

MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers))

Members Present:

17 June 2016

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

Councillors E.V.Latham (Chairperson) and
J.S.Evans

**Representing
Bridgend County
Council**

Councillors Mrs.P.James and M.Reeves

**Officers in
Attendance:**

H.Jenkins, D.Michael, S.Brennan, A.Thomas,
C.Phillips and Mrs.J.Woodman-Ralph

Prior to the election of the Chair and Vice Chair, Mr.D.Michael opened the meeting.

1. **APPOINTMENT OF CHAIRPERSON**

RESOLVED: that Cllr.E.V.Latham be appointed Chair of the Margam Joint Crematorium Committee for the Civic Year 2016/17.

2. **APPOINTMENT OF VICE CHAIRPERSON**

RESOLVED: that Cllr.Mrs.P.James be appointed Vice-Chair of the Margam Joint Crematorium Committee for the Civic Year 2016/2017.

3. **MINUTES OF THE PREVIOUS MEETINGS OF THE JOINT COMMITTEE HELD ON THE 22ND JANUARY 2016**

RESOLVED: that the Minutes of the previous meeting held on the 22nd January 2016 be confirmed as a true and accurate record of proceedings.

4. **APPLICATIONS FOR CREMATIONS**

Members received information regarding applications for cremations, for the period 1 February to 31 March 2016.

RESOLVED: that the report be noted.

5. **OUTTURN REPORT AND ANNUAL RETURN 2015/16**

The Treasurer gave an overview of the Margam Crematorium Joint Committee Outturn position for 2015/16 which included the Annual Return required to comply with proper accounting practices.

It was noted that any material changes to the Annual Return resulting from examination by Wales Audit Office would be reported back to Committee in September 2016.

Members were appreciative of all the hard work that is undertaken and highlighted in the Annual Return and thanked the Treasurer, Accountant and Superintendent/ Registrar. Also, the Chair on behalf of the Committee asked that the Committees thanks be forwarded to all staff involved.

- RESOLVED:**
1. that the Outturn report for 2015/16 be approved;
 2. that the Annual Return, prior to Audit Certificate for the year ended 31st March 2016 be approved;
 3. that the Chair of Margam Joint Crematorium Committee sign the Annual Return and it be submitted to the external auditors for consideration;
 4. That the Annual Governance Statement be confirmed.

6. **MARGAM CREMATORIUM BUILDING PROJECTS**

Members received an update on works completed and further costings on proposed works following a workshop with Members held in March 2016 as detailed in the circulated report.

Discussion also took place on the need to develop a long term programme of works for the Crematorium. Officers explained that a rolling programme of 5 yearly inspections are undertaken within Council premises and Margam Crematorium would be incorporated into that programme. In addition the Superintendent identifies any works needing to be investigated and reports identifying these works will be submitted to Members for consideration.

- RESOLVED:**
1. that the supply of a canopy by Fardingbridge as contained in the circulated report be approved;
 2. that the existing external path alongside the proposed canopy be replaced with a more suitable surface and be laid without joints such as a resin bound gravel and for the preparation works for the canopy to be undertaken at the same time be approved;
 3. that a specialist contractor be appointed to undertake further investigative work in regard to the external sewerage system to confirm if the system is sufficient to meet current requirements;
 4. that a site visit be arranged in regard to viewing a new sound and public address system and for the procurement of that system to be delegated to the Technical Officer in consultation with the Chair of Margam Joint Crematorium Committee up to a maximum budget of £30,000.

7. **CREMATION AND BURIAL COMMUNICATION AND EDUCATION 2016 CONFERENCE**

Members were informed that Cllr.E.V.Latham and Superintendent will be attending the next Conference of the Federation of Burial and Cremation Authorities in July 2016, a report detailing the conference will be submitted to the next meeting of the Committee.

Members also congratulated Cllr.E.V.Latham on being appointed national president of the Federation of Burial and Cremation Authorities from October 2016.

RESOLVED: that the report be noted.

8. **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 items of business which involved the likely disclosure of exempt information as defined in Paragraphs 12 and 14 of Part 4 of Schedule 12A to the above Act.

9. **REPORT OF THE 2015/16 INTERNAL AUDIT - UPDATE ON PROGRESS**

Members received an overview of the internal audit work carried out during the 2015/16 financial year as detailed in the private circulated report.

RESOLVED: that the report be noted.

CHAIRPERSON