

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

Technical Officer

G. Nutt  
The Quays  
Brunel Way Briton Ferry  
Neath

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, 22 JANUARY 2016

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 the 25th September 2015 (*Pages 3 - 8*)

To receive the Report of the Medical Referee

3. Applications for Cremations (*Pages 9 - 10*)

To receive the Reports of the Treasurer

4. Annual Budget Report (*Pages 11 - 24*)

To receive the Reports of the Superintendent and Registrar

5. Christmas Memory Tree *(Pages 25 - 26)*
6. Palm Sunday Service of Remembrance *(Pages 27 - 28)*
7. Outcome of the Open Day *(Pages 29 - 30)*
8. Any urgent items at the discretion of the Chairman pursuant to Section 100B(4)(b) of the Local Government Act 1972
9. 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 and Registrar

10. Staffing Report (Exempt Under Paragraph 12) *(Pages 31 - 32)*

Civic Centre  
PORT TALBOT

Thursday, 14 January 2016

**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: Mrs. P.James and M. Reeves

## MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers))

**Members Present:**

**25 September 2015**

**Chairperson:** Cllr. E.V.Latham

**Representing Neath  
Port Talbot County  
Borough Council:** Councillors J.S.Evans and R.G.Jones

**Representing  
Bridgend County  
Council** Councillor Mrs. P.James

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

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1. **MINUTES OF THE PREVIOUS MEETING HELD ON THE 26TH  
JUNE 2015**

The Chairperson on behalf of the Joint Committee wished Mr.D.Michael a speedy recovery from his recent stay in hospital.

**RESOLVED:** that the Minutes of the previous meeting held on the 26<sup>th</sup> June 2015 be confirmed as a true and accurate record of proceedings subject to the following:-

2. **Matters Arising**

**CAR PARKING ARRANGEMENTS AT MARGAM CREMATORIUM**

Members received a verbal update on the car park facilities at Margam Crematorium. The costs for improvement works would be circa £14,000 this includes costs for weekend and evening work to ensure that there was minimum disruption to Crematorium Services. The costs would be funded from the Crematorium budget.

**RESOLVED:** that the Head of Property and Regeneration be authorised to commence the works to the car park at Margam Crematorium to the order of circa £14,000 which would be funded from the Crematorium budget.

### 3. APPLICATIONS FOR CREMATIONS

Members received information regarding applications for cremations, for the period 1 April to the 30 June, 2015.

**RESOLVED:** that the report be noted.

### 4. ANNUAL RETURN

Members received a report providing details of the Margam Joint Crematorium Committee's Annual Return 2014/15, as detailed in the circulated report.

Members noted that Wales Audit Office had undertaken an annual audit exercise and identified a misstatement of the Total Borrowing figure in the Annual Report that included costs relating to the new cremators, which were the Council's assets. Also, the costs were shown within loan charges when they should have been included in other payments. These changes did not have an impact on the overall financial position. An updated accounting statement was included in the circulated report.

- RESOLVED:**
1. that the external auditors report on the Margam Joint Crematorium Committee's Annual Report, be noted;
  2. that the updated Annual Return be approved with the Chairperson signing the Certification of the updated accounting statements and the Annual Governance Statement;
  3. that the Treasurer ensure that the final accounts were certified by the Wales Audit Office by 30 September 2015;

4. that the Annual Return be published before the 1 October, 2015 on the Neath Port Talbot County Borough Council website.

5. **MEMORIALS OFFERING AND FEES AND CHARGES**

The Treasurer presented Members with the Memorials Offering and Fees and Charges Report which included the proposals from the recently held workshop.

In relation to the purchasing of granite benches Members agreed that the Superintendent and Registrar be granted delegated authority to purchase six benches initially and thereafter to purchase as and when required and to periodically report back to Committee on the numbers purchased for Members information. Members to note that such purchases will need to be built into the annual budget. Additionally, Members asked that where families wished to purchase a whole bench they would be charged for three plaques but at a reduced rate.

