

Ffon: 01639 883570

## CYD-BWYLLGOR AMLOSGFA MARGAM

Awdurdodau Cyfansoddol

CYNGOR BWRDEISTREF  
SIROL NEATH PORT TALBOT



CYNGOR BWRDEISTREF  
SIROL PEN-Y BON TAR OGWR

### AMLOSGFA MARGAM

Clerc:

CRAIG GRIFFITHS  
CYFREITHIWR

Canolfan Ddinesig, Port Talbot

Swyddog Technegol:

G. Nutt  
The Quays  
Brunel Way Briton Ferry  
Castell-nedd

Canolwr Meddygol:

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

Trysorydd:

H.Jenkins IPFA  
Canolfan  
Ddinesig  
Port Talbot

### CYFARFOD O'R CYD-BWYLLGOR AMLOSGFA MARGAM

DYDD GWENER, 7 RHAGFYR 2018

2.15 pm

AR Y SAFLE

#### RHAN 1

1. Datganiadau o gysylltiadau
2. Cofnodion y Cyfarfod Blaenorol (*Tudalennau 3 - 6*)
3. Ceisiadau am Amlosgiadau - 1 Gorffennaf 2018 i 30 Medi 2018  
(*Tudalennau 7 - 8*)

*Adroddiad y Canolwr Meddygol*

4. Darparu Diffibriliwr yn Amlogfa Margam (*Tudalennau 9 - 12*)

*Adroddiad yr Uwch-arolygydd a'r Cofrestrydd*

5. Dathlu Hanner Canmlwyddiant Agoriad Amlogfa Margam  
(*Tudalennau 13 - 16*)

*Adroddiad yr Uwch-arolygydd a'r Cofrestrydd*

6. System Wesley Media (*Tudalennau 17 - 20*)

*Adroddiad yr Uwch-arolygydd a'r Cofrestrydd*

7. Adroddiad Blynyddol am y Gyllideb (*Tudalennau 21 - 36*)

*Adroddiad y Trysorydd*

8. Eitemau brys

Unrhyw eitemau brys yn ôl disgrisiwn y Cadeirydd yn unol ag  
Adran 100B(4)(b) Deddf Llywodraeth Leol 1972

Canolfan Ddinesig  
PORT TALBOT

30 Tachwedd, 2018

**Aelodaeth ar y cyd Pwyllgor:**

Yn cynrychioli Cyngor Bwrdeistref Sirol Neath Port Talbot:

Cynghorwyr: E.V.Latham, R.G.Jones, S.M.Penry, R.L.Taylor a/ac S.Bamsey

Yn cynrychioli Cyngor Bwrdeistref Sirol Pen-y-Bont ar Ogwr

Cynghorwyr: A.Pucella ac S.Smith

## MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers)

**Members Present:**

**21 September, 2018**

**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  
Council:**

**Councillors** A.Pucella and S.Smith

**Officers in  
Attendance:**

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

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### 1. **MINUTES OF PREVIOUS MEETING**

Member's discussed the Minutes of the previous meeting (22 June, 2018) and noted that although there was a quick fix available to solve the issues surrounding the air conditioning (installing an extra fan), the preferred option was to adopt a holistic approach by tying in the installation of a new air conditioning system with the build of the planned extension, in order to utilise the same shutdown period. It was emphasised that no slippage in time should occur, and that the new air conditioning should be up and running before summer 2019.

With regards the installation of a defibrillator on site at Margam Crematorium, Officers were exploring various different options, as a number of different services were available. A report would be brought to the next meeting of the Joint Committee.

**RESOLVED:** that the Minutes of the previous meeting held on 22 June, 2018 be confirmed as a true and accurate record of proceedings.

2. **APPOINTMENT OF VICE CHAIRPERSON**

**RESOLVED:** that Councillor S.Smith be appointed Vice Chair of the Margam Joint Crematorium Committee for the Civic Year 2018/19.

3. **50TH ANNIVERSARY OF OPENING OF MARGAM CREMATORIUM**

Members discussed ideas to commemorate the 50<sup>th</sup> Anniversary of opening of Margam Crematorium. Suggestions included a Memorial car park; a stone monolith/memorial; a board/plaque in a public area in the new, remodelled extension recognising the current Committee Members; a Civic Service and a booklet.

**RESOLVED:** that a report be brought to the next meeting of the Joint Committee, finalising plans to commemorate the 50<sup>th</sup> Anniversary of the opening of Margam Crematorium.

