

MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers))

Members Present:

25 September 2015

Chairperson: Cllr. E.V.Latham

**Representing Neath
Port Talbot County
Borough Council:** Councillors J.S.Evans and R.G.Jones

**Representing
Bridgend County
Council** Councillor Mrs. P.James

**Officers in
Attendance:** H.Jenkins, C.Phillips, S.Brennan,
Mrs.A.Thomas and Mrs.J.Woodman-Ralph

1. **MINUTES OF THE PREVIOUS MEETING HELD ON THE 26TH
JUNE 2015**

The Chairperson on behalf of the Joint Committee wished Mr.D.Michael a speedy recovery from his recent stay in hospital.

RESOLVED: that the Minutes of the previous meeting held on the 26th June 2015 be confirmed as a true and accurate record of proceedings subject to the following:-

2. **Matters Arising**

CAR PARKING ARRANGEMENTS AT MARGAM CREMATORIUM

Members received a verbal update on the car park facilities at Margam Crematorium. The costs for improvement works would be circa £14,000 this includes costs for weekend and evening work to ensure that there was minimum disruption to Crematorium Services. The costs would be funded from the Crematorium budget.

RESOLVED: that the Head of Property and Regeneration be authorised to commence the works to the car park at Margam Crematorium to the order of circa £14,000 which would be funded from the Crematorium budget.

3. APPLICATIONS FOR CREMATIONS

Members received information regarding applications for cremations, for the period 1 April to the 30 June, 2015.

RESOLVED: that the report be noted.

4. ANNUAL RETURN

Members received a report providing details of the Margam Joint Crematorium Committee's Annual Return 2014/15, as detailed in the circulated report.

Members noted that Wales Audit Office had undertaken an annual audit exercise and identified a misstatement of the Total Borrowing figure in the Annual Report that included costs relating to the new cremators, which were the Council's assets. Also, the costs were shown within loan charges when they should have been included in other payments. These changes did not have an impact on the overall financial position. An updated accounting statement was included in the circulated report.

- RESOLVED:**
1. that the external auditors report on the Margam Joint Crematorium Committee's Annual Report, be noted;
 2. that the updated Annual Return be approved with the Chairperson signing the Certification of the updated accounting statements and the Annual Governance Statement;
 3. that the Treasurer ensure that the final accounts were certified by the Wales Audit Office by 30 September 2015;

4. that the Annual Return be published before the 1 October, 2015 on the Neath Port Talbot County Borough Council website.

5. **MEMORIALS OFFERING AND FEES AND CHARGES**

The Treasurer presented Members with the Memorials Offering and Fees and Charges Report which included the proposals from the recently held workshop.

In relation to the purchasing of granite benches Members agreed that the Superintendent and Registrar be granted delegated authority to purchase six benches initially and thereafter to purchase as and when required and to periodically report back to Committee on the numbers purchased for Members information. Members to note that such purchases will need to be built into the annual budget. Additionally, Members asked that where families wished to purchase a whole bench they would be charged for three plaques but at a reduced rate.

RESOLVED:

1. that approval be granted for 20 year leases to be made available in addition to the current 10 year leases;
2. that Baby Memorial Plaques be made available for babies up to 12 months old, at a reduced fee for new and renewal applications, payable from 1 October 2015 as detailed in Appendix 1 of the circulated report;
3. that approval be granted for the Kerbstone Memorials and Plaques at Horseshoe Path to be made available at a reduced fee from 1 October 2015, as detailed in Appendix 1 of the circulated report;
4. that the fee levels for Kerbstone Memorials and Plaques at the Garden of Remembrance, as detailed in Appendix 1 of the circulated report, be approved;

5. that approval be granted for the provision of Granite Bench plaques to be made available on 10 and 20 year leases and for each bench to have 3 plaques per Bench;
6. that approval be granted for families to purchase 10 or 20 year leases for all 3 plaques per bench at a reduced cost of £1,600 or £3,000 respectively (subject to annual review).
7. that approval be granted for the Superintendent and Registrar to be given delegated authority to purchase six granite benches initially and thereafter as and when necessary and to report back to Committee periodically on the numbers purchased;
8. that approval be granted to continue to provide other Memorials, including the Books of Remembrance, Altar and Window Vases, Miniature Book of Remembrance and Memorial Card, at the fee level already set for 2015/16;
9. that approval be granted for the Triptych Memorials to be discontinued;
10. that the provision of Living Memorials be further considered when new burial areas were developed at the Crematorium.

6. **STAFF TRAINING**

Members were advised that a member of staff within the Crematorium had enrolled in the Institute of Cemetery and Crematorium Management (ICCM) training course and would be funded from the Crematorium training budget.

RESOLVED: that the report be noted.

7. **CREMATORIUM OPEN DAY**

Members received the report of the Superintendent and Registrar on the Crematorium Open Day which would enable the general public to view the grounds, buildings and crematory when no funerals were taking place. After discussion an amended date of Sunday, 1 November 2015 was agreed for the Open Day.

Invitations would be circulated to the Press prior to the Open Day to see the facilities and how the crematorium operates and to gain further press coverage.

Members were happy to assist with the Open Day and for the Superintendent and Registrar to draft a timetable for the day for Members to confirm availability.

RESOLVED: that the report be noted with the amended date of Sunday, 1 November 2015 for the Crematorium Open Day.

8. **RECYCLING OF METALS FOLLOWING CREMATION**

Superintendent and Registrar gave Members a background of the proposal to commence participation in a scheme for the Recycling of Metals following cremation as detailed in the circulated report.

RESOLVED: that approval be granted for Margam Crematorium to join the Institute of Cemetery and Cremation Management (ICCM) to recycling metals following cremation.

CHAIRPERSON