**RESOLVED:**

1. that approval be granted for 20 year leases to be made available in addition to the current 10 year leases;
2. that Baby Memorial Plaques be made available for babies up to 12 months old, at a reduced fee for new and renewal applications, payable from 1 October 2015 as detailed in Appendix 1 of the circulated report;
3. that approval be granted for the Kerbstone Memorials and Plaques at Horseshoe Path to be made available at a reduced fee from 1 October 2015, as detailed in Appendix 1 of the circulated report;
4. that the fee levels for Kerbstone Memorials and Plaques at the Garden of Remembrance, as detailed in Appendix 1 of the circulated report, be approved;

5. that approval be granted for the provision of Granite Bench plaques to be made available on 10 and 20 year leases and for each bench to have 3 plaques per Bench;
6. that approval be granted for families to purchase 10 or 20 year leases for all 3 plaques per bench at a reduced cost of £1,600 or £3,000 respectively (subject to annual review).
7. that approval be granted for the Superintendent and Registrar to be given delegated authority to purchase six granite benches initially and thereafter as and when necessary and to report back to Committee periodically on the numbers purchased;
8. that approval be granted to continue to provide other Memorials, including the Books of Remembrance, Altar and Window Vases, Miniature Book of Remembrance and Memorial Card, at the fee level already set for 2015/16;
9. that approval be granted for the Triptych Memorials to be discontinued;
10. that the provision of Living Memorials be further considered when new burial areas were developed at the Crematorium.

## 6. **STAFF TRAINING**

Members were advised that a member of staff within the Crematorium had enrolled in the Institute of Cemetery and Crematorium Management (ICCM) training course and would be funded from the Crematorium training budget.

**RESOLVED:** that the report be noted.

## 7. **CREMATORIUM OPEN DAY**

Members received the report of the Superintendent and Registrar on the Crematorium Open Day which would enable the general public to view the grounds, buildings and crematory when no funerals were taking place. After discussion an amended date of Sunday, 1 November 2015 was agreed for the Open Day.

Invitations would be circulated to the Press prior to the Open Day to see the facilities and how the crematorium operates and to gain further press coverage.

Members were happy to assist with the Open Day and for the Superintendent and Registrar to draft a timetable for the day for Members to confirm availability.

**RESOLVED:** that the report be noted with the amended date of Sunday, 1 November 2015 for the Crematorium Open Day.

## 8. **RECYCLING OF METALS FOLLOWING CREMATION**

Superintendent and Registrar gave Members a background of the proposal to commence participation in a scheme for the Recycling of Metals following cremation as detailed in the circulated report.

**RESOLVED:** that approval be granted for Margam Crematorium to join the Institute of Cemetery and Cremation Management (ICCM) to recycling metals following cremation.

**CHAIRPERSON**

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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 22<sup>nd</sup> January 2016.

For the period 1<sup>st</sup> July 2015 to 31<sup>st</sup> December 2015 a total of 675 applications for cremations, together with the relevant certificates, have been received, scrutinised and investigated, and authority given for cremation to proceed.

	JULY	AUGUST	SEPT	OCT	NOV	DEC	
1. Applications supported by Medical Certificates Cremation 4 & 5	78	73	97	85	79	95	
2. Applications supported by Coroner's Certificates Cremation 6	21	36	36	26	21	25	
3. Applications in respect of stillbirth	0	0	0	1	1	1	
Total	99	109	133	112	101	121	

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

	JULY	AUGUST	SEPT	OCT	NOV	DEC	
a. Applications (Cremation 1) incorrectly or incompletely submitted	0	0	0	0	0	0	
b. Medical Certificates (Cremation 4 & 5) incorrectly or incompletely submitted	4	2	3	3	2	4	
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	4	2	3	3	2	4	

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## MARGAM CREMATORIUM JOINT COMMITTEE

