

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, 19 JANUARY 2018

2.15 pm

ON SITE

PART 1

1. To receive any Declarations of Interest from Members
2. To receive the Minutes of the previous meeting of the Joint Committee held on 22 September, 2017 (*Pages 3 - 6*)

To receive the Report of the Treasurer

3. Annual Budget Report (*Pages 7 - 20*)

To receive the Report of the Superintendent Registrar

4. Christmas Memory Tree (*Pages 21 - 22*)

To receive the Report of the Medical Referee

5. Applications for Cremations (*Pages 23 - 24*)

To receive the Report of the Technical Officer

6. Building Projects and Forward Maintenance (*Pages 25 - 28*)

To receive the Reports of the Clerk

7. Cremation Statistics (*Pages 29 - 32*)
8. The Cremation (England and Wales) (Amendment) Regulations 2017 (*Pages 33 - 36*)
9. Any urgent items at the discretion of the Chairman pursuant to Section 100B(4)(b) of the Local Government Act 1972
10. 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 Clerk

11. 3 Greenacres, Margam (*Pages 37 - 40*)

Civic Centre
PORT TALBOT

11 January, 2018

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:

22 September 2017

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

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

**Representing
Bridgend County
Council:**

Councillors M.Kearn and A.Pucella

**Officers in
Attendance:**

D.Michael, Phillips, S.Brennan, H.Jenkins and
T.Davies

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

RESOLVED: that Councillor M.Kearn be appointed Vice
Chair of the Margam Joint Crematorium
Committee for the Civic Year 2017/18.

2. **MINUTES OF THE PREVIOUS MEETINGS OF THE JOINT
COMMITTEE HELD ON 16 JUNE, 2017**

RESOLVED: that the Minutes of the previous meeting
held on the 16 June 2017 be confirmed as a
true and accurate record of proceedings.

3. **ANNUAL RETURN 2016-17**

RESOLVED: that the report be noted.

4. **APPLICATIONS FOR CREMATATIONS**

Members received information regarding applications for cremations,
for the period 1 April 2017 and 30 June 2017.

RESOLVED: that the report be noted.

5. **URGENT ITEM**

Because of the need to deal now with the matters contained in Minutes No. 6 and 8 below, the Chairperson agreed that these could be raised at today's meeting as urgent items pursuant to Statutory Instrument 2001 No. 2290 (as amended).

Reason:

Due to the time element

6. **BUILDING PROJECTS**

Members received an update on the maintenance and future development works and improvement plans for the Crematorium, following a recent Working Group between Members of the Joint Committee and Officers. Members noted that funding for the works and equipment (as detailed in the circulated report) was available, and would be incorporated into the revised and next years' budgets.

It was also requested that a report be prepared for the next meeting detailing the projected capital works and investment programme that need to be undertaken and funded over the next 5 to 10 years.

RESOLVED: that the report be noted and request that Officers prepare for the next meeting a detailed capital programme report.

7. **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 and 14 of Part 4 of Schedule 12A to the above Act.

8. **DISPOSAL OF PROPERTY**

RESOLVED: that the Head of Legal Services and the Head of Property and Regeneration be authorised to agree terms for the disposal of the property to the organisation detailed in the private, circulated report, on the basis that the present occupier become a tenant of that organisation, subject to consultation with the Chair of the Joint Committee.

9. **NEW STAFF APPOINTMENTS**

Members noted the recent changes in staff at the Crematorium, as detailed in the private, circulated report.

RESOLVED: that the report be noted.

CHAIRPERSON

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MARGAM CREMATORIUM JOINT COMMITTEE

19 JANUARY 2018

REPORT OF THE TREASURER – H. JENKINS

MATTER FOR DECISION

WARDS AFFECTED: ALL

ANNUAL BUDGET REPORT

1. Purpose of the Report

The purpose of the report is to provide details of the Margam Crematorium Joint Committee Revised Budget for 2017/18 and the Estimate for 2018/19.

2. Revised Budget

2.1 In preparing the Original Estimate it was assumed that there would be 1,400 cremations, this has been amended to 1,450 at revised stage.

2.2 The Revised Budget shows Gross Expenditure of £667,650 Income of £941,570, leaving a surplus of £273,920. Members will also note that there is a proposed refund of £100,000 paid to constituent Authorities, shared on the basis of their contributions, leaving a projected £174,920 to be added to reserves after the Constituent Authorities have paid the £1,000 precept.

