

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, 24 APRIL 2015

2.15 pm

ON SITE

PART 1

1. To receive any Declarations of Interest from Members
2. To receive the Minutes of the previous meetings of the Joint Committee held on 6th February 2015 (*Pages 1 - 6*)

To receive the Reports of the Superintendent & Registrar

3. Funeral Director Car Parking Arrangements (*Pages 7 - 8*)
4. Filming at Margam Crematorium (*Pages 9 - 12*)

5. Any urgent items at the discretion of the Chairman pursuant to Section 100B(4)(b) of the Local Government Act 1972
6. 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

7. Staff - Appointment and Training (Exempt under Paragraphs 12 & 14)
(Pages 13 - 14)

Civic Centre
PORT TALBOT

17th April 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 Reeves

MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers)

Members Present:

6th February 2015

**Representing Neath
Port Talbot County
Borough Council**

Councillors: E.V.Latham (Chairman) R.G.Jones,
E.V.Latham and A.Taylor

Officers In Attendance

D.Michael, H.Jenkins, Mrs. A.Dixon, M.Griffiths,
C.Phillips and Mrs.J.Woodman-Ralph

1. **APOLOGIES**

Apologies were received from Cllr.Mrs.P.James and Cllr.M.Reeves,
Bridgend County Council.

2. **APPOINTMENT OF TECHNICAL OFFICER**

RESOLVED: that Mr.G.Nutt be appointed Technical
Officer of the Margam Joint Crematorium
Committee following the recent retirement
of Mr.J.S.Flower.

3. **MINUTES OF THE PREVIOUS MEETING HELD ON 26TH
SEPTEMBER 2014**

RESOLVED: that the Minutes of the above mentioned meeting be
confirmed as correct record of proceedings.

Matters Arising

Work is progressing in regard to Seat Benches and a report will be prepared
for the next meeting of this Committee.

The Water Treatment – Sewerage Works screening is progressing with
Mr.N.Thomas attending shortly to look at the types of trees to be planted
taking into account the adjacent drains.

4. ANNUAL BUDGET REPORT

Members were provided with the Margam Crematorium Joint Committee revised budget for 2014/15 and the Estimate for 2015/16 as detailed in the circulated report.

Members welcomed the very positive report and thanked the Treasurer and Officers for all the hard work undertaken that resulted in a positive budget position which has resulted in the Committee being able to increase the payment of the loan to Neath Port Talbot and to make a provision into a reserve fund. Members noted that there was no proposed increase in the Cremation Fees but were supportive of the increases for ancillary service charges.

- RESOLVED:**
- (a) that approval be granted for the Revised Budget for 2014/15 as detailed in the circulated report.
 - (b) that approval be granted for the Budget for 2015/16 as detailed in the circulated report.
 - (c) the fees for 2015/16 be approved as detailed in Appendix 2 of the circulated report.
 - (d) Members noted the position in relation to the Cremator Project and Reserve as detailed in the circulated report.

5. BANKING ARRANGEMENTS

Members were given an overview of the changes to the banking arrangements for Margam Crematorium as detailed in the circulated report.

- RESOLVED:**
- (a) that approval be granted for the changes to the banking arrangements for Margam Crematorium.
 - (b) that all future income be transacted through the Council's banker Santander and the bank account with Lloyds Bank closed.
 - (c) that the development of arrangements for taking payment by cards be progressed.

6. **FEDERATION OF BURIAL AND CREMATION AUTHORITIES
AUDIT**

Members were provided with the outcome of an audit undertaken at the Crematorium by the Federation of Burial and Cremation Authorities (FBCA) as detailed in the circulated report.

Members were pleased to receive a very positive report and asked the Superintendent and Registrar to forward the Committees thanks to all the staff concerned. Crematorium housekeeping was identified as excellent with some recommendations being addressed. Further reports will be provided in future to the Committee to ensure all the recommendations are being actioned.

- RESOLVED:**
- (a) that the recommendations in the FBCA be accepted.
 - (b) that compliance be noted in recommendations 3,4,5 and 7.
 - (c) that further reports be submitted to Committee to ensure that the remainder of the recommendations are dealt with.

7. **FEDERATION OF BURIAL AND CREMATION AUTHORITIES
DOCUMENT AMENDMENTS**

Members received a report advising of changes to documents that had been actioned in line with the Cremation Code of Practice as detailed in the circulated report.

- RESOLVED:** that the report be noted.

8. **CHRISTMAS MEMORY TREE**

Members received a report advising of the placing of a Christmas Tree in the Chapel of Remembrance during December 2014 as detailed in the circulated report.

It was highlighted that the Remembrance Christmas Tree had been very well received and 400 cards placed on the tree.

RESOLVED: that approval be granted for the Memory Tree to be provided in future years and for the remembrance cards to be retained for a period of 12 months ensuring that families are made aware of the timescale for retaining cards.

9. **DEATH CERTIFICATION**

Members received a report advising them of further delays by Central Government in introducing a new system of death certification as detailed in the circulated report.

RESOLVED: that the report be noted.

10. **CREMATIONS - CAMEO**

Members were provided with information on the number of cremations which had taken place since the re-opening of the Crematorium on the 17th March 2014 up until 31st December 2014 which has been forwarded to CAMEO, the body responsible for managing the fees relating to unabated/abated cremations as detailed in the circulated report.

RESOLVED: that the report be noted.

11. **APPLICATIONS FOR CREMATIONS**

The circulated report contained statistical details for the period 1st July 2014 to 31st December 2014, whereby there had been 700 applications for cremations received and following the appropriate scrutiny and investigation, authority had been granted for cremations to proceed.