4. **CHRISTMAS CAROL SERVICE AT MARGAM CREMATORIUM**

Members discussed the Christmas Carol Service, for 2018, and agreed that it should be well publicised with flyers to be arranged and posters to be displayed in the local area.

**RESOLVED:** that the date of the Christmas Carol Service be confirmed as Sunday, 9 December 2018, 2.30pm, at Margam Crematorium.

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

The Cremation and Burial Communication and Education Conference 2018 was discussed, and Members noted that Councillor E.V.Latham (current Chair of the Joint Committee) who had been President of the Federation of Burial and Crematorium Authorities for the last two years, opened the event with Lord De Mauley.

It was noted that social media was discussed during the conference, including how some people's Facebook and Instagram pages remain open after they have passed away as a form of memorial. Digital

technology was also discussed, including the advances in digitally tracing a person's remains.

Saturday funerals were discussed, and it was noted that although Margam Crematorium was open for business 7 days a week, this was not well publicised – there had only been 6 funerals on a Saturday since April 2018. Options for fees for weekend cremations would be discussed at the next meeting of the Joint Committee.

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

6. **ANNUAL RETURN 2017/18**

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

7. **APPLICATIONS FOR CREMATIONS - 1 JANUARY 2018 TO 30 JUNE 2018**

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

8. **URGENT ITEM**

Because of the need to deal now with the matter contained in Minute No. 9 below, the item was put forward at today's meeting as an urgent item pursuant to Section 100B (4) (b) of the Local Government Act 1972.

Reason:

Due to the time element.

9. **LETTER TO COUNCILLOR E.V.LATHAM**

Following the departure of the Chair from the room, a motion was put forward to request that the Clerk to the Joint Committee send a letter to Councillor E.V.Latham congratulating him on his two year term as President and Chair of the Federation of Burial and Crematorium Authorities. All Members felt the prestigious appointment at a national level warranted recognition.

**RESOLVED:** that a letter of appreciation be sent to Councillor E.V.Latham, as above.

10. **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 item of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the above Act.

11. **AUDIT REPORT UPDATE**

Members discussed the private circulated report.

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

**CHAIRPERSON**

## 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 7<sup>th</sup> December, 2018

For the period 01/07/2018 to 30/09/2018 a total of 327 applications for cremations, together with the relevant certificates, have been received, scrutinised and investigated, and authority given for cremation to proceed.

	JULY	AUGUST	SEPT				
1. Applications supported by Medical Certificates Cremation 4 & 5	95	81	91				
2. Applications supported by Coroner's Certificates Cremation 6	21	18	20				
3. Applications in respect of stillbirth	0	0	1				
Total	116	99	112				

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

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

Mae'r dudalen hon yn fwriadol wag



## **MARGAM JOINT CREMATORIUM COMMITTEE**

### **REPORT OF THE SUPERINTENDANT AND REGISTRAR – C.Phillips**

**7 December 2018**

#### **Matter for Decision**

**Wards Affected:** All Wards

#### **Provision of a defibrillator at Margam Crematorium**

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

1. To seek Members approval to make a donation to Welsh Hearts which in return will be used to fund the costs of a defibrillator to be present at Margam Crematorium.

#### **Background**

2. The organisation Welsh Hearts, a Registered Charity (Registration Number 1154109), has approached Margam Crematorium to determine whether there would be any interest in the Joint Crematorium Committee making a donation of £995 to the organisation, which in turn will see the charity provide the Margam Crematorium with a defibrillator for use. As a registered charity Welsh Hearts cannot charge for these products and instead ask for a donation.
3. Members will be aware that a defibrillator (or AED) is an easy-to-use device that delivers an electric shock to the heart of a patient when they have had a cardiac arrest. A cardiac arrest is when the heart stops pumping blood around the body, which is often caused by an electrical problem with the heart. A Defibrillator can shock the heart back into a normal rhythm.
4. Welsh Hearts provides free ongoing CPR and defibrillator training, undertaken by an experienced First Responder. They also offer free electro pads, ongoing care and maintenance of the defibrillator as and when required.

5. There is no legal requirement for the Margam Crematorium to have a defibrillator present at the Crematorium, however, consideration has been given in recent years to the first aid needs of the Margam Crematorium and officers have recently undergone the necessary first aid training where it was highlighted the benefits that such devices could have in an area such as the Margam Crematorium, which is set away from other buildings but has large numbers present each day.
6. An additional cost might be required for the storage of the defibrillator if the defibrillator is located outside, as it will need to be housed in a heated, alarmed and unlocked storage cabinet (as recommended by the Welsh Ambulance Service). The costs of such a cabinet are estimated as being in the region of £450 to £550. Costs for the installation of the unit will also be implemented, though it is anticipated that the cost of this will be somewhat low.
7. Attempts have been made to source defibrillators from alternative sources to determine whether the arrangement proposed by Welsh Hearts represents value for money and therefore would appear to be the best supply for the Margam Crematorium. Welsh Hearts have provided defibrillators to other civic venues to Neath Port Talbot County Borough Council.