22<sup>nd</sup> JANUARY, 2016

### REPORT OF THE TREASURER – H. JENKINS

#### MATTER FOR DECISION

WARDS AFFECTED: ALL

#### 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 2015/16 and the Estimate for 2016/17.

##### 2. Revised Budget

- 2.1 In preparing the Original Estimate it was assumed that there would be 1,350 cremations. It is now projected that this will increase to 1,400 cremations.
- 2.2 The Revised Budget shows Gross Expenditure of £787,645 Income of £917,480, including the precept, leaving a surplus of £129,835 to be added to reserves. It is expected the number of cremations this financial year will exceed the original estimate of 1,350; therefore the repayment of the outstanding loan will be repaid this financial year, ahead of schedule.
- 2.3 The main variances of note in the Revised estimates are:

#### Expenditure

##### **Organist fees (+£4,140)**

The Crematorium has set aside monies to pay annual leave to its organists. A percentage calculation has been added to the estimate to incorporate this increase for 2015/16. An additional member of staff has been added to the pension scheme.

##### **Staff Training (+£740)**

A member of staff in the Crematorium is going to study for the Certificate in the Institute of Cemetery and Crematorium

Management over the next two years, at a cost of £1,190. This will be partially funded from the saving in the advertising fees. A recent audit has suggested that all staff should attend a manual handling course, this is being addressed with no additional cost.

### **Repair & Maintenance Grounds (+£6,655)**

Additional hours have been added to the budget to support work during the winter months.

### **Repair & Maintenance Cremators (-£6,500)**

The cremators were under warranty for the first year, the final quarter ending in June 2015; this covers the replacement of filters and the disposal of the mercury emissions. The final quarter of £6,378 from the initial year and 3 payments of £12,875, are included in this fiscal year.

### **Gas (-£14,515)**

The reduction in costs is mainly due to the new cremators running more efficiently, using less gas and the reduction in the price per unit. It is anticipated that the gas consumption will increase by 16% during the winter months; this cost has been built into the budget.

### **Electricity (+£1,390)**

The new cremators and abatement equipment are highly technical therefore more electricity is being consumed.

### **Advertising (-£730)**

There is no longer a need to advertise the Audit of Accounts and the Completion of Accounts in the local press. All future advertising will be done via notice boards and the websites in Neath Port Talbot and Bridgend CBC, free of charge.

### **Telephones (-£705)**

A BT line in the Crematorium has been removed, saving on monthly charges. There is a review taking place to improve internet access. The preferred solution and costs will be reported in due course. The improvements will be covered by the Capital works budget.

### **Conference Fees (-£1,515)**

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

### **Equipment (+£2,450)**

Two new trolleys have been ordered, one for the use in chapel the other for the crematory area. The additional costs will be partially met by the savings made on the Conference fees.

### **Subscriptions (+£360)**

A new subscription to the Institute of Cemetery and Crematorium Management has been included in the revised estimates. This subscription is necessary to enable a staff member to complete future studies. Membership will also allow the Crematorium to participate in recycling.

### **Memorials (+£5,720)**

The memorial budget has been increased by £5,720 to purchase and install 8 granite Memorial benches.

### **Loan Charges - Principal and Interest & Debt Management fee (-£47,610)**

Principal and Interest fees are calculated on the historical debt only, not on any additional capital spend on the new cremators and abatement equipment. This was made apparent in the 2014/15 external audit and all necessary adjustments have been made to the accounts. This is reflected in the reduction in the revised estimates.

### **Repayment of Cremation Project Costs (+£40,540)**

It is anticipated that the outstanding loan of circa £280,000, re the new cremator, will be fully repaid to Neath Port Talbot this financial year.

### **General Reserve**

It is projected that a contribution of £129,835 will be added to the General reserve, thus increasing the balance of the General reserve to approximately £213,000 as at 31<sup>st</sup> March, 2016. This sum might differ at year end if there is an increase surplus in the net expenditure. An element of the reserve will be held to fund Repair and Renewal costs, with the cremators having a life expectancy of 10 years.