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

Expenditure

Salaries (+£12,210)

The cremator operator retired in December 2017. Two new members of staff have been employed to cover vacant posts and are undergoing training. The additional pension contributions paid to Swansea have been recalculated and have increased by £4,000 to £9,400. During the early part of 2017, overtime has increased due to staff covering vacant posts and long term sickness. There still remains the vacant post of the weekend attendant which is in the process of being filled.

The Apprenticeship levy has been included in the Salaries calculation.

Organist Fees (+ £12,210)

The organist fees have increased due to sickness together with the increase in the number of projected cremations.

The final quarter payment for the 2016/17 organist's annual leave has been paid in this financial year, this amounted to £1,348.

Staff Training (+£8,700)

A sum of £8,000 has been set aside for staff training with Facultative Technologies, the cremator suppliers, to train new staff and give the existing staff refresher courses. An amount of £300 has been included for First Aid training for two staff members.

One member of staff is currently studying the ICCM training course.

Gas (+ £6,500)

Gas consumption has increased since September 2017 and is under investigation by the Superintendent. The increased cost has been used to project gas consumption through the winter months. It is anticipated that the gas consumption will increase by 16% during the winter months; this cost has been built into the budget.

Conference Fees (-£430)

The original budget contained provision for two delegates to attend the Annual Conference. However, the Chairman is President of the FBCA, therefore the Chairman's conference fees were paid for by the Federation.

IT Including Equipment & Website

The original budget included an amount to develop the website to encourage "digital by choice" and offer a full list of services by the Crematorium. However, because of staff absences in the crematorium, it is envisaged that this work will now take place next year. There have been IT costs installing network and cabling equipment to ensure an efficient WIFI and Webcasting Service is offered by the Crematorium.

Equipment (+£460)

The revised budget has increased to include a new chip and pin machine in the Crematorium, together with an annual maintenance fee.

Palm Sundays (+£320)

There are two Palm Sunday services this financial year and this includes a cleaning charge that is specific to the Palm Sunday service.

Memorials (+£4,550)

The revised estimate exceeds the original estimate as the installation and fitting of the granite benches has been included in this year's expenditure. An additional kerb stone vase block has been ordered and is in addition to the original budget provision.

Loan Charges - Principal and Interest & Debt Management fee

The Historical Debt was repaid in full during 2016/2017; the Crematorium is now debt free.

Provision for Capital Works

A sum of £100,000 has been set aside to support the following projects:

• Sewage system installation	£30,000
• Automatic charging machine	£30,000
• Ventilation System crematory area	£4,280
• 3 double doors, crematory area	£6,130
	<hr/>
	£70,410

General Reserve

It is projected that a contribution of £74,680 will be added to the General reserve, thus increasing the balance of the General reserve to £466,951 as at 31st March 2018. This sum might differ at year end if there is a variation in the net expenditure.

Cremator Reserve

The cremator reserve has been established to replace the cremators once they become obsolete. Maintaining this reserve will ensure the Crematorium has sufficient long term funds to finance the replacement project.

Refund to Constituent Authorities

It is proposed to refund the Constituent authorities £100,000 from surplus funds, apportioned on the council tax basis of each Authority.

Revised Income 2017/18

Cremation fees (+£29,250)

The number of cremations set in the original budget was 1,400 this has been revised to 1,450 cremations.

Memorial Income (+£10,000)

The income for memorials is difficult to predict. However, the income has remained consistent as the renewal of the 10 year lease is still ongoing this financial year.

Media Services income (+£2,800)

A new public address and media system was introduced in the crematorium from January 2017. This has enabled the crematorium to offer additional services to the public including the recording of funeral services and streamlining funeral services all over the world. These services are becoming increasingly popular in the Crematorium and have been fully available since November 2017.

CAMEO (-£2,460)

The Crematoria Abatement of Mercury Emissions organisation (CAMEO) provides 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.

This sum is based on the net surplus tradeable mercury abated cremations for the period 1st January 2016 to 31st December 2016. The sum received will reduce as more Crematoria choose to abate. There has been a reduction of 33% over last year's surplus tradeable cremations.

Appendix 1 contains details of the Original and Revised estimates for 2017/18, together with the Estimate for 2018/19.