RESOLVED that the report be noted

12. **ACCESS TO MEETINGS**

RESOLVED: that pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraphs 12,13 and 14 of Part 4 of Schedule 12A to the above Act.

13. **RELIEF CREMATOR OPERATORS**

Members were provided with the options available to them in regard to the training for relief Cremator Operators as detailed in the private circulated report.

RESOLVED: that consideration of the training of additional cremator operators be deferred to a Special Meeting of the Margam Joint Crematorium Committee which will be convened when necessary.

14. **INSURANCE CLAIM - FIRE DAMAGE**

Members were provided with an update on the Insurance Claim as detailed in the private circulated report.

RESOLVED: that the report be noted.

CHAIRMAN

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MARGAM JOINT CREMATORIUM COMMITTEE
REPORT OF THE SUPERINTENDENT & REGISTRAR

24TH APRIL 2015

SECTION A – MATTER FOR DECISION

WARDS AFFECTED:

All

FUNERAL DIRECTOR CAR PARKING ARRANGEMENTS

Purpose of Report

To inform Members of a proposal to change the layout of the car park at the Crematorium for Funeral Directors.

Background

It is proposed to change the layout of the car park to provide an area for Funeral Director cars to park whilst waiting for families to return after the service. This will ease congestion that can sometimes occur outside the entrance to the chapel and avoid funeral cars waiting in sight of other families. Plans are in the process of being prepared which will be circulated before the meeting. The estimated cost of the works would be of the order of £5,500 - £6,000. There will be consequences for parking which will be illustrated on site.

Appendices

None

Recommendation

That Members consider the proposal on site.

Reason for proposed decision

To implement parking improvements at the crematorium.

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

24TH APRIL 2015

SECTION A – MATTER FOR DECISION

WARDS AFFECTED:

All

FILMING AT MARGAM CREMATORIUM

Purpose of Report

To inform Members of a recent decision to allow filming at the Crematorium by a television company who are following a local Funeral Director in his day to day work.

Background

We received a request from a television company, who are following a local funeral director in his day to day work, to record a funeral service. The request, which had the full support of the family concerned, was initially turned down in accordance with the policy of the Crematorium. A further request was received asking us to reconsider the position. After discussions between the Chair, Director of Finance, Clerk and Superintendent it was decided to grant permission under the Council's urgency action procedure. The appropriate documentation was prepared and signed by the Chair, Vice Chair and Leader and these are attached for Members attention.

A report will be prepared for the next meeting with some recommendations for a revised policy.

Appendices

Appendix Urgency Action

Recommendation

That the Urgency Action decision be noted and that a report be submitted to Members on a revised policy.

Reasons for Proposed Decision

To enable Members to make a decision on a revised policy in relation to filming at the Crematorium.

List of Background Papers

Urgency Action

Officer Contact

Mr. C. Phillips– Superintendent & Registrar

Tel. No. 01639 883570

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



Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot

F+R
0364

TO: Chief Executive

From: Director of

F+CS

OFFICER EXECUTIVE URGENCY ACTION

Please arrange consultation with relevant Members in accordance with the Council's approved urgency delegation arrangements to officers, this being an urgent matter, where any delay would prejudice the Council's or the public's interests.

SUBJECT: *Filming of Funerals*

REPORT AND REASON FOR URGENCY:

(continue on a separate sheet if necessary)

The report is attached. The reason for urgency is the fact that the funeral concerned is due to take place on 16th March 2015. Therefore the matter cannot be put before a meeting of the Joint Committee before that date.

OFFICER'S RESOLUTION:

See attached

Note: This matter is* / is not* a private exempt item. If private - exempt Para No.* (* delete as appropriate/insert Para No as appropriate)
This matter is not subject to 'call-in'.

Signed:

[Signature]

Date:

10/3/15

CONSULTATION	#Tel. Consult.	SIGNATURE	DATE (please complete)
*Leader		<i>A.H. Thomas</i>	<i>10/03/15</i>
*Relevant Cabinet Member (*or in absence, any other two Cabinet Members)	<i>EVL</i>	<i>E.V. Fairman</i>	<i>11/03/15</i>
#Relevant Scrutiny Chair	<i>PS 11/03/15</i>	<i>[Signature]</i>	<i>12/03/15</i>

The above Chair agrees / does not agree that the decision may proceed for implementation as a matter of urgency.
(# or in absence Vice Chair)

* *Clk Mrs P James, Vice Chair of Morgan Joint Com. Cttee.*

CEX/022J

Filming of Funerals

A request was received from GRJ Media to film a funeral service in the Crematorium Chapel on 16th March 2015. They are a company based in Ammanford and responsible for making a BBC programme about the funeral industry. The programme features a local Funeral Director. The family of the deceased have requested the filming.

The request was initially refused as the policy regarding filming within Crematorium grounds and resolved on 6th February 2009 is as follows:

(1) No filming or photography of any funeral be allowed within the Crematorium grounds without the express written consent of the family.

(2) No filming or photography be allowed in the Chapel or wreath court.

(3) Exterior filming or photography of any funeral cease at the point when the hearse reaches the Crematorium porch.

A further email was subsequently received asking for the request to be reconsidered.

The matter has been discussed at length between the Superintendent and GRJ Media and the Chair has been consulted. The proposed decision is that consent should be granted in this instance and that the Joint Committee will be asked to review the policy in the longer term. The funeral director shall be required to produce the written consent of the family.

NOT FOR PUBLICATION

Document is Restricted

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