

Telephone: 01639 883570

MARGAM JOINT CREMATORIUM COMMITTEE

Constituent Authorities

NEATH PORT TALBOT
COUNTY BOROUGH COUNCIL



BRIDGEND COUNTY
BOROUGH COUNCIL

MARGAM CREMATORIUM

Clerk:

**CRAIG GRIFFITHS
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, 21 SEPTEMBER 2018

2.45 pm **Please note change of time

ON SITE

PART 1

1. Declarations of Interest
2. Minutes of Previous Meeting (*Pages 3 - 8*)
3. Appointment of Vice Chairperson
2018/19
4. 50th Anniversary of Opening of Margam Crematorium
(*Pages 9 - 12*)
Report of the Superintendent Registrar

5. Christmas Carol Service at Margam Crematorium (*Pages 13 - 16*)
Report of the Superintendent Registrar
6. Cremation and Burial Communication and Education Conference 2018
(*Pages 17 - 24*)
Report of the Superintendent Registrar
7. Annual Return 2017/18 (*Pages 25 - 26*)
Report of the Treasurer
8. Applications for Cremations - 1 January 2018 to 30 June 2018
(*Pages 27 - 28*)
Report of the Medical Referee
9. Urgent Items
Any urgent items at the discretion of the Chairperson 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/s 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

11. Audit Report Update (Exempt under Paragraph 14) (*Pages 29 - 58*)
Joint Report of the Treasurer and the Clerk

Civic Centre
PORT TALBOT

12 September 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: A.Pucella and S.Smith

MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers)

Members Present:

22 June, 2018

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

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

**Officers in
Attendance:**

H.Jenkins, C.Griffiths, C.Phillips, A.Dixon,
S.Brennan and T.Davies

1. **APPOINTMENT OF CHAIRPERSON 2018/19**

Prior to the election of the Chair and Vice Chair, Mr.C.Griffiths opened the meeting.

RESOLVED: that Councillor.E.V.Latham be appointed Chair of the Margam Joint Crematorium Committee for the Civic Year 2018/19.

2. **APPOINTMENT OF VICE CHAIRPERSON 2018/19**

RESOLVED: that the appointment of Vice Chair of the Margam Joint Crematorium Committee for the Civic Year 2018/19, be deferred to the next meeting.

3. **MINUTES OF PREVIOUS MEETING**

RESOLVED: that the Minutes of the previous meeting held on the 19 January 2018 be confirmed as a true and accurate record of proceedings, with the addition of the Joint Committee's good wishes to Mr David Michael on his retirement.

4. **OUTTURN REPORT AND ANNUAL RETURN 2017/18**

The Treasurer gave an overview of the circulated report.

Members also discussed the best use of the monies within the Memorial Bulb Account. A report will be presented to Members at the next meeting of the Joint Committee, with regards the above, and this additional recommendation is reflected at decision No. 5 below.

- RESOLVED:**
1. that the Outturn report for 2017/18 be approved;
 2. that the Annual Return, prior to Audit Certificate for the year ended 31 March 2018 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 report on the best possible uses for the Memorial Bulb Fund be brought to the next meeting of the Joint Committee for Member's consideration.

5. **ADDITIONAL CREMATORIUM ASSISTANT POST**

- RESOLVED:** that the creation of an additional Crematorium Assistant post (as detailed in the circulated report), be approved.

6. **50TH ANNIVERSARY OF OPENING OF MARGAM CREMATORIUM**

Members discussed possible options for commemorating the 50th anniversary of the opening of Margam Crematorium. Suggestions included a granite monolith or plaque, plus a celebratory ball.

RESOLVED: that an event programme to acknowledge the 50th anniversary of the opening of Margam Crematorium be prepared, and a report be brought to the next Margam Joint Crematorium Committee for consideration.

7. **CREMATION AND BURIAL COMMUNICATION AND EDUCATION 2018 CONFERENCE**

Members discussed the Annual Cremating and Burial Communication and Education Conference, which had been attended by the Chair and the Superintendent.

Members also discussed the viability of weekend funerals, and felt more research was needed around the subject.

RESOLVED: that the report be noted.

8. **CREMATORIUM OPEN DAY 2018**

Members discussed the circulated report and felt going forward that the open day event should be advertised further ahead of time, and feedback forms should be available for the event.

RESOLVED: that an open day be arranged on a Sunday during September/October 2018, in order for the general public to view the grounds and buildings of Margam Crematorium when no funerals are taking place.