### **Revised Income 2015/16**

#### **Cremation fees (+£28,900)**

The number of cremations has been increased to 1,400, revising the cremation fees estimate to £818,650.

### **Memorial Income (+£7,890)**

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.

### **Memorial HMRC refund (+£21,500)**

HMRC have issued an instruction that all future income on Memorials is exempt of vat. There has been a rebate of previous VAT backdated to 2010. To date, £21,500 has been received; further payments are expected, but these have not been built into the budget.

### **Refund of Water usage from Cemeteries (+£350)**

It was previously agreed that 20% of all water usage in the Crematorium was to be apportioned to Margam Cemetery for the use of water. This was not allocated in 2014/15, therefore two amounts will be charged this financial year.

### **CAMEO (+£2,820)**

The Crematoria Abatement of Mercury Emissions organisation (CAMEO) has introduced a 'Burden sharing' scheme, charging Crematoria that have not installed Abatement equipment an environmental surcharge. This fee, less any administrative charges, is then re-distributed to the other Crematoria that have installed Abatement equipment.

The first income of £2,820 from the 'Burden Sharing' scheme has been received. This is based on the net surplus tradable mercury abated cremations for the period 1<sup>st</sup> January 2014 to 31<sup>st</sup> December 2014.

Appendix 1 contains details of the Original and Revised estimates for 2015/16, together with the Estimate for 2016/17

## **3. Budget 2016/17**

- 3.1 The budget has been prepared based on 1,350 cremations during the financial year. Total expenditure is projected at £703,865, with income of £866,340 and a precept of £1,000.
- 3.2 The majority of the budget has been increased by 1%, the projected level of inflation. The following are the main variations from the 2015/16 Revised Budget:

### **Repair & Maintenance of Grounds (+£13,165)**

General grounds maintenance has been increased to include additional working days in the winter months. This will also include works to maintain ageing trees.

### **Repair and Maintenance of Cremators (+£7,015)**

After the first year the repair and maintenance for the cremators and abatement equipment will be £52,015, including an inflation increase based on the retail price index. This contract includes the routine servicing of the existing equipment, replacement of filters and the disposal of the emissions collected by the abatement equipment.

### **Palm Sunday (+£300)**

There are two Palm Sunday Services 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 2016/17. When changes are announced these will be reported to the Committee.

### **Provision for Capital Works (+£75,000)**

There has been an increase built into the budget to support additional projects:

- Clean the colonnade.
- Paint the Crematorium building.
- Toilet block improvements.

### **Repayment of Historical Debt**

During 2016/17, the Crematorium will be able to repay the original outstanding debt used to build the Crematorium in 1969 that stands at circa £109,000.

### **Income**

The income for the financial year 2016/17 has been based on 1,350 cremations. The budget has assumed there will be no increase in the general Cremation fee. The report proposes a small increase for some of the ancillary service fees.

### **CAMEO (+£2,180)**

The reimbursement from CAMEO is based on the surplus tradable mercury abated cremations for the period 1<sup>st</sup> January 2015 to 31<sup>st</sup>

December 2015. A general income allowance of £5,000 has been applied this year as the calculation is unknown.

### **Precept (-£2,000)**

The precept to the constituent authorities has been reduced from £3,000 to £1,000.

3.3 Appendix 1 contains details of the Estimate for 2016/17.

3.4 Appendix 2 contains details of the fees and charges proposed for 2016/17.

## **4. Cremator Project**

Members will note from Appendix 3 the costs associated with the new FT Cremators have totalled approximately £861,000 and with a repayment of circa of £280,000 in 2015/16, Neath Port Talbot Council will be fully repaid for this investment.

## **5. Reserves**

Having fully utilised reserves by March 2014, it is projected that they will amount to £212,843 by 31<sup>st</sup> March 2016, with a further estimated surplus of £163,475 added by March 2017. The projected balance expected 31<sup>st</sup> March 2017 being over £376,000.

