

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:**

**Dr J.W.Burridge  
M.B. B.S.  
Mount Surgery,  
Taibach**

**Treasurer:**

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

### **MEETING OF THE MARGAM JOINT CREMATORIUM COMMITTEE**

**FRIDAY, 22 SEPTEMBER 2017**

**2.15 pm**

**ON SITE (MARGAM CREMATORIUM)**

#### PART 1

1. To receive any Declarations of Interest from Members
2. Appointment of Vice Chairperson 2017-18
3. To receive the Minutes of the previous meetings of the Joint Committee held on 16 June, 2017 (*Pages 3 - 6*)

#### To receive the Report of the Treasurer

4. Annual Return 2016-17 (*Pages 7 - 8*)

To receive the Report of the Medical Referee

5. Applications for Cremations (*Pages 9 - 10*)
6. Any urgent items at the discretion of the Chairman pursuant to Section 100B(4)(b) of the Local Government Act 1972
7. 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

8. New Staff Appointments (Exempt under Paragraph 12)  
(*Pages 11 - 12*)

Civic Centre  
PORT TALBOT

14 September 2017

**Joint Committee Membership:**

Representing Neath Port Talbot County Borough Council:

Councillors: E.V.Latham, R.G.Jones, S.M.Penry, R.L.Taylor and S.Bamsey

Representing Bridgend County Borough Council

Councillors: M.Kearn and A.Pucella

## MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers)

**Members Present:**

**16 June, 2017**

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

**Councillors** E.V.Latham, R.G.Jones,  
S.Bamsey, S.M.Penry and R.L.Taylor

**Officers in  
Attendance:**

H.Jenkins, D.Michael, S.Brennan, A.Dixon,  
N.Headon and T.Davies

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1. **APPOINTMENT OF CHAIRPERSON 2017-18**

Prior to the election of the Chair and Vice Chair, Mr.D.Michael opened the meeting.

**RESOLVED:** that Councillor.E.V.Latham be appointed Chair of the Margam Joint Crematorium Committee for the Civic Year 2017/18.

2. **APPOINTMENT OF VICE CHAIRPERSON 2017-18**

**RESOLVED:** that the appointment of Vice Chair of the Margam Joint Crematorium Committee for the Civic Year 2017/18, be deferred to the next meeting.

3. **MINUTES OF THE PREVIOUS MEETINGS OF THE JOINT COMMITTEE HELD ON 20 JANUARY 2017**

**RESOLVED:** that the Minutes of the previous meeting held on the 20 January 2017 be confirmed as a true and accurate record of proceedings.

#### 4. **OUTTURN REPORT AND ANNUAL RETURN 2016-17**

The Treasurer gave an overview of the Margam Crematorium Joint Committee Outturn position for 2016/17 which included the Annual Return required to comply with proper accounting practices.

It was noted that any material changes to the Annual Return resulting from examination by Wales Audit Office would be reported back to Committee in September 2017.

A workshop group will be formed in order for Members to discuss at length the capital programme going forward, and an update report will be presented to Members at the next meeting of the Joint Committee, with regards the ongoing Capital Programme of Works. This additional recommendation is reflected at decision No. 5 below.

- RESOLVED:**
1. that the Outturn report for 2016/17 be approved;
  2. that the Annual Return, prior to Audit Certificate for the year ended 31 March 2017 be approved;
  3. that the Chairperson of Margam Joint Crematorium Committee sign the Annual Return and it be submitted to the external auditors for consideration;
  4. That the Annual Governance Statement be confirmed;
  5. That a Capital Programme Workshop Group be formed to discuss Capital Works going forward, with any recommendations to be brought before the Joint Committee for decision.

#### 5. **REVIEW OF CREMATION FEES FOR MINORS UP TO THE AGE OF 12**

Members noted that the MP for Swansea East name should read 'Carolyn Harris' and not 'Caroline Harris' (Page 27 of the circulated report), and the total of numbers of cremations of minors under the

age of 12 for the financial year 2016/17 (table on Page 28 of the circulated report) should read '20' not '11'.

**RESOLVED:** that the Cremation service and certificate for children up to the age of 12 years be provided free of charge by Margam Crematorium.

6. **PALM SUNDAY SERVICE OF REMEMBRANCE 2017**

Members noted that the attendance of the annual Palm Sunday Service of Remembrance had decreased in recent years, but that the service in 2017 had been the largest seen for many years.

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

7. **GREY GRANITE MEMORIAL BENCHES**

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

8. **CREMATION AND BURIAL COMMUNICATION AND EDUCATION CONFERENCE 2017**

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

9. **DONATION TO NOMINATED CHARITY**

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

10. **WESLEY MEDIA MUSIC SYSTEM**

Members considered the report and noted the decision recorded at Minute No. 5 above.

**RESOLVED:** that the charges set out in the table (attached as an Appendix) be approved, *with the exception of services for children up to the age of 12 years, which will be provided free of charge by Margam Crematorium.*

**Wesley Media Charges**

<b><u>Service Provided</u></b>		<b><u>Cost to families</u></b>
<b><u>Audio Recording</u></b> (USB memory stick or CD as requested)	1st USB	£53.00
	Additional USB's	£23.00
<b><u>Video Recording</u></b> (USB memory stick or CD as requested)	1st USB	£53.00
	Additional USB's	£23.00
	Tribute embedded in video recording	£18.00
<b><u>Visual Tribute</u></b>	Max of 30 photographs + 4 mins Video	£92.00
	USB (copy of tribute)	£32.00
	Single Photograph	£18.00
<b><u>Web Casting</u></b>	Per service	£53.00

**CHAIRPERSON**

## MARGAM CREMATORIUM JOINT COMMITTEE

22 SEPTEMBER 2017

### REPORT OF THE TREASURER HYWEL JENKINS

#### SECTION A – MATTER FOR INFORMATION

WARDS AFFECTED - ALL

#### ANNUAL RETURN 2016/17

##### **Purpose of Report**

1. This report provides an update to Members in relation to the Margam Crematorium Joint Committee's 2016-17 Annual Return.

##### **External Audit**

2. As members are aware Committee approved the 2016-17 Outturn Report and Annual Return at its last meeting of 16<sup>th</sup> June 2017. This was subject to external audit by the Wales Audit Office (WAO). I can now inform Committee that the WAO has completed its audit and signed off the Annual Return with no amendments.

3. **Officer Contact:**

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

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

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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> September 2017.

For the period 01/04/2017 to 30/06/2017 a total of 368 applications for cremations, together with the relevant certificates, have been received, scrutinised and investigated, and authority given for cremation to proceed.

	APRIL	MAY	JUNE		
1. Applications supported by Medical Certificates Cremation 4 & 5	83	108	106		
2. Applications supported by Coroner's Certificates Cremation 6	22	23	25		
3. Applications in respect of stillbirth	0	0	1		
Total	105	131	132		

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

	APRIL	MAY	JUNE		
a. Applications (Cremation 1) incorrectly or incompletely submitted	0	0	0		
b. Medical Certificates (Cremation 4 & 5) incorrectly or incompletely submitted	2	0	1		
c. Consultation with Coroner	0	0	0		
d. Consultation with Registrar of Births, Deaths & Marriages	0	0	0		
Total	2	0	1		

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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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