

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, 22 MARCH 2019

2.15 pm

ON SITE

PART 1

1. Declarations of Interest
2. Minutes of Previous Meeting (*Pages 3 - 6*)
3. Applications for Cremations - 1 October to 31 December, 2019
(*Pages 7 - 8*)
Report of the Medical Referee
4. 50th Anniversary of Opening of Margam Crematorium
(*Pages 9 - 12*)
Report of the Superintendent and Registrar

5. Christmas Carol Service 2018 (*Pages 13 - 14*)
Report of the Superintendent and Registrar
6. Christmas Memory Tree (*Pages 15 - 16*)
Report of the Superintendent and Registrar
7. Participating in the Institute of Cemetery and Cremation
Management Scheme (*Pages 17 - 20*)
Report of the Superintendent and Registrar
8. Building Improvements and Maintenance (*Pages 21 - 26*)
Report of the Technical Officer
9. Urgent Items
Any urgent items at the discretion of the Chairperson pursuant to
Section 100B(4)(b) of the Local Government Act 1972

Civic Centre
PORT TALBOT

14 March, 2019

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:

7 December, 2018

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

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

**Representing
Bridgend County
Council:**

Councillor A.Pucella

**Officers in
Attendance:**

H.Jenkins, C.Griffiths, A.Dixon, R.Jenkins,
C.Langdon and T.Davies

1. **MINUTES OF PREVIOUS MEETING**

The Chair thanked Members for the letter of congratulations he received following the last meeting (Minute Number 9 refers).

RESOLVED: That the Minutes of the previous meeting held on 21 September, 2018 be confirmed as a true and accurate record of the proceedings.

2. **APPLICATIONS FOR CREMATIONS - 1 JULY TO 30 SEPTEMBER, 2018**

RESOLVED: That the report be noted.

3. **PROVISION OF A DEFIBRILLATOR AT MARGAM CREMATORIUM**

Members discussed the siting of the defibrillator unit, and noted it would need to be situated near an electricity feed. The relative merits of placing the unit inside or outside of the main crematorium building were discussed, and it was felt that the unit should be placed inside

the main crematorium building, in order to provide further protection to the defibrillator, as there were a number of other defibrillators in the Margam area and the Chapel/Office was open at all times whilst the grounds were open.

RESOLVED: That the donation of £995 to Welsh Hearts to fund the cost of a defibrillator to be placed inside the main Margam Crematorium building with the purchase of a heated, alarmed and unlocked storage cabinet (as recommended by the Welsh Ambulance Service), be approved.

4. **THE 50TH ANNIVERSARY OF THE OPENING OF MARGAM CREMATORIUM**

Members discussed the circulated report, and noted that with regard the ecumenical service (Resolution number 1 below) an update would be provided at the next meeting concerning who had been approached to provide an address.

- RESOLVED:**
1. that an ecumenical service be held in May 2019, which would allow for contributions from all faiths/non faiths and led by members of each denomination;
 2. that a brochure/booklet be prepared and published on the history of the Crematorium over the last 50 years;
 3. that a lecture be given 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;
 4. that delegated authority be granted to the Superintendent Registrar, in consultation with the Chair of the Margam Crematorium Joint Committee, to agree the design and final cost of an anniversary plaque, and the purchase of the same.

5. **WESLEY MEDIA SYSTEM**

RESOLVED: that the report be noted.

6. **ANNUAL BUDGET REPORT**

- RESOLVED:**
1. that the revised budget for 2018/19, be agreed;
 2. that the budget for 2019/20, be agreed;
 3. that the precept for 2019/20 be levied at:
 - Neath Port Talbot County Borough Council - £559
 - Bridgend County Borough Council - £441;
 4. that approval be granted for the 2019/20 fees as detailed in Appendix 2 of the circulated report;
 5. that the projected position in relation to the Reserves position be noted.

7. **URGENT ITEMS**

Because of the need to deal now with the matter contained in Minutes No. 8, 9 and 10 below, the items were considered at today's meeting as urgent items pursuant to Section 100B (4) (b) of the Local Government Act 1972.

Reason:

Due to the time element.

8. **RENOVATION WORKS**

The Building Premises Manager advised Members of the Joint Committee of the progress on the proposed air conditioning for the chapel area and the extension. Members were shown a photograph of the proposed citing of the four wall-mounted fan units, which was currently under discussion with CADW. The construction phase of the new extension was discussed, and the best times to avoid disruption to funerals. It was noted that funeral directors should be part of ongoing discussions. Member's felt that the Chair plus the Building

Premises Manager should be given delegated authority to move the works forward, and that Contract Procedure Rules should be suspended in relation to the air conditioning works, due to the speciality and nature of the work.