3. Budget 2018/19

- 3.1 The budget has been prepared based on 1,450 cremations during the financial year. Total expenditure is projected at £651,710, with income of £968,810 and a precept of £1,000.

3.2 The majority of the budget has been increased by 2%. The following are the main variations from the 2017/18 Revised Budget:

Salaries (-£3,540)

An increase of 2% has been built into the budget together with the annual increments, where applicable. An additional allowance of £4,000 has also been provided for staff on lower pay points. The overtime element should decrease as the vacant posts have now been filled. The casual allowance covering long term sickness and vacant posts has been reduced by £5,000 for emergency cover.

Organist fees (-£5,505)

The organist fees have increased (from £14.50) to £15.00 per funeral and (from £18.85) to £19.50 for a weekend funeral. The reduction from 2017/18 is mainly due to the increased sickness and holiday pay paid in 2017/18.

Staff Training (-£9,400)

The budget includes a provision to send two new staff members on a Manual Handling course and for another member of staff to sit the next ICCM exam.

R&M Buildings (-£4,250)

The budget has been reduced by the sum set aside previously for the building maintenance of the property, 3 Greenacres, the tied accommodation for the Cremator operator. The property has been sold to Tai Tarian, Housing Association, as it is no longer required by the Crematorium. The Cremator operator retired in December 2017.

Water (-£570)

The water budget has reduced as the Crematorium is no longer responsible for paying the water usage on 3 Greenacres, the Cremator operator's tied accommodation.

Conference fees and Travelling & Subsistence

The Annual conference will be held in Newcastle upon Tyne in June 2018. The Chairman is President of the FBCA, therefore his fees will be paid for by the Federation. The Crematorium shall pay for the fees of the Superintendent.

Travelling & Subsistence (+£420)

It is proposed the delegates will fly to Newcastle. Travelling expenses will be paid for by the Federation for the Chairman therefore only the Superintendent's flight and subsistence is charged to this budget.

IT including Equipment & Website

The IT budget has been increased to develop the website to encourage "digital by choice" and offer the full list of services by the Crematorium. The sum of £600 has been added to the annual SLA agreement for IT support in the Crematorium.

Palm Sunday (-£920)

There are no Palm Sunday Services this financial year.

Medical Referee fees

The medical referee fee has been set at 1,450 in line with the number of cremations. This fee should no longer be applicable to Crematoria after April 2019 due to a Medical examiners reform.

Clothing (+£800)

The clothing account has increased to accommodate the two new members of staff.

Memorials (+£900)

The budget includes the purchase and installation of 8 granite benches.

Provision for Capital Works

A sum of £100,000 has been set aside to support the following projects:

• CCTV rewiring and camera for the driveway	£5,000
• Waiting room improvements	£15,000
• Book of Remembrance	£20,000
• Generator upgrade	£30,000
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	£70,000

Income

The income for the financial year 2018/19 has been based on 1,450 cremations. The budget has assumed there will be an increase of £20 in the cremation fee and 2% increase in other fee levels from April 2018.

Members will recall that during the June 2017 committee meeting of the Crematorium, a report was given proposing a review of Cremation fees for minors. The decision provides a free cremation service and certificate for children up to the age of 12 years. This proposal was agreed from that date.

Following the campaign led by Carolyn Harris, the Swansea MP, Welsh Government is providing grants to Local Authorities to abolish all Cremation fees up to and including the age of 17. This will come into effect from 1st April 2018.

The Welsh Government has suggested, through the signed Memorandum of Understanding with the WLGA, that they should implement this change to policy early 2018. This report assumes that the Joint Committee will provide a free cremation service and certificate for children up to and including the age of 17 with immediate effect.

3.3 Appendix 1 contains details of the Estimates for 2018/19.

3.4 Appendix 2 contains details of the fees and charges proposed for 2018/19.

4. Reserves

The general reserve revised budget indicates a contribution of £74,680, with a balance of £466,951 projected by 31st March 2018; this figure will fluctuate depending on the year end surplus. The estimated balance for 31st March 2019 is £584,951. A new cremator renewals reserve was established at the year-end in March 2016. It is proposed to make a further contribution in both 2017/18 and 2018/19 of £100,000 giving an estimated balance at 31st March 2019 of £400,000.

Recommendations

It is recommended that:

- The Revised Budget 2017/18 is agreed by the Committee (including the refund of £100,000 to the constituent authorities).