9. **PALM SUNDAY SERVICE OF REMEMBRANCE 2018**

Following discussion, and with the agreement of the Chair, the circulated report was amended from an 'information' report, to a 'decision' report.

RESOLVED: that an annual Christmas service be reinstated at Margam Crematorium, with effect from Christmas 2018.

10. **QUALIFICATIONS GAINED BY CREMATORIUM STAFF**

Members noted the circulated report and extended congratulations to Lee Beasley on his recent Certificate of Proficiency in the Practical and Ethical Operation of Cremation Equipment.

RESOLVED: that the report be noted.

11. **RECYCLING OF METALS FOLLOWING CREMATION - PARTICIPATION IN THE INSTITUTE OF CEMETERY AND CREMATION MANAGEMENT SCHEME**

Members discussed local bereavement charities but felt the nominated national charity should remain for the financial year 2018/19, with a view to further discussions taking place at the same time next year.

RESOLVED: that the continued participation in the Institute of Cemetery and Cremation Management be approved, and the supported charity (CRUSE) remain unchanged for 2018/19.

12. **BUILDING IMPROVEMENTS AND MAINTENANCE**

Members discussed the circulated report and plans for the proposed extension to Margam Crematorium. Debate took place around timescales and how best to minimise disruption, as well as the siting of certain rooms as shown on the plans.

RESOLVED: that delegated authority be granted to the Head of Property and Regeneration and the Chair of Margam Joint Crematorium Committee to revisit the circulated plans – specifically the location of the drivers room and the inclusion of unisex toilets – and to make any alterations as seen fit.

13. **URGENT ITEMS**

Video Montage and Live Streaming

Members were pleased to note that both the video montage facility and live streaming via the internet were working well and having a good impact during services.

Air Conditioning

It was felt that the issue of air conditioning for the Chapel needed to be revisited again, following the recent spell of sunny weather.

Defibrillator

Officers would produce a report for the next meeting of the Joint Committee concerning the possible placement of a defibrillator at Margam Crematorium.

CHAIRPERSON

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MARGAM JOINT CREMATORIUM COMMITTEE

REPORT OF THE SUPERINTENDENT AND REGISTRAR

21 September 2018

Matter for Decision

Wards Affected: All Wards

50th Anniversary of opening of Margam Crematorium

Purpose of the Report

1. To obtain suggestions from Members on the programme of events to acknowledge the 50th anniversary of the opening of Margam Crematorium with a report being brought back to the Joint Committee at the next meeting for formal approval.

Background

2. Members will be aware that the Margam Crematorium was officially opened on the 25th April 1969 by the then Secretary of State for Wales George Thomas MP.
3. Members will also note that the Margam Crematorium has now become a Grade II listed building included for its special architectural and historic interest as a fine example of a post-war crematorium, which was a new building type of the twentieth century. The building is especially imaginative and creative in responding to the design challenges of the building type, with a plan and layout that skilfully handles the circulation of users through the building and separates its functions, and with a simplicity of design and detail that helps to create a sense of spirituality appropriate to its purpose.
4. Members resolved at the last meeting of the Margam Crematorium that a programme of events to acknowledge the same be held in 2019 and some form of permanent memorial be acquired.

5. To date the Superintendent and Registrar of Margam Crematorium has considered a number of options to acknowledge this event, some of which have included:
 - (a) the holding of an ecumenical service to be held in May 2019, which would allow for contributions from all faiths/non faiths and led by members of each denomination. On the 25th anniversary in 1994, the then Archbishop of Wales attended and provide an address.
 - (b) a brochure/booklet be prepared and published on the history of the Crematorium over the last 50 years. A member of the Cremation Society of Great Britain, Dr Hilary Granger, some years ago prepared a paper and presented it to the FBCA/CSGB conference on Crematoria of the 60's and 70's and featured Margam in the paper.
 - (c) a lecture on the evolution of cremation in the area, using the same as an education event where possible.
6. The purpose of this report therefore is to invite a discussion with Members on the type of acknowledgement of the opening they would wish to have and what form of memorial they would wish to see and with the approval of Members, a report will be brought back to the next Margam Joint Crematorium Committee with a more detailed proposal along with financial costings for members consideration.