### **Equality Impact Assessment**

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

### **Financial Impact**

8. The cost of the donation amounts to £995 and provisions of this can be met within the 2018/2019 budget. An additional cost in the region of £550 would be required in the event that the defibrillator is to be placed outside, the costs of which would again be met within the 2018/2019 budget. A budget provision of £1800 has been set aside to cover the costs associated with this.

### **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 approve the donation of £995 to Welsh Hearts to fund the cost of a defibrillator to be placed at Margam Crematorium and the purchase of a heated, alarmed and unlocked storage cabinet (as recommended by the Welsh Ambulance Service).

## **List of Background Papers**

13. None

## **Officer Contact**

Mr C Phillips – Superintendent and Registrar

Tel. No. 01639 883570

e-mail [c.phillips1@npt.gov.uk](mailto:c.phillips1@npt.gov.uk)

Mae'r dudalen hon yn fwriadol wag

## **MARGAM CREMATORIUM JOINT COMMITTEE**

### **REPORT OF THE SUPERINTENDENT AND REGISTRAR C.Phillips**

**7 December 2018**

#### **Matter for Decision**

**Wards Affected:** All Wards

#### **50<sup>th</sup> Anniversary of opening of Margam Crematorium**

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

1. To obtain approval from members for a programme of events and tributes acknowledging the 50<sup>th</sup> anniversary of the anniversary of the opening of Margam Crematorium.

#### **Background**

2. Members will be aware that the Margam Crematorium was officially opened on the 25<sup>th</sup> April 1969.
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 recent meetings of the Joint Committee 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 developed a series of events 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 25<sup>th</sup> anniversary in 1994, the then Archbishop of Wales attended and provide an address. Attempts will be made to arrange an event of a similar standing. The cost of arranging this would be of a similar amount as that put in place for the annual Palm Sunday service and the upcoming Christmas Carol concert.
  - (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. Dr Granger is willing to waive a fee for the work but has requested a donation to a charity of her choice, which is proposed to be in the region of £200. Dr Granger has asked for her travelling fees to be met and for accommodation of up to two nights to be provided. With the cost of printing involved of any brochure/booklet, it is suggested that the overall costs for preparation and production (including the expenses above) will be in the region of approximately £1,000.
  - (c) a lecture on the evolution of cremation in the area (to include an opportunity to view the cremation area of the Margam Crematorium), using the same as an education event. It is proposed that Professor Douglas Davies a member of the Cremation Society of Great Briton be invited to deliver this. Professor Davies has again agreed to waive any fee for this event but would request a donation of in the region of £200 for his attendance.
6. To commemorate the event it is also proposed that an anniversary plaque commemorating the 50<sup>th</sup> anniversary be erected in the Margam Crematorium, in a style similar to that produced on the opening of the Margam Crematorium. Quotations are currently being sourced from

suppliers of these items, which have indicated the cost for the provision of such items will be in the region of £1,500.

### **Equality Impact Assessment**

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

### **Financial Impact**

8. The potential costs involved in holding of these events are as set out in paragraphs 5 and 6 of this report. These costs will be accommodated from the Margam Crematorium budget for the 2019/2020 financial year and provision has been earmarked accordingly. In summary however a budget provision of £3,500 has been allocated.

### **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 agree the event programme set out in paragraph 5 of this Report to acknowledge the 50<sup>th</sup> anniversary of the opening of Margam Crematorium and that delegated authority be granted to the Superintendent Registrar, in consultation with the Chair of the Joint Committee of Margam Crematorium, to agree the design and final cost of an anniversary plaque and the purchase of the same.

