

MARGAM CREMATORIUM JOINT COMMITTEE

9th JANUARY 2020

REPORT OF THE TREASURER – H. JENKINS

MATTER FOR DECISION

WARDS AFFECTED: ALL

ANNUAL BUDGET REPORT

1. Purpose of the Report

The purpose of the report is to set out the Margam Crematorium Joint Committee revised budget for 2019/20 and the budget estimates for 2020/21.

2. Revised budget

- 2.1 The revised budget position for 2019/20 shows a net deficit of £73,710, which was predicted to be a deficit of £8,030 when the original budget was agreed in December 2018.
- 2.2 The revised budget takes account of the following anticipated changes.

Expenditure

Salaries (+£9,020)

Following job evaluation 1 post's costs were increased. The budget has also been increased to allow for casual cover for sickness and annual leave.

Organists fees (+£5,000)

The budget for Organists fees has been updated to allow for an increase in the costs of organists annual leave entitlement.

Electricity (+£1,030)

Electricity consumption in the Crematorium has increased combined with an increase in the cost.

Training (+£1,480)

The budget has been increased to allow for FBCA Training for the new cremator assistant.

Printing & Stationery (+£500)

An additional provision of £500 has been provided for the purchase of a new bound book.

Brochures (-£300)

Brochures are required this financial year however the cost is anticipated to be less than originally budgeted for.

Medical referees (-£450)

The original budget assumed cremations of 1,500, a reduction to 1,450 has resulted in a reduction in the anticipated medical referee expenditure.

Public Address system (+£2,280)

This service is becoming more popular. Any additional media services fees and charges are offset by increased income received from this service.

Defibrillator (+£1,090)

A provision was originally made in the 2018/19 budget for supply, fixing and casing a defibrillator at the Crematorium, the arrangement was delayed and the expenditure on this item fell in 2019/20.

Memorials & benches (-£12,140)

Memorials expenditure has decreased significantly, this is also reflected in a decrease in the income for memorials.

Christmas Carol Concert (-£250)

It was decided to not hold a Christmas Carol Concert this year due to the extension works that are currently ongoing.

Capital Works

A sum of £450,000 has been provided in 2019/20 represented by:

	Amount £
Generator electrical and other works	15,800
Heating and ventilation system	48,000
New office furniture	15,000
Cremator area flooring – health and safety improvements	7,320
Building extension	347,000
Other capital works	16,880
Total	<hr/> 450,000 <hr/>

General Reserve

It is projected that a contribution of £272,650 will be required from the General reserve, thus reducing the balance of the General reserve to £370,081 as at 31st March 2020. This sum might differ at year end, if there is a variation in the net expenditure.

Cremator Reserve

The cremator reserve has been established to replace the cremators once they become obsolete. Maintaining this reserve will ensure the Crematorium has sufficient long term funds to finance the replacement project.

Refund to Constituent Authorities

It is proposed to refund the Constituent authorities £100,000 from surplus funds, apportioned on the council tax basis of each Authority.

Revised Income 2019/20

Cremation fees (+£37,020)

The number of cremations set in the original budget was 1,500 this has been revised to 1,440 paid cremations. To the end of October 2019, there have been 830 services, compared to 856 services for the equivalent period last year.

Memorial Income (+£33,000)

The income for memorials is difficult to predict. However, the income has decreased and this is also reflected in a decrease in the expenditure.

Media Services income (-£5,140)

The public address and media system has enabled the crematorium to offer additional services to the public including the recording of funeral services and streamlining funeral services all over the world. These services are becoming increasingly popular in the Crematorium.

CAMEO

The Crematoria Abatement of Mercury Emissions organisation (CAMEO) provides a Burden sharing scheme, charging crematoria that have not installed abatement equipment an environmental surcharge. This fee, less any administrative charges, is then re-distributed to the other crematoria that have installed abatement equipment.

This sum is in relation to the net surplus tradeable mercury abated cremations for the period 1st January 2018 to 31st December 2018. In future years the sum received will reduce as more crematoria choose to abate.

Appendix 1 contains details of the Original and Revised estimates for 2019/20, together with the Estimate for 2020/21.

3. Budget 2020/21

- 3.1 The budget has been prepared based on 1,450 cremations during the financial year. Total expenditure is projected at £716,980, with income of £981,420 and a precept of £1,000.
- 3.2 The majority of the budget has been increased by 2%. The following are the main variations from the 2019/20 Revised Budget:

Salaries (+£8,750)

An increase of 2% has been built into the budget together with the annual increments, where applicable.

Organists (+£1,970)

The budget has been increased to allow for annual increments

Staff Training (-£480)

The budget includes a provision to send two staff members on a First Aid course and Fire Warden course. A member of staff is sitting another ICM examination.

Grounds Maintenance (+£1,200)

No increased demand is anticipated for 2020/21, an increase of 2% has been built into the budget in line with inflation.

Maintenance Cremators (+£1,130)

The budget for 2020/21 has been based on 1,450 cremations, there will be no additional charge unless cremations exceed this level. An increase of 2% has been built into the budget in line with inflation.

Gas (+£1,260) & Electricity (+£940)

An increase of 5% has been built into the budget in line with inflation.