Equality Impact Assessment

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

Financial Impact

8. To be determined once a programme of events could be put together and reported back to the Margam Joint Crematorium Committee

Workforce Impacts

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

Legal Impacts

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

Consultation

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

Recommendations

12. That members discuss preparation of an event programme to acknowledge the 50th anniversary of the opening of Margam Crematorium and the ways of acknowledging the opening and that the issues discussed in this report and with members of the Margam Crematorium Joint Committee are considered accordingly.

Reasons for Proposed Decision

13. To acknowledge the milestone of the 50th anniversary of the opening of Margam Crematorium

List of Background Papers

14. None

Officer Contact

Mr C Phillips – Superintendent & Registrar

Tel. No. 01639 883570

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

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

MARGAM JOINT CREMATORIUM COMMITTEE

21 September 2018

Report of the Superintendent Registrar – C.PHILLIPS

Matter for Decision

Wards Affected:

All Wards

Christmas Carol Service at Margam Crematorium

Purpose of the Report

1. To inform Members of details regarding a proposed Christmas Carol Service at Margam Crematorium.

Background

2. Following discussion at the last meeting of the Margam Joint Crematorium Committee where it was suggested that a Christmas Carol Service be reinstated at Margam Crematorium, the Superintendent Registrar has been identifying ways to implement the proposal that a Christmas Service be held at the Margam Crematorium in December 2018, in a similar vein to that held on Palm Sunday.
3. It has provisionally been identified that a date of Sunday December 9th 2018 at 2.30 would be appropriate and subject to approval of this date, the Superintendent Registrar will proceed to progress the

advertising of this event in the usual forums. It is proposed to invite a local Salvation Army band to participate in the service and there will be Christmas readings and carols that will allow the Margam Crematorium to have a service that is appropriate to its venue and to provide a service for the local communities that wish to attend such an event.

Financial Impact

4. All costs will be kept within the appropriate budget but there will likely be a cost of a Ministers Fee, with a donation to those contributing to the service as well as refreshment fees.

Equality Impact Assessment

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

Workforce Impacts

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

Legal Impacts

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

Risk Management

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

Consultation

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

Recommendations

10. That Members approve the holding of a Christmas Carol Service at Margam Crematorium on the 9 December 2018 and on the basis identified in this report.

List of Background Papers

12. None.

Officer Contact

Mr C Phillips - Superintendent Registrar

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

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

MARGAM JOINT CREMATORIUM COMMITTEE

21 September 2018

Report of the Superintendent Registrar – C.PHILLIPS

Matter for Information

Wards Affected:

All Wards

Cremation and Burial Communication and Education Conference 2018

Purpose of the Report

1. To inform Members of the outcome of the attendance of the Chairman and Superintendent at the Annual Cremation and Burial Communication Conference 2018 (CBCE 2018)

Background

2. As previously advised to the Joint Committee the 2018 Cremation and Burial Communication and Education Conference entitled “Preparing for Change” was this year held in Gateshead, Newcastle on Tyne from Monday 11th June to Wednesday 13th June.
3. The event was opened by Lord de Morley, Honorary President of the Cremation Society of Great Britain and Councillor Edward Latham President of The Federation of Burial and Cremation Authorities and Chair of the Margam Joint Crematorium Committee.

4. A copy of the programme of papers presented to delegates is attached. This also gives some general information of the content of the papers. Numerous areas of good working practice were discussed during this event and the Superintendent and management will now look to ensure that such suggestions are taken on board in the operation of the Margam Crematorium

Financial Impact

5. The cost of the conference has been included in the 2018/19 budget. The cost of the attendance of the Chairman, in his role as President, has been met by the FBCA

Equality Impact Assessment

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

Workforce Impacts

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

Legal Impacts

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

Risk Management

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

Consultation

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

Recommendations

11. That the report be noted.

Appendices

12. Appendix 1 - Copy of CBCE 2018 Programme

List of Background Papers

13. None.

Officer Contact

Mr C Phillips - Superintendent Registrar

Tel. No. 01639 883570

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

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PROGRAMME



MONDAY 11TH JUNE

09.30 Arrival and Registration

12.30 CBCE Exhibition Opens

Buffet Lunch in the Exhibition Area

14.15 Opening of Event

By Lord de Mauley, Honorary President, The Cremation Society of Great Britain and Councillor Edward Latham, President, The Federation of Burial and Cremation Authorities