### **Reasons for Proposed Decision**

13. To acknowledge the milestone of the 50<sup>th</sup> anniversary of the opening of Margam Crematorium

### **List of Background Papers**

14. None

## **Officer Contact**

Mr C Phillips – Superintendent & Registrar

Tel. No. 01639 883570

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## MARGAM CREMATORIUM JOINT COMMITTEE

7 December 2018

### Report of the Superintendent Registrar – C.PHILLIPS

#### Matter for Information

#### Wards Affected:

All Wards

#### Wesley Media System

#### Purpose of the Report

1. To provide Members with an overview of the Wesley Media System

#### Background

2. The Wesley Media Sound System was installed in the chapel during January 2017 with the music side of Wesley Media becoming operational at the beginning of May 2017. The music system does away with the need of bereaved families having to supply CD's which then had to be brought to the Crematorium by the Funeral Director / Family and then booked in to the office and tested by staff etc. The system has been welcomed and embraced by all Funeral Directors who have hailed the installation an outstanding success. Many comments have also been received regarding the much improved quality of the sound in the chapel over recent years.
3. Since the installation a number of additional features have also been added including Audio Recording, Video Recording, Webcasting of Services and Visual Tributes
4. The Margam Crematorium is now able to offer a number of services:

(a) **Music.** Wesley Media can supply songs requested by families by downloading music as and when required. The basic database that was supplied by Wesley Media at the commencement of the contract consisted of approximately 600 varied pieces of music. When requests are made for music outside of these original pieces provided, they can be downloaded from Wesley Media at no additional cost. Already the database at Margam Crematorium has increased to a few thousand pieces of music. Wesley Media's main database consists of over 40,000 pieces of music. In addition to the database, if a family has a private recording (i.e. a recording of deceased singing that was never released commercially) that they wish to have played at the service, this can be sent to Wesley who will download it for the day of the funeral only. The number of funerals where music is now played on entry, during and exiting a service has certainly increased from the time that CD's were utilised.

(b) **Webcasting of Services.** Whilst there have not been a large number of services webcast, those families who have used it have been very complimentary about the facility and have found the system easy to use. It involves families accessing a website where they are required to provide a username and password so only those individuals that have requested access will be able to view the service. To date services have been webcast to such places as Australia and New Zealand with no technical issues. Since July 2017, there have been 5 requests for webcasting, with 3 in the 2017/2018 financial year and 2 since April 2018.

(c) **Audit/Video Recording of Services.** To date there has not been a large take up on the purchase of either DVD's or USB Memory Sticks. However, those that have taken advantage of the facility have been complimentary about the quality of the product provided by Wesley Media. The 2017/2018 financial year saw 12 requests for these recordings, this has increased to 21 in this financial year, with 4 months yet to remain.

(d) **Visual Tributes.** After the Music Library, this is the most popular of the products provided as part of the Wesley Media system. This can be split into three categories: (1) A holding image on display throughout the service; (2) A slideshow of up to a maximum of 30 photographs on display throughout the service and (3) A slideshow of up to a maximum of 30 photographs set to music lasting up to 4 minutes which can be played at any point during the service. As we

further look to develop the facilities available at the Margam Crematorium (as well as development of our website), greater attention will be drawn to this particular facility. During 2017/2018 there were 94 request for visual tributes. Since April 2018, the Margam Crematorium has undertaken 96 visual tributes.

5. Coupled with the sound system installed in 2017, there is no doubt that the Wesley Media System has greatly enhanced the service provided to the public and as we look to further develop facilities offered at Margam Crematorium and how such facilities are advertised to the public (i.e. a new website), the presence of a sophisticated system such as Wesley Media will play a significant role.

### **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 Members note the service provided by the Wesley Media facility.

### **Appendices**

12. None

## List of Background Papers

13. None.

### Officer Contact

Mr C Phillips - Superintendent Registrar

Tel. No. 01639 883570

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## MARGAM CREMATORIUM JOINT COMMITTEE

7 DECEMBER 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 confirm details of the Margam Crematorium Joint Committee Revised Budget for 2018/19 and the Estimate for 2019/20.

##### 2. Revised Budget

2.1 In preparing the Original Estimate it was assumed that there would be 1,450 cremations, this has now been revised to 1,500.

2.2 The Revised Budget shows Gross Expenditure of £718,650 and income of £998,530 leaving a surplus of £279,880. Members will also note that there is a proposed refund of £100,000 payable to constituent Authorities, shared on the basis of their contributions, leaving a projected £180,880 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 (+£1,540)**

The vacant post of weekend attendant has now been filled with a new position averaging 28 hours per week. The new post holder started in December 2018.

One member of staff has reduced her working hours to 33.5 from 37 hours.

### **Staff Training (+£1,470)**

A member of staff had a backdated First Aid allowance to November 2014. A further two first aid courses have been built into the budget.

A fire warden course has been built into the budget for two members of staff.

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

### **R&M Maintenance Contract**

There is no longer a separate repair and maintenance contract. This budget has been added to the R&M of Buildings estimate.