## **6. Recommendations**

It is recommended that:

- The Revised Budget 2015/16 is agreed by the Committee.
- The Budget for 2016/17 is agreed by the Committee.
- The committee confirms the precept to be levied for 2016/17:
  - Neath Port Talbot County Borough Council £561
  - Bridgend County Borough Council £439
- The fees as set out in Appendix 2 are agreed for 2016/17.
- The projected position in relation to the Cremator Project and Reserve position is noted.



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

To set the budgets, charges and precept for Margam Crematorium.

## **8. Implementation of Decision**

The decision is proposed for immediate implementation.

## **List of Background Papers**

Margam Crematorium Financial Records.

## **Officer Contact**

Mr. Hywel Jenkins – Director of Finance & Corporate Services  
Telephone: 01639 763251 E-mail: [h.jenkins@npt.gov.uk](mailto:h.jenkins@npt.gov.uk)

Mrs. Anne Thomas – Accountant - Technical  
Telephone: 01639 763604 E-mail: [a.dixon@npt.gov.uk](mailto:a.dixon@npt.gov.uk)

## Appendix 1

### Margam Crematorium Account

Actual		Original Estimate	Revised Estimate	Original Estimate
2014/15		2015/16	2015/16	2016/17
£	Expenditure	£	£	£
	<b>Employees</b>			
141,960	Salaries & Wages	152,073	149,140	153,330
28,636	Organists fees	24,800	28,940	29,230
975	Staff Training	850	1,590	1,600
	<b>Premises</b>			
-778	Carbon Reduction Tax	-	-	-
44,375	R&M Grounds	45,180	51,835	65,000
16,457	R&M Buildings	23,100	23,540	23,780
4,268	R&M Maintenance Contract	5,000	4,500	4,550
19,231	R&M Maintenance Cremators	51,500	45,000	52,015
28,129	Gas	33,610	19,095	19,285
11,126	Electricity	11,110	12,500	12,625
1,470	Water	1,700	1,515	1,530
20,339	Non domestic rates	20,800	20,725	20,900
11,769	Cleaning	11,715	11,700	11,820
-	Air Quality Sampling	3,000	3,000	3,000
	<b>Supplies &amp; Services</b>			
2,344	Printing & Stationery	2,400	2,400	2,400
758	Advertising	730	-	-
2,045	Telephones	1,795	1,090	1,105
4,665	Insurance	4,665	4,665	4,710
221	Travelling Expenses/Subsistence	600	230	600
-	Conference fees	1,515	-	1,290
183	Car Allowance	750	750	750
200	Debt Management	330	55	-
50,860	Support Services	51,880	51,570	52,085
2,026	Audit Fees	3,000	2,920	2,950
1,679	Licence fee - operating permit	1,680	1,705	1,720
506	Floral Decoration	520	525	530
1,710	Computer & Equipment	2,400	2,400	2,400
3,000	CAMEO	-	-	-
1,948	Brochures	1,560	-	1,000
554	Equipment	1,360	3,810	1,360
1,769	Urns & Caskets	1,550	1,550	1,550
530	Palm Sunday	300	300	600
2,094	Entries in Book of Remembrance	2,130	2,500	2,525
13,383	Medical Referees	12,150	12,150	12,150
1,091	Clothing	1,000	1,000	1,000
812	Subscriptions	990	1,350	1,365
3,688	Memorials	4,070	9,790	4,110