- There is no charge for a cremation service and certificate for children up to and including the age of 17 with immediate effect.
- The Budget for 2018/19 is agreed by the Committee.
- The committee confirms the precept to be levied for 2018/19:
 - Neath Port Talbot County Borough Council - £559
 - Bridgend County Borough Council - £441
- The fees and charges as set out in Appendix 2 are agreed for 2018/19.
- The projected position in relation to the Reserves position is noted.

5. Reasons for Proposed Decision

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

6. 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

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

Margam Crematorium Account

Actual		Original Estimate	Revised Estimate	Original Estimate
2016/17		2017/18	2017/18	2018/19
£	Expenditure	£	£	£
	Employees			
157,775	Salaries (Inc Apprenticeship Levy)	165,960	178,170	174,630
36,672	Organists fees	27,905	40,115	34,610
595	Staff Training	1,600	10,300	900
	Premises			
58,342	R&M Grounds	60,000	60,000	61,200
23,973	R&M Buildings	24,100	24,620	20,370
4,830	R&M Maintenance Contract	4,900	4,850	4,950
52,296	R&M Maintenance Cremators	52,260	53,120	54,640
15,718	Gas	17,000	23,550	24,020
12,369	Electricity	12,050	13,520	13,790
2,195	Water	1,700	1,370	800
20,898	Non domestic rates	32,000	31,840	32,800
11,935	Cleaning	11,880	11,970	12,210
	Supplies & Services			
2,447	Printing & Stationery	2,400	2,700	2,700
1,183	Telephones	1,020	1,200	1,230
4,665	Insurance	5,760	4,665	4,760
230	Travelling Expenses/Subsistence	600	180	600
860	Conference fees	870	440	450
-	Car Allowance	750	750	750
52,083	Support Services	52,600	52,605	53,660
2,245	Audit Fees	3,000	2,290	2,500
1,723	Licence fee - operating permit	1,740	1,775	1,810
532	Floral Decoration	540	540	550
4,510	IT including Equipment & Website	7,400	7,400	7,400
511	Brochures	-	700	700
1,657	Equipment	1,360	1,820	1,550
1,845	Urns & Caskets	1,550	1,550	1,550
-	Palm Sunday	600	920	-
2,293	Entries in Book of Remembrance	2,530	2,530	2,530
13,671	Medical Referees	12,600	13,050	13,050
882	Clothing	1,000	1,000	1,800
932	Subscriptions	1,395	1,400	1,430
-	Public address system annual fee & chgs	7,500	8,010	8,170
7,228	Memorials & Benches	4,150	8,700	9,600

Appendix 1

Actual		Original Estimate	Revised Estimate	Original Estimate
2016/17		2017/18	2017/18	2018/19
£	Expenditure	£	£	£
	Capital Costs			
3,794	Loan Charges - Interest	-	-	-
60	Debt Management	-	-	-
72,626	Provision for Capital Works	100,000	100,000	100,000
111,939	Repayment of the Cremator project & Historical Debt	-	-	-
685,514	Gross Expenditure	620,720	667,650	651,710
	Income			
-885,886	Cremation Fees	-819,000	-848,250	-877,250
-3,402	Urns & Caskets	-3,180	-4,240	-4,330
-7,392	Book of Remembrance	-6,940	-6,110	-6,230
-48,990	Memorials Income	-30,000	-40,000	-40,000
-166	Bulb Donations	50	-120	-50
-488	Palm Sunday Donations	100	-120	-50
-30,395	Miscellaneous Income	-29,540	-28,790	-29,370
-335	Refund of water usage from Cemeteries	-190	-140	-140
-	Media Services	-	-2,800	-2,860
-2,715	Investment Income	-	-3,460	-3,530
-11,184	CAMEO refund	-10,000	-7,540	-5,000
-990,953	Gross Income	-898,700	-941,570	-968,810
-305,439	Net spend before reserves	-277,980	-273,920	-317,100
	Dividend payment to Local Authorities			
-	Dividend - Neath Port Talbot	-	55,900	55,900
-	Dividend- Bridgend	-	44,100	44,100
-305,439	Net Spend after Dividend payment	-277,980	-173,920	-217,100
	Transfer to/-from Reserves			
166	Bulb Fund	50	120	50
488	Palm Sunday Reserve	100	120	50
205,785	General Reserve	178,830	74,680	118,000
100,000	Cremators Renewals Reserve	100,000	100,000	100,000
1,000	Net position to be funded by Authorities	1,000	1,000	1,000
	Precept Funding from Local Authorities			
-561	Precept - Neath Port Talbot	-559	-559	-559
-439	- Bridgend	-441	-441	-441
0	Net Expenditure/-income after precept funding	0	0	0
1,517	Number of Cremations	1,400	1,450	1,450