### **Electricity & Gas (+£3,650 & + £600)**

There is more electricity being used in the Crematorium as the installation of the abatement equipment is far more technical. However the costs are continuing to rise; this is under investigation by the Superintendent.

The consumption of gas and electricity is anticipated to be 14% higher during the winter months.

### **Water (+£1700)**

There has been a water leak in the crematorium. Monthly water meter readings are now taken at the crematorium. This will highlight any possible leaks as the increase in water usage would be evident and would avoid any further wastage of water and finance.

### **Printing & Stationery (+£300)**

An additional provision, in line with last year's actual, has been provided.

### **Telephones (+£390)**

The Panasonic telephone system was not included in the original budget. Upon installation it was paid two years in advance. This cost will be paid annually in future.

### **Travelling expenses (-£360)**

Travel costs to the conference were lower than budgeted.

All conference related expenses were paid by the Federation of Burial and Cremation Association, for the Chairman to attend, as he was the President for the second year.

**Audit fees (-£700)**

The audit fees were less than originally anticipated as the Wales Audit Office completed their audit and signed off the Annual Return with no amendments.

**Licence fee (-£640)**

The operating licence has fallen into a lower risk category since the new cremators and abatement equipment has been installed.

**Brochures (-£700)**

There are no brochures required this financial year.

**Urns & Caskets (+£1,100)**

Members will recall that at the last meeting it was agreed that future urns and caskets, together with the carrying receptacle would be bio-degradable and environmentally friendly.

**Public Address system (+£3,100)**

This service is becoming more popular. Any additional media services fees and charges are offset by increased income received from this service.

**Defibrillator (+£1,800)**

A provision of £1,800 has been made for supply, fixing and casing a defibrillator at the Crematorium.

**Christmas Carol Concert (+£240)**

It was agreed in the last committee meeting to reinstate the Christmas Carol Concert; the sum available has been based on the Palm Sunday service.

**Provision for Capital Works (+£56,000)**

A sum of £100,000 had been set aside to support the capital works, however this has been increased to £156,000 and is itemised below:

<b>Capital works</b>	Amount £
Up-grade CCTV and driveway camera	6,000
Replacement of generator and slab	22,000
Book of Remembrance cabinet	20,000
Automatic charging trolley (late delivery)	30,000
Re-paving of pathway	13,000
Roof replacement	53,000
Refurbishment of small chapel	12,000
 Total	<hr/> <b>156,000</b> <hr/>

### **General Reserve**

It is projected that a contribution of £80,680 will be added to the General reserve, thus increasing the balance of the General reserve to £681,549 as at 31<sup>st</sup> March 2019. 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 2018/19**

#### **Cremation fees (+£30,250)**

The number of cremations set in the original budget was 1,450 this has been revised to 1,500 cremations. To the end of October 2018, there have been 856 services, compared to 825 services for the equivalent period last year.

#### **Memorial Income (-£7,000)**

The income for memorials is difficult to predict. However, the income has decreased despite the renewal of the 10 year lease ongoing this financial year.



### **Refund of Water usage from Cemeteries (+£360)**

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 has increased from the original estimate due to the water leak.

### **Media Services income (+£2,940)**

The public address and media system was introduced in the crematorium in January 2017 and has been fully available since November 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.

### **CAMEO**

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 1<sup>st</sup> January 2017 to 31<sup>st</sup> December 2017. In future years the sum received will reduce as more crematoria choose to abate.

Appendix 1 contains details of the Original and Revised estimates for 2018/19, together with the Estimate for 2019/20.

## **3. Budget 2019/20**

- 3.1 The budget has been prepared based on 1,500 cremations during the financial year. Total expenditure is projected at £1,042,570, with income of £1,034,540 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 2018/19 Revised Budget:

### **Salaries (+£19,580)**

An increase of 2% has been built into the budget together with the annual increments, where applicable. The weekend attendant post has been filled and the hours increased to 28 hours. This will enable the crematorium to have additional staff cover during the week days.

**Staff Training (-£1,370)**

The budget includes a provision to send two staff members on a First Aid course and Fire Warden course. A member of staff is sitting another ICM examination.

**Water (£1,500)**

The water budget has reduced to £1,000.

**Conference fees (+£470)**

A provision for 2 people to attend the annual conference in 2019 has been made.

**IT including Equipment and Website (-£3,900)**

A budget of £3,500 has been included to maintain the newly developed website. The website will enable people to access information and services provided by the crematorium including confirmed services for the next 2 weeks.