## Appendix 1

Actual		Original Estimate	Revised Estimate	Original Estimate
2014/15		2015/16	2015/16	2016/17
£	Expenditure	£	£	£
	<b>Capital Costs</b>			
4,858	Loan charges - Principal	26,720	4,665	-
22,234	- Interest	30,780	5,225	-
2,591	Provision for Capital Works	25,000	25,000	100,000
371,535	Repayment of the Cremator project & Historical Debt	238,377	278,915	109,000
825,241	<b>Gross Expenditure</b>	802,690	787,645	703,865
	<b>Income</b>			
-868,968	Cremation Fees	-789,750	-818,650	-789,750
-3,061	Urns & Caskets	-2,940	-3,480	-3,515
-5,937	Book of Remembrance	-6,280	-7,215	-7,285
-35,115	Memorials Income	-22,110	-30,000	-30,000
-	- Memorials HMRC refund	-	-21,500	-
-392	Bulb Donations	-	-50	-
-547	Palm Sunday Donations	-	-115	-
-27,811	Miscellaneous Income	-28,610	-30,300	-30,605
-	- Refund of water usage from Cemeteries	-	-350	-185
-	- CAMEO refund	-	-2,820	-5,000
-941,831	<b>Gross Income</b>	-849,690	-914,480	-866,340
-116,590	<b>Net spend before reserves</b>	-47,000	-126,835	-162,475
	<b>Transfer to/-from Reserves</b>			
392	Bulb Fund	-	-	-
17	Palm Sunday Reserve	-	-	-
83,008	General Reserve	50,000	129,835	163,475
-33,173	<b>Net position to be funded by Authorities</b>	3,000	3,000	1,000
	<b>Precept Funding from Local Authorities</b>			
-1,657	Precept - Neath Port Talbot	-1,688	-1,688	-561
-1,343	- Bridgend	-1,312	-1,312	-439
20,413	Additional precept refund - NPT	-	-	-
15,760	- Bridgend	-	-	-
0	<b>Net Expenditure/-income after precept funding</b>	0	0	0
1,485	Number of Cremations	1,350	1,400	1,350

## Schedule of Precept Payments

	Neath Port Talbot	Bridgend	Total Precept
Dates	£	£	£
2016-2017	561	439	1,000
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 2015/2016

Llwydcoed Crematorium, Aberdare:	£626	(incl. of certificate and organist)
Swansea Crematorium:	£606	(incl. of certificate and organist)
Coychurch Crematorium, Bridgend:	£629	(incl. of certificate and organist)
Llanelli Crematorium: (Private)	£605	(incl. of certificate and organist)
<b>Margam Crematorium</b>	<b>£598</b>	<b>(incl. of certificate and organist)</b>

**Margam Crematorium**  
**Proposed Table of Cremation fees and charges 2016/17**

	2015/16	2016/17
<b>1 Cremation fees and ancillary services</b>		
<b>[a]</b> Stillborn child or child up to 1 year	Nil	Nil
<b>[b]</b> Aged 1 to 16 years	£457	£457
<b>[c]</b> Aged over 16 years	£585	£585
<b>[d]</b> Additional charge for Saturday cremation	£314	£314
<b>[e]</b> Double cremation (2 adults at one service)	£1,153	£1,153
<b>[f]</b> Cremation only at 9 am (Weekdays only)	£485	£485
N.B. The above fees in 1[b] & 1[c] include all services relating to a cremation. The concession under 1[a] may be coupled with 1[d] or 6 if required.		
	2015/16	2016/17
<b>2</b> Certificate of cremation	£13	£13
<b>3</b> Extract from Register	£12	£12
<b>4</b> Temporary deposit of cremated remains (after 1 month)	£32	£32
<b>5</b> Disposal of cremated remains from other crematoria	£43	£43
<b>6</b> Service in chapel with organ and organist or extra 20 mins	£31	£31
<b>7</b> Service in chapel with organ and organist or extra 20 mins (Sat)	£42	£42
<b>8</b> Witness Burial of cremated remains - Weekdays	£44	£44
- Saturdays	£61	£61
<b>9 Urns and Caskets</b>		
<b>[a]</b> Wooden Casket	£36	£36
<b>[b]</b> Bronze Metal Urn	£26	£26
<b>[c]</b> Woodgrain cardboard container	£15	£15
<b>[d]</b> Plain cardboard container	£12	£12
<b>[e]</b> Small metal urn	£19	£19
<b>[f]</b> Polyurn	£14	£14