- RESOLVED:**
1. that the Building Premises Manager, in consultation with the Chair of the Joint Committee, be given delegated authority to progress the extension and air conditioning works;
 2. that approval be granted to exclude the requirement of competition and to suspend Rule 2.1 of the Neath Port Talbot County Borough Council Contract Procedure Rules, so that a direct award can be made to an organisation deemed appropriate by the Building Premises Manager.

9. **BOOK OF REMEMBRANCE**

Members discussed the unit housing the Book of Remembrance, and felt that it was now necessary to have a replacement made. The Clerk would provide Members with an update on a replacement at the next meeting.

- RESOLVED:** that the Clerk to the Joint Committee provide an update to Members on the provision of a new unit for the Book of Remembrance at the next meeting.

10. **BEST WISHES FROM THE CHAIR**

On behalf of all Members and Officers of the Margam Joint Crematorium Committee, the Chair extended his best wishes to Anne Thomas on her upcoming retirement. Anne had served 42 years with Neath Port Talbot County Borough Council, and had been the Crematorium Accountant for over 30 years.

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 22nd March, 2019.

For the period 01/10/2018 to 31/12/2018 a total of 333 applications for cremations, together with the relevant certificates, have been received, scrutinised and investigated, and authority given for cremation to proceed.

	OCT	NOV	DEC				
1. Applications supported by Medical Certificates Cremation 4 & 5	106	96	89				
2. Applications supported by Coroner's Certificates Cremation 6	15	18	9				
3. Applications in respect of stillbirth	0	0	0				
Total	121	114	98				

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

	OCT	NOV	DEC				
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				

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MARGAM JOINT CREMATORIUM COMMITTEE

REPORT OF THE SUPERINTENDENT AND REGISTRAR

22 March 2019

Matter for Information

Wards Affected: All Wards

50th Anniversary of opening of Margam Crematorium

Purpose of the Report

1. To update Members on the programme of events to acknowledge the 50th anniversary of the opening of Margam Crematorium

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. The following events therefore will take place:
 - (a) the holding of an ecumenical service to be held at 5pm on Thursday 25th April 2019, which will see contributions from all

faiths/non faiths who undertake services at Margam Crematorium with readings by local clergy of different denominations. Confirmed attendees at present include regional Assembly Members and local civic dignitaries. The service will be led by Reverend Robert Bowden, who is perhaps the most longstanding officiator of funerals at Margam Crematorium. The Guest Choir will be Afanté Ladies Choir.

- (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 will be working on this document from April onwards, with the aim of publication in early Summer.
- (c) the unveiling of an anniversary plaque on the 25th April 2019 commemorating the 50th anniversary at the Margam Crematorium, in a style similar to that produced on the opening of the Margam Crematorium in 1969.

Equality Impact Assessment

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

Financial Impact

- 8. The cost associated for the programme of events (as detailed in the report to members on the 7th December 2018) are included in budget for the 2019/2020 financial year.

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 note the event programme to acknowledge the 50th anniversary of the opening of Margam Crematorium.

Reasons for Proposed Decision

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

List of Background Papers

14. Report of the Superintendent Registrar of the 7th December 2018 (50th Anniversary of opening of Margam Crematorium)

Officer Contact

Mr C Phillips – Superintendent & Registrar

Tel. No. 01639 883570

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

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MARGAM JOINT CREMATORIUM COMMITTEE

REPORT OF THE SUPERINTENDENT AND REGISTRAR

22 March 2019

Matter for Information

Wards Affected: All Wards

Christmas Carol Service 2018

Purpose of the Report

1. To inform Members of the outcome of the Christmas Carol Service of December 2018

Background

2. The Christmas Carol Service was conducted by Reverend Stephen Jenkyns of the Parish of Baglan.
3. The guest soloist for the service was our Duty Organist Mair Jones along with her husband who performed a number of Christmas related songs.
4. The reading was read by the Mayor of Neath Port Talbot County Borough Council Cllr Dennis Keogh with introductions being provided by Councillor Edward Latham as Chair of the Margam Crematorium Committee
5. This was the first carol service that had been held at the Crematorium for a number of years. The service was well attended and many commented how much they valued the service. It is hoped that we can continue to build on this tradition in future years and increase attendance overall once the public become more aware of the event and steps will be taken to further promote the service for 2019 closer to the time.

Equality Impact Assessment

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

Financial Impact

7. The cost of the Ministers Fee, Donation to the choir and refreshments following the end of the service was included in the budget for the 2018-2019 financial year.

Workforce Impacts

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

Legal Impacts

9. There are no legal impacts 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 position in respect of the Christmas Carol Service of December 2018

List of Background Papers

12. None

Officer Contact

Mr C Phillips – Superintendent & Registrar

Tel. No. 01639 883570

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

MARGAM JOINT CREMATORIUM COMMITTEE

REPORT OF THE SUPERINTENDENT AND REGISTRAR

22 March 2018

Matter for Information

Wards Affected: All Wards

Christmas Memory Tree

Purpose of the Report

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

Background

2. Christmas 2018 was the fifth 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 2018 and well over 400 memorial cards were placed on the tree.