14.25 CBCE 2018 Bursary

14.30 The Digital Opportunity

Leona McAllister, BA,
Chief Commercial Officer, PlotBox

Considering the backdrop of digital transformation of programs across UK councils and the acceleration of G-Cloud, Leona will evaluate the approach to the new digital consumer and how to meet their expectations. This presentation will cover:

- Consumer demand for information
- Modern consumer behaviour and buying processes
- Trend for seeking technological solutions in areas that were previously the domain of paper or face-to-face interaction
- Developing pipelines of talent – how to bring the best calibre people into the industry when reliant on paper and outdated processes
- Digital change management and the step-by-step journey

15.15 Refreshment Break in Exhibition Area

15.45 Reforming the Law and the Dead: Insights and Practical Guidance

Dr Heather Conway, LLB, PhD, Senior Lecturer, Queen's University Belfast

In December 2017, the Law Commission for England and Wales announced that 'a modern framework for disposing of the dead' was a chosen topic for their 13th Programme of Law Reform. Acknowledging that the current law is 'unfit for modern needs' and, in some instances 'out of touch with the public's expectations', the Commission announced that it would aim to create 'a future-proof legal framework that brings the existing law into line with modern practices'.

This paper looks at how this might develop: what areas the Law Commission will focus on, its core objectives, and the key stages in the consultation process before final recommendations are made and put to Government so that the law can (finally!) be changed. It will suggest ways in which key stakeholders and participants in this event can feed into and shape the process, while pointing out any limitations on what might be achieved here.

16.30 Grave Concerns – A New Project Exploring the Management and Maintenance of Cemetery Space c. 1700-2000

Dr Elizabeth Craig-Atkins, PhD,
Senior Lecturer in Human Osteology,
University of Sheffield

This presentation introduces plans for a new collaborative project in which a team of archaeologists and historians seek to examine the processes of management and maintenance of cemetery space in England since the 18th century. The project draws upon oral histories, archival resources, folklore, research conducted by antiquarian scholars and archaeological evidence to document and examine practices of grave digging, burial ground maintenance and funerary curation of human remains over the past 300 years.

In addition to illuminating the understudied role of the living in construction of places of the dead, it is hoped that this study will contribute to a new evidence-base for contemporary debates about the heritage significance and long-term preservation of our historic cemeteries and enable a timely reflection on the long-term causes of, and potential solutions to, an impending crisis in availability of suitable burial space in England.

By working alongside the FBCA in this project we aim to generate research of value and significance to funerary practitioners and cemetery managers in addition to supporting the wider appreciation of the heritage significance of our funerary landscape. Our research findings will comprise the most focused and comprehensive academic evaluation of the processes and personalities that have influenced funerary provision in recent times.

17.00 Networking in Exhibition Area
-18.00

(All timings are approximate. Programme and speakers are subject to change)

**TUESDAY 12TH JUNE****09.15 NOx in the City**

Tony Brookes, BSc (Hons), Group Sales Manager, Facultatieve Technologies Ltd

Tony will be taking a look at what may be next on the horizon with regards to the future of abatement of cremator flue gas emissions.

9.45 The Cremation Industry – An All Encompassing Survey

Steve Gant, Crematoria Director & Simon Cox, Head of Insight and External Affairs, Dignity, and Tom Johnson, Director, Trajectory

Steve will talk about the industry in which we all work and the changes we are facing at an increasing speed. What has driven the change and how has that affected how we serve our clients? A wholesale survey of the industry has been conducted over many months by Trajectory, a specialist survey company, which has been commissioned by Crematorium and Memorial Group to show an independent view of what clients and funeral directors think of the crematoria in the UK.

Simon's short presentation will contextualise the background to the research that Tom Johnson, Managing Director of independent research agency Trajectory, will be presenting. A fast changing funeral industry where transparency simply means cost, no accounting for quality, or reference to what consumers want, or indeed understanding consumer needs.

Tom will report on the first consumer research into what the public values most with regard to cremations. It turns out that they most value a secluded moment at the crematorium and not to feel that they are on a cremation conveyor belt, with other people waiting to start their own service. Therefore, time per cremation service is vital.

Our original research will provide output from analysis from extensive qualitative and quantitative research conducted with both types of our consumers, the bereaved and funeral directors.

10.45 Refreshment Break in Exhibition Area**11.15 The Changing Face of a Profession – Funeral Directors in Modern Times**
Natalie McKail, Inspector of Funeral Directors, Scottish Government

Natalie will describe the current landscape for funeral directors in Scotland in relation to the introduction of a regulatory role and new legislative requirements. In addition she will provide an update on the current work of the Inspector of Funeral Directors and consider the next steps for regulation.

