cremation

Details of previous cremation: Name..... Date.....

I hereby authorise Margam Crematorium to proceed as instructed and acknowledge that when remains are buried at the Crematorium, they will not be in a container and once buried cannot be retrieved.

Signed

Address.....

Tel. No. Date

Part Three – To be completed and signed by applicant when remains are to be taken away.

Is a certificate of cremation required?

Destination

When Required

Please supply the following:	Oak Casket <input type="checkbox"/>	Bronze Urn <input type="checkbox"/>
Woodgrain Container <input type="checkbox"/>	Plain Cardboard Container <input type="checkbox"/>	
Polytainer <input type="checkbox"/>	Bringing own container <input type="checkbox"/>	

N.B. Cremated Remains must be collected by the Funeral Director or Applicant within 2 weeks of the date of the funeral.

I hereby authorise Margam Crematorium to release the Cremated Remains to the appointed Funeral Director.

Signed

Address.....

Tel. No. Date

N.B Form to be countersigned on reverse by Funeral Director

Revised October 2014

Instructions for Funeral Directors

1. RESPONSIBILITY

The Funeral Director shall observe the regulations of the Cremation Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque. When the coffin is in position on the catafalque or deposited in the rest room or Chapel of Rest at the Crematorium the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.

2. NOTICE OF CREMATION

The length of notice to be given for a cremation and the time of the cremation, as agreed, must be strictly adhered to. All statutory and non statutory forms and certificates, as required by the Cremation Authority, must reach the crematorium office by the specified time. For administrative reasons these times may vary according to local requirements.

3. CONSTRUCTION OF THE COFFIN

The coffin must be made of a suitable material which, when placed in a cremator and subjected to the cremation process, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. If it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose.

Cardboard coffins should not contain chlorine in the wet strength agent. (e.g. not using polyamidoamine-epichlorhydrin based resin (PAA-E). Contact should be made with the Crematorium Administration to ensure that the coffin selected is fit for the purpose of cremation.

4. COFFIN FURNITURE AND FITTINGS

No metal furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) or melamine must not be used in coffin construction or furnishings. Water based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene which is restricted to the coffin nameplate only and this must not exceed 90 grams in weight.

5. LINING OF THE COFFIN

The use of saw dust, cotton wool or shredded paper within a coffin must be avoided. If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. The use of shredded paper within a coffin is not permitted.

6. SIZE OF THE COFFIN

Where the external dimensions of a coffin are likely to exceed length 81 inches (206cms); width 36 inches (92cms); depth 24 inches (65cms) the proper officer of the crematorium must be consulted as soon as practicable. Funeral Directors should obtain the specific consent of the Crematorium of persons who exceed 35 stone in weight.

7. CLOTHING AND COFFIN CONTENT

In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments manufactured from copper should be removed as should any easily removable prostheses or casts of plaster or other material. Additional items, particularly of glass or plastic, should not be placed within the coffin.

8. CREMATION OF INFANTS and FOETAL REMAINS

Mothers of non-viable babies and families of stillborn babies and very young deceased babies considering cremation should be advised that there is a possibility that cremated remains/ashes may not be recoverable and reminded of the availability of the option of burial.

If the advice is not given the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.

9. BODY PARTS

Body parts presented at the crematorium for cremation normally consists of soft tissue which in the absence of any bone structure will not produce any cremated remains.

10. CREMATED REMAINS

The utmost care should be taken when dealing with cremated remains. If the Funeral Director supplies an urn or casket for cremated remains it should be of sufficient internal dimension to provide a minimum of 200 cubic inches (3,280 cubic cms.) and securely labelled. The container should be strong enough to resist breakage in transit. The lid must fit tightly and the fastening should be strong enough to prevent the lid being forced open by distortion of the container through maltreatment in transit.

Signed <i>(Funeral Director)</i>	Address
--	----------------------

THE FEDERATION OF BURIAL AND CREMATION AUTHORITIES

CODE OF CREMATION PRACTICE

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 an 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 demeanor, detract from the atmosphere of reverence which it is endeavored 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 the Secretary of State's Guidance Notes of the Environmental Protection Act 1990 or any subsequent legislation made thereunder.

3. AFTER COMMITMENT

- (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 shall be collected and shall be disposed of in accordance with the instruction received.

4. 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.