**Margam Crematorium  
Proposed Table of Cremation fees and charges 2016/17**

	2015/16	2016/17
<b>1. Inscriptions in Book of Remembrance</b>		
Two Lines	£36.00	£36.50
Five Lines	£54.00	£54.50
Eight Lines	£71.50	£72.50
Floral Emblem/Service Badge	£41.00	£41.50
Coat of Arms	£52.00	£52.50
<b>2. Miniature Book of Remembrance</b>		
Two Lines	£55.00	£55.50
Five Lines	£70.00	£71.00
Eight Lines	£76.50	£77.50
Floral Emblem/Service Badge	£41.00	£41.50
Coat of Arms	£52.00	£52.50
Additional Lines	£10.50	£11.00
<b>2a. Additional Inscriptions in Miniature Book</b>		
Two Lines	£28.50	£29.00
Five Lines	£38.00	£38.50
Eight Lines	£47.00	£47.50
<b>3. Memorial Card</b>		
Two Lines	£18.00	£18.50
Five Lines	£27.00	£27.50
Eight Lines	£36.00	£36.50
<b>4. Reservation of vases</b>		
Window Vase	£7.00	£7.50
Altar Vase	£8.50	£9.00
<b>5. Additional Charges</b>		
Additional Copy of Crematorium Brochure	£3.50	Nil
Replacement Aluminium Vase	£10.50	£11.00
Service of Remembrance	£7.50	£8.00
<b>6. Memorial Kerb Plaque in Garden of Remembrance (Horseshoe Path section)</b>		
Plaque and inscription for 10 year lease	£325.00	£325.00
Plaque and inscription for 20 year lease	£585.00	£585.00
Renewal of lease for further 10 years	£180.00	£180.00
Renewal of lease for further 20 years	£526.00	£526.00

**Margam Crematorium**  
**Proposed Table of Cremation fees and charges 2016/17**

	2015/16	2016/17
<b>7. Memorial Kerb Plaque in Garden of Remembrance</b>		
Plaque and inscription for 10 year lease	£428.00	£440.00
Plaque and inscription for 20 year lease	£800.00	£800.00
Renewal of lease for further 10 years	£180.00	£180.00
Renewal of lease for further 20 years	£720.00	£720.00
<b>8. Baby Memorial Kerb Plaque in Children's Garden of Remembrance</b>		
Plaque and inscription for 10 year lease	£180.00	£180.00
Plaque and inscription for lease of 20 years	£325.00	£325.00
Renewal of lease for further 10 years	£180.00	£180.00
 NB Replacement plaque (existing lease) for all Memorial Kerbs	 £162.50	 £162.50
<b>9. Granite Memorial Benches (3 Plaque per bench)</b>		
Price per Plaque per Bench - 10 year lease	£600.00	£600.00
Price for Whole Bench (3 Plaques) - 10 year lease	£1,600.00	£1,600.00
Price per Plaque per Bench - 20 year lease	£1,080.00	£1,080.00
Price for Whole Bench (3 Plaques) - 20 year lease	£3,000.00	£3,000.00

## Appendix 3

### Margam Crematorium Cremators and Abatement Project

	£	£
<b>Old Cremator Project Cost</b>		
<b>Crawfords</b>		
2012/13 unfunded balance		70,008
<b>New Project 2013-2014</b>		
Project costs	465,911	
Design fees	10,444	
Supervision fees	1,591	477,946
Cumulative Total to March 2014		547,954
<b>New Project 2014-2015</b>		
Project costs	357,178	
Design fees	9,924	
		367,102
<b>Contributions from Revenue 2014/15</b>		
Revenue Contributions to loan repayment	-371,535	
MRP repaid 13/14 to be recovered 15/16	-2,823	
		-374,358
Insurance Settlement		-277,595
Total o/s as at 31st March 2015		263,103
<b>New Project 2015/16</b>		
Retention costs	12,924	
Fees	65	
MRP correction re 13/14	2,823	15,812
		278,915

