MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers)

Members Present: **16 June, 2017**

Representing Neath   **Councillors** E.V.Latham, R.G.Jones,
Port Talbot County   S.Bamsey, S.M.Penry and R.L.Taylor
Borough Council:

Officers in   H.Jenkins, D.Michael, S.Brennan, A.Dixon,
Attendance: N.Headon and T.Davies

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1. **APPOINTMENT OF CHAIRPERSON 2017-18**

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

   RESOLVED: that Councillor.E.V.Latham be appointed Chair of the Margam Joint Crematorium Committee for the Civic Year 2017/18.

2. **APPOINTMENT OF VICE CHAIRPERSON 2017-18**

   RESOLVED: that the appointment of Vice Chair of the Margam Joint Crematorium Committee for the Civic Year 2017/18, be deferred to the next meeting.

3. **MINUTES OF THE PREVIOUS MEETINGS OF THE JOINT COMMITTEE HELD ON 20 JANUARY 2017**

   RESOLVED: that the Minutes of the previous meeting held on the 20 January 2017 be confirmed as a true and accurate record of proceedings.

4. **OUTTURN REPORT AND ANNUAL RETURN 2016-17**

The Treasurer gave an overview of the Margam Crematorium Joint Committee Outturn position for 2016/17 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 2017.

A workshop group will be formed in order for Members to discuss at length the capital programme going forward, and an update report will be presented to Members at the next meeting of the Joint Committee, with regards the ongoing Capital Programme of Works. This additional recommendation is reflected at decision No. 5 below.

> **RESOLVED:**
> 1. that the Outturn report for 2016/17 be approved;
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> 2. that the Annual Return, prior to Audit Certificate for the year ended 31 March 2017 be approved;
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> 3. that the Chairperson of Margam Joint Crematorium Committee sign the Annual Return and it be submitted to the external auditors for consideration;
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> 4. That the Annual Governance Statement be confirmed;
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> 5. That a Capital Programme Workshop Group be formed to discuss Capital Works going forward, with any recommendations to be brought before the Joint Committee for decision.

5. **REVIEW OF CREMATION FEES FOR MINORS UP TO THE AGE OF 12**

Members noted that the MP for Swansea East name should read 'Carolyn Harris' and not 'Caroline Harris' (Page 27 of the circulated report), and the total of numbers of cremations of minors under the

age of 12 for the financial year 2016/17 (table on Page 28 of the circulated report) should read '20' not '11'.

RESOLVED: that the Cremation service and certificate for children up to the age of 12 years be provided free of charge by Margam Crematorium.

6. **PALM SUNDAY SERVICE OF REMEMBRANCE 2017**

Members noted that the attendance of the annual Palm Sunday Service of Remembrance had decreased in recent years, but that the service in 2017 had been the largest seen for many years.

RESOLVED: that the report be noted.

7. **GREY GRANITE MEMORIAL BENCHES**

RESOLVED: that the report be noted.

8. **CREMATION AND BURIAL COMMUNICATION AND EDUCATION CONFERENCE 2017**

RESOLVED: that the report be noted.

9. **DONATION TO NOMINATED CHARITY**

RESOLVED: that the report be noted.

10. **WESLEY MEDIA MUSIC SYSTEM**

Members considered the report and noted the decision recorded at Minute No. 5 above.

RESOLVED: that the charges set out in the table (attached as an Appendix) be approved, *with the exception of services for children up to the age of 12 years, which will be provided free of charge by Margam Crematorium.*

Wesley Media Charges

Service Provided		Cost to families
Audio Recording (USB memory stick or CD as requested)	1st USB	£53.00
	Additional USB's	£23.00
Video Recording (USB memory stick or CD as requested)	1st USB	£53.00
	Additional USB's	£23.00
	Tribute embedded in video recording	£18.00
Visual Tribute	Max of 30 photographs + 4 minsVideo	£92.00
	USB (copy of tribute)	£32.00
	Single Photograph	£18.00
Web Casting	Per service	£53.00

CHAIRPERSON

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