

MARGAM CREMATORIUM JOINT COMMITTEE

REPORT OF THE TECHNICAL OFFICER

26TH SEPTEMBER 2014

SECTION B – MATTER FOR INFORMATION

WARDS AFFECTED: ALL

2. FBCA Audit.

2.1. Purpose of the Report

To inform Members of the outcome of an audit undertaken at the Crematorium by the Federation of Burial & Cremation Authorities.

2.2. Background

2.2.1. The Cremation (England & Wales) Regulations 2008 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. The members, who included the President, the secretary and a Technical Officer, arrived at 9:35 am, were welcomed by the Superintendent and provided with light refreshments.

2.2.2. An oral presentation was given by Michael Griffiths, Project Manager, and this provided an insight into our experiences of the last two years and where we are today. A general discussion followed between all those present which also included the Joint Crematorium Committee Chairman and Accountant.

2.2.3. Following this the party was given a tour around the buildings and grounds.

2.2.4. A good deal 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 crematory were also observed.

2.2.5. The Audit ended about 12:45pm. A report will be produced by the FBCA secretary and submitted to the Clerk in due course. This will subsequently

be presented to members at the following meeting. Whilst there is no indication of what would be placed in the report, many favourable comments were received by members of staff during the course of the visit.

2.3. **List of Background Papers**

None

2.4. **Wards Affected**

All

2.5. **Officer Contact**

Mr. C. Phillips– Superintendent & Registrar
Tel. No. 01639 883570
e-mail : c.phillips1@npt.gov.uk