Schedule of Precept Payments	Neath Port Talbot	Bridgend	Total Precept
	£	£	£
2018-2019	559	441	1,000
2017-2018	559	441	1,000
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

Cremation Price Comparison as at December 2017

Swansea Crematorium:	£678	(incl. of cert. and organist)
Coychurch Crematorium, Bridgend:	£637	(incl. of cert. and organist)
Llanelli Crematorium: (Private)	£695	(incl. of cert. and organist)
Narberth	£564	(incl. of cert. and organist)
Margam Crematorium	£598	(incl. of cert. and organist)

Reserves	31/03/17	31/03/18	31/03/19
	Actual	Projected	Estimate
	£	£	£
Memorial Bulb Account	£5,737	£5,857	£5,857
Palm Sunday Reserve	£4,184	£4,304	£4,304
General Reserve	£392,271	£466,951	£584,951
Cremator Renewals Reserve	£200,000	£300,000	£400,000
	<u>£602,192</u>	<u>£777,112</u>	<u>£995,112</u>

**Margam Crematorium
Proposed Table of Cremation fees and charges**

	2017/18 (January 2018)	2018/19
1 Cremation fees and ancillary services		
[a] Stillborn child or child up to and including 17 years	Nil	Nil
[b] Aged over 17 years	£585.00	£605.00
[c] Additional charge for Saturday cremation	£314.00	£334.00
[d] Double cremation (2 adults at one service)	£1,153.00	£1,193.00
[e] Cremation only at 9am (Weekdays only)	£485.00	£505.00
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[c] or 6 if required.		
	2017/18	2018/19
2 Certificate of cremation	£13.00	£13.50
3 Extract from Register	£12.00	£12.00
4 Temporary deposit of cremated remains (after 1 month)	£32.00	£32.50
5 Disposal of cremated remains from other crematoria	£43.00	£44.00
6 Service in chapel with organ and organist or extra 20 mins	£31.00	£31.50
7 Service in chapel with organ and organist or extra 20 mins (Sat)	£42.00	£43.00
8 Witness Burial of cremated remains - Weekdays	£44.00	£45.00
- Saturdays	£61.00	£62.00
9 Urns and Caskets		
[a] Wooden Casket	£36.00	£36.50
[b] Bronze Metal Urn	£26.00	£26.50
[c] Woodgrain cardboard container	£15.00	£15.50
[d] Plain cardboard container	£12.00	£12.00
[e] Large White Cardboard Container	£18.00	£18.50
[f] Medium White Cardboard Container	£13.50	£14.00
[g] Small White Cardboard Container	£9.00	£9.00
[h] Small Metal urn	£19.00	£19.50
[i] Polyurn	£14.00	£14.50

**Margam Crematorium
Proposed Table of Cremation fees and charges**

	2017/18	2018/19
1. Inscriptions in Book of Remembrance		
Two Lines	£36.50	£37.00
Five Lines	£54.50	£55.50
Eight Lines	£72.50	£74.00
Floral Emblem/Service Badge	£41.50	£42.50
Coat of Arms	£52.50	£53.50
2. Miniature Book of Remembrance		
Two Lines	£55.50	£56.50
Five Lines	£71.00	£72.50
Eight Lines	£77.50	£79.00
Floral Emblem/Service Badge	£41.50	£42.50
Coat of Arms	£52.50	£53.50
Additional Lines	£11.00	£11.00
2a. Additional Inscriptions in Miniature Book		
Two Lines	£29.00	£29.50
Five Lines	£38.50	£39.50
Eight Lines	£47.50	£48.50
3. Memorial Card		
Two Lines	£18.50	£19.00
Five Lines	£27.50	£28.00
Eight Lines	£36.50	£37.00
4. Reservation of vases		
Window Vase	£7.50	£7.50
Altar Vase	£9.00	£9.00
5. Additional Charges		
Additional Copy of Crematorium Brochure	Nil	Nil
Replacement Aluminium Vase	£11.00	£11.00
Service of Remembrance	£8.00	£8.00
6. Memorial Kerb Plaque in Garden of Remembrance (Horseshoe Path section)		
Plaque and inscription for 10 year lease	£325.00	£331.50
Plaque and inscription for 20 year lease	£585.00	£596.50
Renewal of lease for further 10 years	£180.00	£183.50
Renewal of lease for further 20 years	£325.00	£331.50