**Brochures (+£1,000)**

The crematorium will require brochures next year. A new supplier is being sourced therefore potentially increasing the costs.

**Urns and Caskets (+£1,100)**

The choice of using biodegradable urns and caskets will increase future costs, whilst becoming more environmentally friendly. However, this expenditure is offset by income.

**Palm Sunday (+£380)**

There is one Palm Sunday Service this financial year.

**Memorials (+£6,240)**

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

**50<sup>th</sup> Anniversary Celebration Service (+£3,500)**

The Crematorium has been opened 50 years in April 2019. An anniversary service has been scheduled to celebrate this event, however the date has yet to be formalised.

## **Provision for Capital Works (+£294,000)**

A sum of £450,000 has been set aside to support the following projects:

Capital Works	Amount £
Air Conditioning system	150,000
Extension to the building	270,000
Other capital works	30,000
Total	<u><u>450,000</u></u>

## **Income**

The income for the financial year 2019/20 has been based on 1,500 cremations. The budget has assumed there will be a 2% increase in the fee and other fee levels, where appropriate, from April 2019. There has also been a new charge introduced for biodegradable urns and caskets.

The current and proposed cremation fees are:

	2018/19 £	2019/20 £
Cremation fee for over 17 years old	605.00	617.00
Certificate of cremation	13.50	13.50
Total cremation fee for over 17 years old	<u>618.50</u>	<u>630.50</u>

3.3 Appendix 1 contains details of the Estimates for 2019/20.

3.4 Appendix 2 contains details of the fees and charges proposed for 2019/20.

## **4. Reserves**

The revised budget indicates a contribution of £80,680 to the general reserve, with a balance of £681,549 projected at 31st March 2019; this figure will fluctuate depending on the year end position. The estimated balance for 31<sup>st</sup> March 2020 has been reduced to £474,699 as a contribution of £206,850 is required from reserves to finance Capital works.

A new cremator renewals reserve was established at the year end in March 2016. It is proposed to make a further contribution in both 2018/19 and 2019/20 of £100,000 giving a projected balance at 31<sup>st</sup> March 2020 of £500,000.

## **Recommendations**

It is recommended that:

- The Revised Budget 2018/19 is agreed by the Committee (including the refund of £100,000 to the constituent authorities).
- The Budget for 2019/20 is agreed by the Committee.
- The Committee confirms the precept to be levied for 2019/20:
  - 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 2019/20.
- 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**

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## Appendix 1

### Margam Crematorium Account

Actual 2017/18 £	Expenditure	Original Estimate 2018/19 £	Revised Estimate 2018/19 £	Original Estimate 2019/20 £
	Employees			
175,620	Salaries (Inc Apprenticeship Levy)	174,630	176,170	195,750
45,325	Organists fees	34,610	33,000	33,000
2,300	Staff Training	900	2,370	1,000
	Premises			
57,851	R&M Grounds	61,200	59,030	60,210
16,462	R&M Buildings	20,370	25,320	25,830
4,849	R&M Maintenance Contract	4,950	-	-
53,178	R&M Maintenance Cremators	54,640	54,730	55,830
20,652	Gas	24,020	24,620	25,100
13,407	Electricity	13,790	17,440	17,790
1,373	Water	800	2,500	1,000
31,836	Non domestic rates	32,800	32,800	33,590
12,105	Cleaning	12,210	12,300	12,550
	Supplies & Services			
2,945	Printing & Stationery	2,700	3,000	3,000
1,222	Telephones	1,230	1,620	1,650
4,665	Insurance	4,760	4,760	4,760
217	Travelling Expenses/Subsistence	600	240	250
440	Conference fees	450	450	920
-	Car Allowance	750	750	750
52,605	Support Services	53,660	54,260	55,340
657	Audit Fees	2,500	1,800	1,840
1,145	Licence fee - operating permit	1,810	1,170	1,200
543	Floral Decoration	550	550	570
6,634	IT including Equipment & Website	7,400	7,400	3,500
679	Brochures	700	-	1,000
1,224	Equipment	1,550	1,550	1,580
1,294	Urns & Caskets	1,550	2,650	3,750
827	Palm Sunday	-	-	380
2,263	Entries in Book of Remembrance	2,530	2,530	2,580
13,824	Medical Referees	13,050	13,500	13,500
882	Clothing	1,800	1,800	1,800
1,414	Subscriptions	1,430	1,430	1,460
9,841	Public address system annual fee & chgs	8,170	11,270	11,500
10,070	Memorials & Benches	9,600	9,600	15,840
-	Defibrillator	-	1,800	-
-	50 <sup>th</sup> Anniversary Celebration	-	-	3,500

