

MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers))

Members Present:

22 January 2016

Chairperson: Cllr.E.V.Latham

**Representing Neath
Port Talbot County
Borough Council:** Councillors R.G.Jones, and A.Taylor

**Representing
Bridgend County
Council** Councillors Mrs. P.James and M.Reeves

**Officers in
Attendance:** H.Jenkins, D.Michael, S.Brennan, C.Phillips,
Mrs.A.Dixon and Mrs.J.Woodman-Ralph

1. **MINUTES OF THE PREVIOUS MEETINGS HELD ON THE 25TH
SEPTEMBER 2015**

RESOLVED: that the Minutes of the previous meeting held on the 25th September 2015 be confirmed as a true and accurate record of proceedings.

2. **APPLICATIONS FOR CREMATIONS**

Members received information regarding applications for cremations, for the period 1st July to 31st December 2015.

Members noted that Dr. Llewelyn, Medical Referee will be retiring shortly and asked that a letter be sent to Dr.Llewelyn giving the Committee's best wishes and appreciation.

RESOLVED: that the report be noted.

3. **ANNUAL BUDGET REPORT**

The Treasurer gave an overview of the Margam Crematorium Joint Committee Revised Budget for 2015/16 and the estimate for 2016/17 as detailed in the circulated report.

Members asked that a clearer description be given on the proposed table of Cremation fees and charges for 2016/17 in regard to the cost of additional time for services in the chapel.

Also, whether consideration should be given to setting aside a reserve fund for future repair/replacement of crematorium equipment. The Treasurer to discuss with Auditors and prepare a report for consideration at a future meeting.

Members also requested that a workshop be arranged for February/March to discuss developing a work programme identifying a list of improvement works in priority order and to discuss options for a covered walkway at the crematorium.

Members thanked the Treasurer and Accountant for all the work undertaken in the preparation of the accounts.

- RESOLVED:**
1. that the revised budget 2015/16 be approved;
 2. that the budget for 2016/17 be approved;
 3. that the precept for 2016/17 be levied at:
 - Neath Port Talbot County Borough Council £561
 - Bridgend County Borough Council £439
 4. that approval be granted for the 2016/17 fees as detailed in Appendix 2 of the circulated report;
 5. that the Cremator Project and Reserve position be noted;
 6. that a Workshop be arranged to consider developing a work programme and a covered walkway at the crematorium.

4. **CHRISTMAS MEMORY TREE**

Members received information on the Christmas Memory Tree placed in the Chapel of Remembrance.

It was noted that the Memory Tree was very popular and would be placed in the Chapel of Remembrance on an annual basis.

RESOLVED: That the report be noted

5. **PALM SUNDAY SERVICE OF REMEMBRANCE**

Members received information on the arrangements for the Palm Sunday Service of Remembrance scheduled for Sunday, March 20th 2016 as detailed in the circulated report.

RESOLVED: that the arrangements for the Palm Sunday Service scheduled for Sunday, March 20th 2016 be approved.

6. **OUTCOME OF THE OPEN DAY**

Members were informed of the outcome of the Open Day held in November 2015 as detailed in the circulated report.

The outcome of the Open Day was very positive with an excellent follow up article in the Evening Post and requests made to consider holding another Open Day in future.

Members asked that their appreciation be given to Crematorium staff for all their support on the day.

RESOLVED: that the report be noted.

7. **URGENT ITEM**

Because of the need to deal with the matter contained in Minute No 8 below, the Chairman agreed that this could be raised at today's meeting as an urgent item pursuant to Section 100B(4) (b) of the Local Government Act 1972.

Reason:

Due to the time element.

8. **ICCM RECYCLING OF METALS SCHEME DISTRIBUTION OF SURPLUS FUNDS TO CHARITIES**

Members received an overview of the ICCM Recycling of Metals Scheme Distribution of Surplus Funds to Charities as detailed in the circulated report. It was highlighted that the report is for Decision and not for Information as stated.

After discussion Members agreed that a national death/bereavement related charity should be the selection for this year but in future years local death/bereavement charity/charities would be selected on an alternate basis between Neath Port Talbot County Borough Council and Bridgend County Borough Council.

RESOLVED: that CRUSE be the nominated charity for year 2015/16 for the ICCM Recycling of Metals Scheme Distribution of Surplus Funds to Charities.

9. **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 of Part 4 of Schedule 12A to the above Act.

10. **STAFFING REPORT (EXEMPT UNDER PARAGRAPH 12)**

Members received an overview of Staffing as detailed in the private circulated report.

Members asked that their thanks and good wishes be forwarded to the Deputy Superintendent and Registrar on his retirement at the end of March 2016.

RESOLVED that the report be noted.

CHAIRPERSON