11.45 Cremation in Scotland

Robert Swanson QPM, Inspector of Crematoria Scotland, Scottish Government

The aim of this presentation is to inform delegates of the background on issues at Scottish crematoria which brought about significant changes including Robert's appointment as HM Inspector of Crematoria, and will include an update on matters currently being progressed.

Robert will also discuss the remit of his role and duties undertaken since his appointment in March 2015 including a summary of the various complaints and enquiries carried out, as well as the findings of inspections undertaken.

12.30 Buffet Lunch in Exhibition Area**14.00 Ministry of Justice Update**

Judith Bernstein, MA (Oxon), LLM, Joint Head of Coroners, Burials, Cremation and Inquiries Policy Team, Ministry of Justice

Judith will provide updates from the Ministry of Justice on coroner, burial and cremation law and policy.

14.45 The Funeral Discourse – Drivers of Change in Scotland

John Birrell, MA, LIB, BD, Bereavement Consultant, JohnBirrell Consultancy

Funerals are changing. Not just the music and the clothes, but how people think about the funeral. Yet there is widespread ignorance among the general public of what a funeral is, and of what it could be.

In Scotland over the last ten years there have been a range of developments around dying, death and bereavement which have impacted on our understanding of funerals. In this presentation John will look at the traditional funeral discourse and identify some of the drivers of change which are changing how we think about the funeral.

15.15 Refreshment Break in Exhibition Area**15.45 Presidents' Panel (1 hour session)**
Chaired by Harvey Thomas CBE**19.15 Pre-dinner Networking in Exhibition Area****19.45 Event Dinner**



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T H E L O N D O N C R E M A T I O N C O M P A N Y P L C

GOLD SPONSOR:

The London Cremation Company plc

The London Cremation Company plc is Great Britain's oldest cremation authority and its principal activities are carrying out cremations and providing memorials at its crematoria. It owns and operates crematoria at Woking, Surrey, Great Britain's first crematorium, its most famous at Golders Green in London, St Marylebone in London, Banbury in North Oxfordshire, the Garden of England in Sittingbourne, Kent and Thames View Crematorium in Gravesend, Kent. The ultimate parent undertaking is The Cremation Society of Great Britain and is the Company's controlling party.



STAND: F25A

SILVER SPONSOR:

Fraser and Fraser

As a firm of genealogists and international probate researchers, we truly understand the sensitivity that needs to be applied to issues such as tracing next-of-kin following a funeral. From the outset, we provide clarity regarding the process and costs involved, while at the same time providing you with the added security that all of your information is handled with strict confidentiality. Our reliable results are built upon comprehensive experience, having worked with the Public Sector since 1971.

We support all Public Sector departments that require assistance with tracing next-of-kin via a number of services, including:

- Free search for the next-of-kin
- A case report update within 24 hours
- An in-house broker division working with multiple insurance companies to provide Missing Beneficiary and Missing Will policies, secured at the best possible rates
- Asset and Will Search services
- Empty Property Assistance

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MARGAM CREMATORIUM JOINT COMMITTEE

21 SEPTEMBER 2018

REPORT OF THE TREASURER H.JENKINS

SECTION A – MATTER FOR INFORMATION

WARDS AFFECTED - ALL

ANNUAL RETURN 2017/18

Purpose of Report

1. This report provides an update to Members in relation to the Margam Crematorium Joint Committee's 2017-18 Annual Return.

External Audit

2. As members are aware Committee approved the 2017-18 Outturn Report and Annual Return at its last meeting of 22nd June 2018. 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
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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 21st September 2018

For the period 01/01/2018 to 30/06/2018 a total of 861 applications for cremations, together with the relevant certificates, have been received, scrutinised and investigated, and authority given for cremation to proceed.

	JAN	FEB	MARCH	APRIL	MAY	JUNE	
1. Applications supported by Medical Certificates Cremation 4 & 5	135	117	145	123	116	97	
2. Applications supported by Coroner's Certificates Cremation 6	28	19	22	19	19	21	
3. Applications in respect of stillbirth	0	0	0	0	0	0	
Total	163	136	167	142	135	118	

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

	JAN	FEB	MARCH	APRIL	MAY	JUNE	
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	4	2	6	4	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	4	2	6	4	3	

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