## Appendix 1

Actual 2017/18 £	Expenditure	Original Estimate 2018/19 £	Revised Estimate 2018/19 £	Original Estimate 2019/20 £
-	Christmas Carol Service	-	240	250
42,181	Provision for Capital Works	100,000	156,000	450,000
590,530	<b>Gross Expenditure</b>	651,710	718,650	1,042,570
<b>Income</b>				
-897,520	Cremation Fees	-877,250	-907,500	-925,500
-4,271	Urns & Caskets	-4,330	-5,070	-5,180
-5,451	Book of Remembrance	-6,230	-6,160	-6,290
-43,635	Memorials Income	-40,000	-33,000	-53,000
-284	Bulb Donations	-50	-50	-50
-495	Palm Sunday Donations	-50	-150	-150
-30,808	Miscellaneous Income	-29,370	-30,300	-30,300
-150	Refund of water usage from Cemeteries	-140	-500	-150
-4483	Media Services	-2,860	-5,800	-5,920
-3,441	Investment Income	-3,530	-5,000	-5,000
-7,542	CAMEO refund	-5,000	-5,000	-3,000
-998,080	<b>Gross Income</b>	-968,810	-998,530	-1,034,540
-407,550	<b>Net spend before reserves</b>	-317,100	-279,880	8,030
<b>Dividend payment to Local Authorities</b>				
55,900	- Neath Port Talbot	55,900	55,900	55,900
44,100	- Bridgend	44,100	44,100	44,100
-307,550	<b>Net Spend after Dividend payment</b>	-217,100	-179,880	108,030
<b>Transfer to/-from Reserves</b>				
284	Bulb Fund	50	50	50
-332	Palm Sunday Reserve	50	150	-230
208,598	General Reserve	118,000	80,680	-206,850
100,000	Cremators Renewals Reserve	100,000	100,000	100,000
1,000	<b>Net position to be funded by Authorities</b>	1,000	1,000	1,000
<b>Precept Funding from Local Authorities</b>				
-559	Precept - Neath Port Talbot	-559	-559	-559
-441	- Bridgend	-441	-441	-441
0	<b>Net Expenditure/-income after precept funding</b>	0	0	0
1,551	Number of Cremations	1,450	1,500	1,500

## Appendix 1

### 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 2018

Swansea Crematorium:	£693	(incl. of cert. contain & organ)
Coychurch Crematorium, Bridgend:	£677	(incl. of cert. and organist)
Llanelli Crematorium: (Private)	£695	(incl. of certif. and organist)
Narberth	£564	(incl. of cert. contain & organ)
<b>Margam Crematorium</b>	<b>£619</b>	<b>(incl. of cert. contain &amp; organ)</b>

### Reserves

	31/03/18 Actual	31/03/19 Projected	31/03/20 Estimate
	£	£	£
Memorial Bulb Account	6,021	6,071	6,121
Palm Sunday Reserve	3,852	4,002	3,772
General Reserve	600,869	681,549	474,699
Cremator Renewals Reserve	300,000	400,000	500,000
	910,742	1,091,622	984,592

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

<b>General</b>	<b>2018/19</b>	<b>2019/20</b>
<b>1 Cremation fees and ancillary services</b>		
<b>[a]</b> Stillborn child or child up to and including 17 years	Nil	Nil
<b>[b]</b> Aged over 17 years, including certificate of cremation	£618.50	£630.50
<b>[c]</b> Additional charge for Saturday cremation	£334.00	£346.00
<b>[d]</b> Double cremation (2 adults at one service)	£1,193.00	£1,246.00
<b>[e]</b> Cremation only at 9am (Weekdays only)	£505.00	£517.00
<b>[f]</b> Memorial Service	£175.00	£175.00
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 below if required.		
<b>2</b> Certificate of cremation (Additional)	£13.50	£13.50
<b>3</b> Extract from Register	£12.00	£12.00
<b>4</b> Temporary deposit of cremated remains (after 1 month)	£32.50	£32.50
<b>5</b> Disposal of cremated remains from other crematoria	£44.00	£44.00
<b>6</b> Service in chapel with organ and organist or extra 20 mins	£31.50	£31.50
<b>7</b> Service in chapel with organ and organist or extra 20 mins (Sat)	£43.00	£43.00
<b>8</b> Witness Burial of cremated remains		
- Weekdays	£45.00	£45.00
- Saturdays	£62.00	£62.00
<b>9 Urns and Caskets</b>		
<b>[a]</b> Wooden Casket	£36.50	£36.50
<b>[b]</b> Bronze Metal Urn	£26.50	£26.50
<b>[c]</b> Plain Burgundy Cardboard Container	£15.50	£15.50
<b>[d]</b> Large White Cardboard Container	£18.50	£18.50
<b>[e]</b> Medium White Cardboard Container	£14.00	£14.00
<b>[f]</b> Small White Cardboard Container	£9.00	£9.00
<b>[g]</b> Small Metal urn	£19.50	£19.50
<b>[h]</b> Biodegradable scatter tube	£20.00	£20.00



