

MARGAM JOINT CREMATORIUM COMMITTEE

(Acting with Plenary Powers)

Members Present:

22 June, 2018

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

Councillors E.V.Latham (Chair), R.G.Jones,
S.M.Penry, R.L.Taylor and S.Bamsey

**Officers in
Attendance:**

H.Jenkins, C.Griffiths, C.Phillips, A.Dixon,
S.Brennan and T.Davies

1. **APPOINTMENT OF CHAIRPERSON 2018/19**

Prior to the election of the Chair and Vice Chair, Mr.C.Griffiths opened the meeting.

RESOLVED: that Councillor.E.V.Latham be appointed Chair of the Margam Joint Crematorium Committee for the Civic Year 2018/19.

2. **APPOINTMENT OF VICE CHAIRPERSON 2018/19**

RESOLVED: that the appointment of Vice Chair of the Margam Joint Crematorium Committee for the Civic Year 2018/19, be deferred to the next meeting.

3. **MINUTES OF PREVIOUS MEETING**

RESOLVED: that the Minutes of the previous meeting held on the 19 January 2018 be confirmed as a true and accurate record of proceedings, with the addition of the Joint Committee's good wishes to Mr David Michael on his retirement.

4. **OUTTURN REPORT AND ANNUAL RETURN 2017/18**

The Treasurer gave an overview of the circulated report.

Members also discussed the best use of the monies within the Memorial Bulb Account. A report will be presented to Members at the next meeting of the Joint Committee, with regards the above, and this additional recommendation is reflected at decision No. 5 below.

- RESOLVED:**
1. that the Outturn report for 2017/18 be approved;
 2. that the Annual Return, prior to Audit Certificate for the year ended 31 March 2018 be approved;
 3. that the Chairperson 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;
 5. That a report on the best possible uses for the Memorial Bulb Fund be brought to the next meeting of the Joint Committee for Member's consideration.

5. **ADDITIONAL CREMATORIUM ASSISTANT POST**

- RESOLVED:** that the creation of an additional Crematorium Assistant post (as detailed in the circulated report), be approved.

6. **50TH ANNIVERSARY OF OPENING OF MARGAM CREMATORIUM**

Members discussed possible options for commemorating the 50th anniversary of the opening of Margam Crematorium. Suggestions included a granite monolith or plaque, plus a celebratory ball.

RESOLVED: that an event programme to acknowledge the 50th anniversary of the opening of Margam Crematorium be prepared, and a report be brought to the next Margam Joint Crematorium Committee for consideration.

7. **CREMATION AND BURIAL COMMUNICATION AND EDUCATION 2018 CONFERENCE**

Members discussed the Annual Cremating and Burial Communication and Education Conference, which had been attended by the Chair and the Superintendent.

Members also discussed the viability of weekend funerals, and felt more research was needed around the subject.

RESOLVED: that the report be noted.

8. **CREMATORIUM OPEN DAY 2018**

Members discussed the circulated report and felt going forward that the open day event should be advertised further ahead of time, and feedback forms should be available for the event.

RESOLVED: that an open day be arranged on a Sunday during September/October 2018, in order for the general public to view the grounds and buildings of Margam Crematorium when no funerals are taking place.

9. **PALM SUNDAY SERVICE OF REMEMBRANCE 2018**

Following discussion, and with the agreement of the Chair, the circulated report was amended from an 'information' report, to a 'decision' report.

RESOLVED: that an annual Christmas service be reinstated at Margam Crematorium, with effect from Christmas 2018.

10. **QUALIFICATIONS GAINED BY CREMATORIUM STAFF**

Members noted the circulated report and extended congratulations to Lee Beasley on his recent Certificate of Proficiency in the Practical and Ethical Operation of Cremation Equipment.

RESOLVED: that the report be noted.

11. **RECYCLING OF METALS FOLLOWING CREMATION - PARTICIPATION IN THE INSTITUTE OF CEMETERY AND CREMATION MANAGEMENT SCHEME**

Members discussed local bereavement charities but felt the nominated national charity should remain for the financial year 2018/19, with a view to further discussions taking place at the same time next year.

RESOLVED: that the continued participation in the Institute of Cemetery and Cremation Management be approved, and the supported charity (CRUSE) remain unchanged for 2018/19.

12. **BUILDING IMPROVEMENTS AND MAINTENANCE**

Members discussed the circulated report and plans for the proposed extension to Margam Crematorium. Debate took place around timescales and how best to minimise disruption, as well as the siting of certain rooms as shown on the plans.

RESOLVED: that delegated authority be granted to the Head of Property and Regeneration and the Chair of Margam Joint Crematorium Committee to revisit the circulated plans – specifically the location of the drivers room and the inclusion of unisex toilets – and to make any alterations as seen fit.

13. **URGENT ITEMS**

Video Montage and Live Streaming

Members were pleased to note that both the video montage facility and live streaming via the internet were working well and having a good impact during services.

Air Conditioning

It was felt that the issue of air conditioning for the Chapel needed to be revisited again, following the recent spell of sunny weather.

Defibrillator

Officers would produce a report for the next meeting of the Joint Committee concerning the possible placement of a defibrillator at Margam Crematorium.

CHAIRPERSON