**Margam Crematorium
Proposed Table of Cremation fees and charges**

	2017/18	2018/19
7. Memorial Kerb Plaque in Garden of Remembrance		
Plaque and inscription for 10 year lease	£440.00	£449.00
Plaque and inscription for 20 year lease	£800.00	£816.00
Renewal of lease for further 10 years	£180.00	£183.50
Renewal of lease for further 20 years	£325.00	£331.50
8. Baby Memorial Kerb Plaque in Children's Garden of Remembrance		
Plaque and inscription for 10 year lease	£180.00	£183.50
Plaque and inscription for lease of 20 years	£325.00	£331.50
Renewal of lease for further 10 years	£180.00	£183.50
 NB Replacement plaque (existing lease) for all Memorial Kerbs	 £162.50	 £166.00
9. Granite Memorial Benches (3 Plaque per bench)		
Price per Plaque per Bench - 10 year lease	£600.00	£612.00
Price for Whole Bench (3 Plaques) - 10 year lease	£1,600.00	£1,632.00
Price per Plaque per Bench - 20 year lease	£1,080.00	£1,101.50
Price for Whole Bench (3 Plaques) - 20 year lease	£3,000.00	£3,060.00

Media Services fees and charges

	2017/18	2018/19
1. Audio Recording-USB memory stick or CD as requested		
1st USB	£53.00	£54.00
Additional USB's	£23.00	£23.50
2. Video Recording		
USB memory stick or CD as requested		
1st USB	£53.00	£54.00
Additional USB's	£23.00	£23.50
Tribute embedded in video recording	£18.00	£18.50
2a. Visual Tribute		
Max of 30 photographs + 4 mins video	£92.00	£94.00
USB (copy tribute)	£32.00	£32.50
Single photograph	£18.00	£18.50
3. Web Casting		
Per service	£53.00	£54.00

MARGAM JOINT CREMATORIUM COMMITTEE
REPORT OF THE SUPERINTENDENT REGISTRAR

19 JANUARY 2018

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. Christmas 2017 was the fourth year we placed a Memory Tree in the Chapel of Remembrance. This Memorial continues to be very popular with families. This year it was positioned in the Chapel of Remembrance on 1st December and well over 400 memorial cards were placed on the tree.

Financial Impact

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

Appendices

4. None

Officer Contact

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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 19/01/2018

For the period 01/07/2017 to 31/12/2017 a total of 707 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	79	111	81	99	106	105	
2. Applications supported by Coroner's Certificates Cremation 6	16	24	22	17	25	21	
3. Applications in respect of stillbirth	0	0	0	1	0	0	
Total	95	135	103	117	131	126	

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	0	0	
b. Medical Certificates (Cremation 4 & 5) incorrectly or incompletely submitted	1	5	2	2	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	1	5	2	2	1	3	

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MARGAM CREMATORIUM JOINT COMMITTEE

19 January 2018

REPORT OF THE TECHNICAL OFFICER – G.NUTT

MATTER FOR INFORMATION

WARDS AFFECTED: ALL

BUILDING PROJECTS & FORWARD MAINTENANCE

Purpose of Report

- 1 To provide Members with an update on the expenditure to date, and outline future expenditure for both general maintenance and development works.

Works identified for the current year.

- 2 Following instruction give at previous meetings the below works are either completed or have been ordered for the current financial year.
 - Sewerage treatment works, completed
 - Passive ventilation for the cremation area, completed
 - Automatic charging machine, order placed and awaiting delivery.

In addition to the above planned works the IT section have carried out an upgrade of the infrastructure providing additional servers, improved Wi-Fi provision and enhanced data transfer speed.

Works identified for the 2018 / 2019 year

- 3 The below works have been identified as a priority for the coming financial year.
 - Upgrade of the current CCTV system and provision of an additional camera to cover the drive.