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

<b>Remembrance</b>	<b>2018/19</b>	<b>2019/20</b>
<b>1. Inscriptions in Book of Remembrance</b>		
Two Lines	£37.00	£37.00
Five Lines	£55.50	£55.50
Eight Lines	£74.00	£74.00
Floral Emblem/Service Badge	£42.50	£42.50
Coat of Arms	£53.50	£53.50
<b>2. Miniature Book of Remembrance</b>		
Two Lines	£56.50	£56.50
Five Lines	£72.50	£72.50
Eight Lines	£79.00	£79.00
Floral Emblem/Service Badge	£42.50	£42.50
Coat of Arms	£53.50	£53.50
Additional Lines	£11.00	£11.00
<b>2a. Additional Inscriptions in Miniature Book</b>		
Two Lines	£29.50	£29.50
Five Lines	£39.50	£39.50
Eight Lines	£48.50	£48.50
<b>3. Memorial Card</b>		
Two Lines	£19.00	£19.00
Five Lines	£28.00	£28.00
Eight Lines	£37.00	£37.00
<b>4. Reservation of vases</b>		
Window Vase	£7.50	£7.50
Altar Vase	£9.00	£9.00
<b>5. Additional Charges</b>		
Additional Copy of Crematorium Brochure	Nil	Nil
Replacement Aluminium Vase	£11.00	£11.00
Service of Remembrance	£8.00	£8.00
<b>6. Memorial Kerb Plaque in Garden of Remembrance (Horseshoe Path section)</b>		
Plaque and inscription for 10 year lease	£331.50	£331.50
Plaque and inscription for 20 year lease	£596.50	£596.50
Renewal of lease for further 10 years	£183.50	£183.50
Renewal of lease for further 20 years	£331.50	£331.50

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

	<b>2018/19</b>	<b>2019/20</b>
<b>7. Memorial Kerb Plaque in Garden of Remembrance</b>		
Plaque and inscription for 10 year lease	£449.00	£449.00
Plaque and inscription for 20 year lease	£816.00	£816.00
Renewal of lease for further 10 years	£183.50	£183.50
Renewal of lease for further 20 years	£331.50	£331.50
<b>8. Baby Memorial Kerb Plaque in Children's Garden of Remembrance</b>		
Plaque and inscription for 10 year lease	£183.50	£183.50
Plaque and inscription for lease of 20 years	£331.50	£331.50
Renewal of lease for further 10 years	£183.50	£183.50
 NB Replacement plaque (existing lease) for all Memorial Kerbs	 £166.00	 £166.00
<b>9. Granite Memorial Benches (3 Plaque per bench)</b>		
Price per Plaque per Bench - 10 year lease	£612.00	£612.00
Price for Whole Bench (3 Plaques) - 10 year lease	£1,632.00	£1,632.00
Price per Plaque per Bench - 20 year lease	£1,101.50	£1,101.50
Price for Whole Bench (3 Plaques) - 20 year lease	£3,060.00	£3,060.00

<b>Margam Crematorium</b>			
<b>Table of Cremation fees and charges</b>			
<b>Wesley Media Charges</b>		<b>2018/19</b>	<b>2019/20</b>
<b>1. Audio Recording</b>			
	USB memory stick or CD as requested		
	1st USB	£54.00	£55.50
	Additional USBs	£23.50	£24.00
<b>2. Video Recording</b>			
	USB memory stick or CD as requested		
	1st USB	£54.00	£55.50
	Additional USBs	£23.50	£24.00
	Tribute embedded in video recording	£18.50	£19.00
<b>2a. Visual Tribute</b>			
	Max of 30 photographs + 4 mins video	£94.00	£96.50
	USB (copy tribute)	£32.50	£33.50
	Single photograph	£18.50	£19.00
<b>3. Web Casting</b>			
	Per service	£54.00	£55.50

Mae'r dudalen hon yn fwriadol wag