<b>Actual Spend - New Project</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>Total</b>
	£	£	£	£
Other land & buildings project costs	465,911	357,178	15,812	-
Design fees	10,444	9,924	-	-
Supervision fees	1,591	-	-	-
	477,946	367,102	15,812	860,860

### RESERVE MOVEMENTS

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
	£	£	£
Opening Balance	-	83,008	212,843
Contributions to Reserves	83,008	129,835	163,475
Closing Balance 31st March	83,008	212,843	376,318



**MARGAM JOINT CREMATORIUM COMMITTEE**  
**REPORT OF THE SUPERINTENDENT & REGISTRAR**  
**22<sup>ND</sup> JANUARY 2016**

**MATTER FOR INFORMATION**

**WARDS AFFECTED:**

All

**Christmas Memory Tree**

**Purpose of Report**

1. To inform Members of the outcome of the placing of the Memory Tree in the Chapel of Remembrance.

**Background**

2. Last year we placed a Memory Tree in the Chapel of Remembrance for the first time. This proved to be very popular and it was decided to place this memorial in the Chapel of Remembrance annually. This year it was placed on 1<sup>st</sup> December 2015 and between then and Christmas Eve over 360 memorial cards were placed.

**Financial Impact**

3. The cost of the Christmas tree and cards were covered by an anonymous donation.

**Appendices**

4. None

**Officer Contact**

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**MARGAM JOINT CREMATORIUM COMMITTEE**  
**REPORT OF THE SUPERINTENDENT & REGISTRAR**  
**22<sup>ND</sup> JANUARY 2016**

**MATTER FOR DECISION**

**WARDS AFFECTED:**

All

**Palm Sunday Service of Remembrance**

**Purpose of Report**

1. To inform Members of details regarding the Palm Sunday Service of Remembrance.

**Background**

2. Arrangements are well under way for the Annual Palm Sunday Service of Remembrance which this year is being held on Sunday March 20<sup>th</sup> 2016 at 3pm. The service this year will be officiated by Rev Phil Denyer, a popular minister who takes many funerals at the Crematorium during the year together with Matthew Lewis, organist and the Port Talbot Cymric Male Choir. Advertising will be in the form of posters, fliers, intranet, Council website and The Evening Post will also be approached to run a feature on the event. The Mayors of the County Borough of Neath Port Talbot and Bridgend will be invited to attend together with representatives of the various Community Councils who represent the original areas served by the Crematorium.

### **Financial Impact**

3. All costs involved will be kept within the appropriate budget.

### **Appendices**

4. None

### **Recommendation**

5. For Members to approve the arrangements for the Palm Sunday Service.

### **List of Background Papers**

6. None

### **Officer Contact**

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**MARGAM JOINT CREMATORIUM COMMITTEE**  
**REPORT OF THE SUPERINTENDENT & REGISTRAR**  
**22<sup>ND</sup> JANUARY 2016**

**MATTER FOR INFORMATION**

**WARDS AFFECTED:**

All

**Open Day**

**Purpose of Report**

1. To inform Members of the outcome of the Open Day held in November 2015.

**Background**

2. The Open Day was held on Sunday 15<sup>th</sup> November 2015 when nineteen members of the public together with Officers and Members attended.
3. Three tours around the grounds and buildings were undertaken with many positive comments received both orally and via feedback forms which had been prepared. A number of those present also asked if the Open Day was going to be a regular occurrence. There was also a very good follow up article in the Evening Post.

**Financial Impact**

4. All costs involved were kept within the appropriate budget.

**Appendices**

5. None

**Officer Contact**

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By virtue of paragraph(s) 12 of Part 4 of Schedule 12A of the Local Government Act 1972.

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