Equality Impact Assessment

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

Financial Impact

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

Workforce Impacts

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

Legal Impacts

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

Consultation

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

Recommendations

8. That members note the position in respect of the Christmas Memory Tree

List of Background Papers

9. None

Officer Contact

Mr C Phillips – Superintendent & Registrar

Tel. No. 01639 883570

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

MARGAM JOINT CREMATORIUM COMMITTEE

REPORT OF THE SUPERINTENDENT REGISTRAR

22 March 2019

Matter for Decision

Wards Affected: All Wards

Participating in the Institute of Cemetery and Cremation Management Scheme

Purpose of the Report

1. To obtain approval from members for the participation in the Institute of Cemetery and Cremation Management scheme for the reclamation of metals, the proceeds of which are directed to nominated charities.

Executive Summary

2. The Institute of Cemetery and Cremation Management (ICCM) operate a scheme whereby bins are supplied for the reclamation of all metals. The nomination for 2019 now needs to be made in preparation for the request when received from the ICCM.

Background

3. The Institute of Cemetery and Cremation Management (ICCM) operate a scheme whereby bins are supplied for the reclamation of all metals. The bins are collected periodically, normally on a 12 month basis depending on the number of cremations undertaken.
4. The proceeds are paid to ICCM on a 6 monthly basis and this amount distributed to nominated bereavement related charities. The charities are nominated by participating Crematoria. Members of this committee nominated the charity Cruse Bereavement Care Wales for 2018.
5. To date, three donations of £5000 pounds have already been made to the Swansea branch of Cruse as they provide bereavement services in both the Neath Port Talbot and Bridgend areas.

6. The nomination for 2019 now needs to be made in preparation for the request when received from the ICCM.

Equality Impact Assessment

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

Financial Impact

8. The only cost to the Joint Committee is an annual membership fee of £445.00 to the ICCM, the amount of which is included within the budget.

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 continued participation in the Institute of Cemetery and Cremation Management and that members consider local bereavement based charities for nomination to the ICCM when requested.

Reasons for Proposed Decision

13. To ensure that local bereavement based charities continue to gain amounts from the 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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MARGAM CREMATORIUM JOINT COMMITTEE

22 March 2019

REPORT OF THE TECHNICAL OFFICER – G.NUTT

MATTER FOR INFORMATION

WARDS AFFECTED: ALL

BUILDING IMPROVEMENTS & MAINTENANCE

Purpose of Report

- 1 To provide Members with an update on the progress and programming of the extension, Chapel air conditioning, and ventilation to the chapel and cremation area.

Extension.

- 2 The approved plans have been developed in to a tender package and sent out to tender. The tender return date is the 12th of April 2019 with an anticipated construction start date of the 13th of May 2019. Twenty weeks have been allocated for the works that would mean that the project would be completed by the 27th of September 2019.

The above programme was developed taking the recommendation from the last committee meeting that the working hours would be 2pm to 10pm, leaving the Crematorium to operate daily prior to this time.

The project team have been discussing with the Superintendent the logistics of occupying the existing office and reception space during the construction period, and it was decided that it would be better to work from a portable building during this time to allow full access to the existing areas. The successful contractor however will be required to phase the programme to ensure there is adequate toilet facilities at all times.

Chapel air conditioning

- 3** From approval at the last committee meeting a scheme was developed based on the four wall mounted cooling units. The order has been placed for these to be installed, and it is anticipated that with approval from the Superintendent works to install these can start towards the end of April, obviously working around the 50th Anniversary events. As this option is relatively straight forward we do not see any reason for a long shutdown period, although a few days either side of weekend will most probably be required.

Ventilation of the Chapel and Cremation area

- 4** Whilst undertaking analysis of the issues experienced in the Chapel and the Cremation area, it was evident that the provision of fresh air in to these areas was an issue. This was corroborated by readings taken by data loggers recording the environmental conditions.

The main issue is that the current fresh air delivery supply ductwork passes through the Cremation area further warming the air prior to delivery, thus compounding the temperature issues.

Therefore a scheme has been designed to bring in fresh air direct from the outside and delivered to both the Chapel and Cremation area.

Due to the detail ductwork design and manufacture that is associated with this solution we are hopeful of a July 2019 start with the process taking some eight to ten weeks to complete.

Planning and Listed Building Consent.

- 5** Could the Committee please note that all of the above dates and works are subject to both Planning approval and Listed building consent. CADW have however been involved from the outset and consulted during detailed design so we are hopeful for full approval.

Financial Impact

- 6** All proposed works will be funded from available resources.

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

8 There are no immediate risk management issues associated with this report. Health and Safety of Staff and visitors will be managed during proposed works.

Consultation

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

Recommendation(s)

10 That the report be noted.

List of Background Papers

11 None.

Officer Contact

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

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