5. SEPARATELY CREMATED

Each coffin given to the care of the Cremation Authority shall be cremated separately.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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 October 2014

MARGAM JOINT CREMATORIUM COMMITTEE
REPORT OF THE SUPERINTENDENT & REGISTRAR

6TH FEBRUARY 2015

SECTION A – MATTER FOR DECISION

WARDS AFFECTED:

All

CHRISTMAS MEMORY TREE

Purpose of Report

To advise Members of the placing of a Christmas Tree in the Chapel of Remembrance.

Background

A Christmas tree was donated anonymously and placed as a Memory Tree in the Chapel of Remembrance. Cards were purchased by the Crematorium and a sign placed in the chapel inviting members of the public to write a Christmas message for a loved one and hang it on the tree. Close to 400 cards were placed on the tree and many favourable comments received as a result. It is hoped to continue this practice in years to come.

Appendices

None

Recommendation

That the placing of a Memory Tree be undertaken in future years.

Reasons for Proposed Decision

To provide an additional service to the public.

List of Background Papers

None

Officer Contact

Mr. C. Phillips– Superintendent & Registrar

Tel. No. 01639 883570

e-mail : c.phillips1@npt.gov.uk

MARGAM JOINT CREMATORIUM COMMITTEE
REPORT OF THE SUPERINTENDENT & REGISTRAR

6TH FEBRUARY 2015

SECTION B – MATTER FOR INFORMATION

WARDS AFFECTED:

All

DEATH CERTIFICATION

Purpose of Report

To advise Members of a new system of death certification.

Background

A new system of death certification (excluding Coroners cases) involving Medical Examiners scrutinising cause(s) of death as stated by a doctor was planned to be implemented in October 2014. The nature of the process is intended to help in detection of patient safeguarding issues.

As has been expected for some time, further delays have now been formally announced regarding reforms in England and Wales. The reason behind the delay is said to be that the timeline from publishing consultation, putting legislation through parliament and preparatory work for implementation will be interrupted by the General Election this year. Any decision taken by the present government could not tie the hands of an incoming government.

The Department of Health has indicated that it remains fully committed to the reforms but any further work on implementation will be delayed until after the election.

Appendices

None

List of Background Papers

None

Officer Contact

Mr. C. Phillips– Superintendent & Registrar

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MARGAM JOINT CREMATORIUM COMMITTEE

REPORT OF THE SUPERINTENDENT & REGISTRAR

6TH FEBRUARY 2015

SECTION B – MATTER FOR INFORMATION

WARDS AFFECTED:

All

CREMATIONS – CAMEO

Purpose of Report

To advise Members of the number of cremations which have taken place since the reopening of the Crematorium on 17th March 2014 up until 31st December 2014.

Background

The Crematorium re-opened on 17th March 2014 and for the period from that date to 31st December 2014 the total number of cremations undertaken amounted to 1128. Of these 746 were abated, 382 unabated.

The appropriate returns have been submitted to Cameo, the body responsible for trading abated against unabated cremations, who will advise us in due course of where we stand financially.

Appendices

None

List of Background Papers

None

Officer Contact

Mr. C. Phillips– Superintendent & Registrar

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Margam Joint Crematorium Committee

Mount Surgery
Margam Road
Port Talbot
SA13 2BN

To The Members of The Joint Crematorium Committee

Mr Chairman, Ladies & Gentlemen,

Report to the Medical Referee

The following statistical details are reported for the information of the Joint Crematorium Committee on 6th February, 2015.

For the period 01/07/2014 to 31/12/2014 a total of 700 applications for cremations, together with the relevant certificates, have been received, scrutinised and investigated, and authority given for cremation to proceed.

		JULY	AUG	SEPT	OCT	NOV	DEC
1. Applications supported by Medical Certificates Cremation 4 & 5		82	67	96	105	96	110
2. Applications supported by Coroner's Certificates Cremation 6		24	24	27	24	16	26
3. Applications in respect of stillbirth		1	0	1	1	0	0
Total		107	91	124	130	112	136

It became necessary for me to make further enquiries in the following instances.

		JULY	AUG	SEPT	OCT	NOV	DEC
a. Applications (Cremation 1) incorrectly or incompletely submitted		0	0	0	0	1	1
b. Medical Certificates (Cremation 4 & 5) incorrectly or incompletely submitted		0	4	2	4	1	3
c. Consultation with Coroner		0	0	0	0	0	0
d. Consultation with Registrar of Births, Deaths & Marriages		0	0	0	0	0	0
Total		0	4	2	4	2	4

Medical Referees

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