- Refurbishment of small chapel area to include more flexible seating.
- Replaced of the current generator with that of an externally positioned one that will provide enough backup to power the site in totality.
- Replacement of the existing book of remembrance cabinet for one that will be able to house three books, along with providing access for wheelchair users to view.

Further maintenance and development works.

4 Below are items that have been identified on both a planned maintenance basis and an improvement / development basis.

- Maintenance items:-

○ Road / Car park patch repairs	£13k
○ Paths, repairs / replacement	£15 – 45k
○ Drainage to remembrance garden	£6.5k
○ Toilet Block refurbishment	£35k
○ Side roof	£20k
○ Main roof	£65k
○ External Decoration	£65k
○ Window & sealants	£22.5k
○ Decoration internal	£24k
○ Floor coverings	£16k
○ Staff Toilet refurbishment	£30k
○ Small boiler	£4k
○ Main boiler	£26.5
Total	£342.5 – 372.5k
- Improvement / Development items:-

○ AC to Chapel	Ongoing works to ascertain the feasibility
○ Extension	£150k
○ New burial area	£75 – 100k
○ New road	£350 – 500k
○ Extra car parking spaces (per space)	£4k per space
○ New Organ	£12 – 15k

Whilst the above maintenance items range in necessity from two years to five years on the maintenance plan, no time scales have deliberately been set against them. This is due to the development

items having a direct impact on any programming; in addition there will be possible savings to be made by grouping numerous items together eg. undertaking all roofing works, external decoration and window replacement works whilst the scaffolding is in place.

Further to grouping elements of works together in appropriate packages, the continued operation of the service will be paramount. Therefore this will also impact on any programme of works and will need to be fully developed with the input from the superintendent.

Financial Impact

- 5 All proposed works will be funded from available resources.

Equality Impact Assessment

- 6 A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equalities Impact Assessment.

Workforce Impact

- 7 There are no workforce impacts associated with this report.

Legal Impact

- 8 The Council has to ensure that the premises meet all relevant legislative requirements.

Risk Management

- 9 There are no immediate risk management issues associated with this report.

Consultation

- 10 There is no requirement under the Constitution for external consultation on this item.

Recommendation(s)

- 10 That the Committee note the report and agree what development works are to be undertaken.

List of Background Papers

- 13 None.

Officer Contact

- 14 Mr Simon Brennan, Head of Property & Regeneration Tel: 01639 686371 or e-mail: s.brennan@npt.gov.uk

MARGAM JOINT CREMATORIUM COMMITTEE

19 JANUARY 2018

REPORT OF THE CLERK

MATTER FOR INFORMATION

WARDS AFFECTED:

Margam

Cremation Statistics

Purpose of Report.

1. To provide the Joint Committee with statistics in relation to the percentage of deceased persons cremated and the historical statistics for cremations at Margam Crematorium.

Background.

2. When Members of the Joint Committee were considering a programme for capital works at the Crematorium there were some general discussion of possible growth in numbers of cremations in future years.
3. As a result of that discussion I thought it appropriate to put together some basic statistics for consideration by members which might be worth bearing in mind when future discussions take place on capacity at the Crematorium.
4. Table 1 below is derived from the website of the Cremation Society of Great Britain. The statistics are reasonably easy to analyse in that they indicate a continual increase in the percentage of deaths where disposal of human remains is carried out by cremation. However, the considerable rate of increase between 1960 and 1990 partly led by the opening of new crematoria, has gradually tailed away and the increase in percentage between the year 2000 and

2014 is more modest. International comparison indicates that, whilst in many countries the percentage of deaths leading to cremation is lower, there are certain societies where the percentage of cremations is higher than in this country. It may be that further cultural change or difficulties in finding new facilities for burials may increase the percentage, but recent increases have been very much more modest than in the previous decades.

Table 1

**The Cremation Society of Great Britain
National Cremation Statistics 1960-2014**

Year	Operating Crematoria	Deaths	Cremations	Percentage %
1960	148	588,032	204,019	34.70
1970	206	638,834	353,957	55.41
1980	220	644,684	420,717	65.26
1990	225	629,629	438,066	69.58
2000	242	611,960	437,609	71.50
2010	260	565,776	413,780	73.13
2014	273	574,093	429,254	74.77

5. Margam Crematorium maintains its own statistics since the year 1969 which are set out in table 2 below. I have used the calendar year because it fits in with Table 1 but reported income figures are of course based on the financial year.

