

MARGAM JOINT CREMATORIUM COMMITTEE

(On site)

Members Present:

26 September 2014

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

Councillors E.V. Latham (Chairman), J.S.Evans
and R.G.Jones

**Representing Bridgend
County Borough
Council:**

Councillor M. Reeves

Officers In Attendance:

D.Michael, H.Jenkins, Mrs.A.Dixon, M.Griffiths,
S.Khaghanian and Miss G. Cirillo

1. **APOLOGIES**

Apologies were received from Cllr. Mrs.P. James. It was also noted that Cllr.M. Reeves had submitted apologies for absence for the previous meeting held on the 18th July 2014.

2. **TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING OF THE JOINT COMMITTEE HELD ON THE 18TH JULY 2014**

RESOLVED: that the Minutes of the above mentioned meeting be confirmed as a true and accurate record of proceedings.

Report of the Technical Officer

3. **SEAT BENCHES**

Members received a report regarding a request for accepting donated seat benches in memory of loved ones as detailed in the circulated report. The report informed members of the Committee's current status on seat benches in that prior to 2008 the Committee decided not to accept any more benches donated by the public due to the increased number of requests and, as a consequence, the lack of space to accommodate the benches.

Following detailed discussion around the potential practical and legal issues, the Committee felt that a clearer protocol on this matter was required in order to make any decisions.

RESOLVED: that the item be deferred to a later meeting in order to receive a more detailed report to enable further discussion.

4. **TRAINING NEW STAFF**

The Technical Officer presented to Committee a report proposing to train extra staff to become fully licenced cremator operators as temporary “back up” staff in the event of an emergency or, to assist current staff, particularly in the event of extra out of hours work. Members noted details of the training required and the cost of training. Following discussions around the existing numbers of trained staff which is 5, Members queried whether extra trained staff would be appropriate given the temporary nature of this requirement. Officers also confirmed that with regard to emergencies, it would be pertinent to re-visit the Neath Port Talbot Emergency Strategy set within the Joint Resilience Unit and see how it relates to the existing Margam Crematorium protocol.

RESOLVED: that this item be deferred for a more informed report to be brought back to Committee following liaison with the Joint Resilience Unit to enable further discussion.

Report of the Treasurer

5. **2013/14 OUTTURN REPORT AND ANNUAL RETURN**

Members were provided with an update of the Margam Crematorium Joint Committee’s Annual Return, which is required to comply with proper accounting practices as detailed in the circulated report.

RESOLVED:

- (i) The External Auditors Report on the Annual Report be approved by the Committee.
- (ii) The Treasurer and Chairman be authorised to complete the certification and approval following the Audit.

Report of the Superintendent and Registrar

6. WATER TREATMENT - SEWERAGE WORKS

The Superintendent and Registrar presented a report to Members seeking approval to plant ever-green trees/shrubs to screen the water treatment/sewerage works on site at the Crematorium. It was noted that the location of the water treatment/sewerage works is in full view to the public when visiting the memorial garden and it was felt that an effective way of dealing with this matter would be to plant trees/shrubs along one side of the area. It was also noted that the cost of this could be carried out within budget.

RESOLVED: that the planting of ever-green trees/shrubs to screen the water treatment/sewerage works at the Crematorium, be approved.

7. CREMATIONS

Members received statistical information for the period 1st July 2014 to 31st August 2014 where a total of 199 applications for cremations were made. The Superintendent and Registrar also highlighted to Members that a joint Funeral Director/Clergy Meeting is proposed in the near future to encourage participation in general regarding working practices and improving the provision of service at the Crematorium to the general public.

RESOLVED: that the report be noted.

8. FBCA AUDIT

Members received an update report regarding The Cremation (England & Wales) Regulations 2008 which require every crematorium to be open to inspection by representatives of the Secretary of State at any reasonable time. On 10th September 2014 an audit was undertaken by three members of the Federation of Burial & Cremation Authorities Executive Committee. A major part of the audit was carried out by face to face conversation with staff and various documents, such as Risk Assessments, Environmental Permit, Crematory Log Book, Cremation Register etc were examined. Working practices within the office and the crematory were also observed. An oral update was given by the Project Manager in regard to the works around the replacement of the Cremators over the last two years and it was confirmed that a feedback report from this audit would be brought back to Committee once received.

RESOLVED: that the report be noted.

9. **STAFF TRAINING**

Members were updated on the training and upskilling of the two most recently appointed members of staff who have been examined by an FBCA Examiner and are now qualified Cremator Operators. It was also noted that First Aid training is available to staff and two members of staff would be attending this course in the future.

RESOLVED: that the report be noted.

10. **ACCESS TO MEETINGS**

RESOLVED: that 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.

Private Report of the Technical Officer

11. **CREMATORIUM EQUIPMENT (MERCURY ABATEMENT PLANT)
(EXEMPT UNDER PARA 14)**

At the last meeting it was reported that the works associated with the installation of New Cremators and Abatement Plant were almost complete. The Technical Officer was now pleased to report that the works were completed and that currently the Cremators are into the 1st year warranty period. Members noted that during the first year warranty period Facultatieve Technologies will provide all necessary maintenance, servicing and testing required to the plant. The future 10 year servicing and maintenance contract that will commence at the end of the warranty period is currently being prepared.

Members were pleased to note that all works carried out were within the stipulated budget.

RESOLVED: that the report be noted.

12. **INSURANCE CLAIM RE FIRE DAMAGE (EXEMPT UNDER PARA 14)**

Members noted that the final insurance settlement was being progressed but is not yet finalised. A further report will be provided to the Joint Committee once details have been received.

RESOLVED: that the report be noted.

CHAIRMAN

CHAIRMAN