Table 2

**Margam Crematorium
Annual Cremation Statistics**

Year	Number of Cremations	Year	Number of Cremations
1969	505	1994	1399
1970	1109	1995	1521
1971	854	1996	1535
1972	924	1997	1663
1973	1044	1998	1562
1974	1071	1999	1539
1975	1096	2000	1601
1976	1130	2001	1514
1977	1119	2002	1394
1978	1250	2003	1401
1979	1223	2004	1378
1980	1238	2005	1352
1981	1326	2006	1386
1982	1251	2007	1374
1983	1329	2008	1426
1984	1260	2009	1367
1985	1321	2010	1334
1986	1380	2011	1467
1987	1261	2012	1403
1988	1334	2013	749
1989	1496	2014	1128
1990	1389	2015	1461
1991	1471	2016	1536
1992	1414	2017	1496
1993	1594		

6. It is difficult to draw much from the local statistics other than they indicate an initial growth period from 1969 to the 1990s with the highest sustained number of cremations being in the second half of the 1990s. There have been fluctuations over the years which will reflect deaths in the locality, cultural changes, changes in the number and location of local crematoria and, occasionally, factors affecting the functioning of those crematoria e.g. refurbishments of some nature. If we exclude the years 2013 and 2014 the average number of cremations a year since and including 1990 is 1,453.

Financial Impact

7. There are no financial impacts associated with this report.

Equality Impact Assessment

8. There are no equality impacts associated with this report.

Workforce Impacts

9. There are no workforce impacts associated with this report.

Legal Impacts

10. There are no legal impacts associated with this report.

Risk Management

11. There are no risk management issues associated with this report.

Consultation

12. There is no requirement under the Constitution for external consultation on this item.

Appendices

13. None

List of Background Papers

14. The Cremation Society of Great Britain - National Cremation Statistics 1960-2014

15. Margam Crematorium - Annual Cremation Statistics

Officer Contact

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MARGAM JOINT CREMATORIUM COMMITTEE

19 JANUARY 2018

REPORT OF THE CLERK

MATTER FOR DECISION

WARDS AFFECTED:

All

The Cremation (England and Wales) (Amendment) Regulations 2017

Purpose of Report

1. To provide the joint committee with information in relation to the making of new regulations in relation to cremation and the requirement to revise forms used by Margam Crematorium.

Background

2. Some while ago the Government consulted on amending the Cremation (England and Wales) Regulations 2008 in light of official reports on aspects of cremation practice. Cremation is not a devolved function and legislation is therefore on an England and Wales basis. To a certain extent the further amendments follow on from earlier amending legislation of 2016 which, for the first time, provided a statutory definition of “ashes” which include all that is left in a cremator after a cremation minus metal but including all organic matter such as the coffin itself and clothing as well as the body or rather the remains of that organic matter after the process of cremation.
3. The amending regulations are quite brief. They provide that a cremation authority must dispose of ashes in accordance with the applicant’s instructions. Where the applicant does not give instructions for disposal, or where the ashes are not collected in accordance with earlier instructions, the cremation authority may then dispose of ashes. The amending regulations make it clear that

in exceptional circumstances the cremation authority may, at their discretion, release the ashes to someone other than the applicant or the applicant's nominee.

4. I would have thought that this discretion would only be exercised in exceptional circumstances and after full consultation with the family or any other interested parties.
5. New forms have been provided as attachments to the amending regulations. The regulations make valid any alternative Welsh language or bilingual forms and the indication is that the Ministry of Justice will produce such Welsh language or bilingual versions.

Financial Impact

6. There is, in practical terms no financial impact arising out of this change.

Equality Impact Assessment

7. No Equality Impact Assessment is required.

Workforce Impact

8. There are no workforce impacts

Legal Impacts

9. It is a statutory requirement to comply with the amending regulations.

Risk Management

10. There are no risk management consequences.

Consultation

11. There is no requirement to consult in order to make these amendments to Crematorium forms.

Recommendation

12. That the amending regulations be noted and that the Superintendent Registrar be required to produce amended forms for use at the Crematorium.

Appendices

13. None

List of Background Papers

14. The Cremation (England and Wales) (Amendment) Regulations 2017 and the impact assessment of 18th December 2017.

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By virtue of paragraph(s) 12, 14 of Part 4 of Schedule 12A
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