Palm Sunday (+£270)

There are two Palm Sunday Services this financial year, the budget has been increased to reflect this.

Christmas Carol Concert (+£250)

The budget includes a sum of £250 for the Christmas Carol Concert.

Provision for Capital Works (+£100,000)

A sum of £100,000 has been set aside to support the following projects:

	Amount £
Ventilation upgrade cremator area	19,000
Book of remembrance cabinet	15,000
New till system	5,000
Retention on extension	9,500
Other capital works	51,500
Total	<hr/> 100,000 <hr/>

Income

The income for the financial year 2020/21 has been based on 1,450 cremations (1,440 paid). The budget has assumed there will be no increase in the fee and other fee levels, where appropriate, from April 2020. This report includes new charging proposals and rates for Wesley Media services.

4. Reserves

The revised budget indicates a contribution of £272,650 from the general reserve, with a balance of £370,081 projected at 31st March 2020; this figure will fluctuate depending on the year end position. The estimated balance for 31st March 2021 is £435,831.

A new cremator renewals reserve was established at the year end in March 2016. It is proposed to make a further contribution in both 2019/20 and 2020/21 of £100,000 giving a projected balance at 31st March 2021 of £600,000.

5. Integrated Impact Assessment

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No. 1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016, a copy of which is included at Appendix 3 of this Report. The first stage assessment has indicated that a more in-depth assessment is not required for the reasons set out in Appendix 3.

6. Recommendations

It is recommended that:

- The Revised Budget 2019/20 is agreed by the Committee (including the refund of £100,000 to the constituent authorities).
- The Budget for 2020/21 is agreed by the Committee.
- The Committee confirms the precept to be levied for 2020/21:
 - Neath Port Talbot County Borough Council - £553
 - Bridgend County Borough Council - £447
- The fees and charges as set out in Appendix 2 are agreed for 2020/21.
- The projected position in relation to the Reserves position is noted.

7. Reasons for Proposed Decision

To set the budgets, charges and precept for Margam Crematorium.

8. Implementation of Decision

The decision is proposed for immediate implementation.

9. Appendices

- Appendix 1 contains details of the Estimates for 2020/21.
- Appendix 2 contains details of the fees and charges proposed for 2020/21.
- Appendix 3 contains details of the Integrated Impact Assessment.

List of Background Papers

Margam Crematorium Financial Records.

Officer Contact

Mr Hywel Jenkins – Director of Finance & Corporate Services
Telephone: 01639 763251 E-mail: h.jenkins@npt.gov.uk

Miss Carina Langdon – Accountant - Technical
Telephone: 01639 763606 E-mail: c.langdon1@npt.gov.uk

Appendix 1

Margam Crematorium Income and Expenditure Account

Actual 2018/19 £	Expenditure	Original Estimate 2019/20 £	Revised Estimate 2019/20 £	Original Estimate 2020/21 £
	Employees			
177,826	Salaries & Wages	195,750	204,770	213,520
39,828	Organists fees	33,000	38,000	39,970
1,309	Staff Training & other employee costs	1,000	2,480	2,000
	Premises			
59,028	Grounds maintenance	60,210	60,210	61,410
35,494	Buildings/Maintenance	25,830	25,830	26,350
54,075	Maintenance Cremators	55,830	56,430	57,560
22,902	Gas	25,100	25,100	26,360
14,612	Electricity	17,790	18,820	19,760
4,403	Water	1,000	1,190	1,210
32,793	Non Domestic Rates	33,590	33,560	34,230
12,303	Cleaning	12,550	12,550	12,800
	Supplies & Services			
3,516	Printing & Stationery	3,000	3,500	3,570
1,533	Telephones	1,650	1,650	1,680
4,665	Insurance	4,760	4,760	4,860
183	Travel and Subsistence	250	200	200
440	Conference fees	920	1,130	1,150
	- Car Allowance	750	350	350
54,257	Support Services	55,340	55,340	56,450
1,759	Audit Fees	1,840	1,800	1,840
1,145	Licences	1,200	1,150	1,170
553	Floral Decoration	570	570	580
3,568	IT Equipment & website	3,500	3,500	3,570
	- Brochures	1,000	700	710
1,837	Equipment	1,580	1,580	1,610
2,251	Urns & Caskets	3,750	3,750	3,750
0	Palm Sunday	380	250	520
2,424	Entries in Book of Remembrance	2,580	2,760	2,820
13,068	Medical Referees	13,500	13,050	13,310
1,004	Clothing	1,800	1,800	1,840
1,463	Subscriptions	1,460	1,490	1,520
12,260	Multi-media system	11,500	13,780	14,060
0	Defibrillator	-	1,090	-
5,133	Memorials and Benches	15,840	3,700	6,000
60	Christmas Carol Service	250	-	250
0	50th Anniversary celebration	3,500	3,590	-

Appendix 1

Margam Crematorium Income and Expenditure Account

Actual		Original Estimate	Revised Estimate	Original Estimate
2018/19		2019/20	2019/20	2020/21
£	Expenditure	£	£	£
	Capital Costs			
158,340	Provision for Capital Works	450,000	450,000	100,000
724,032	Gross Expenditure	1,042,570	1,050,430	716,980
	Income			
-875,628	Cremation Fees	-925,500	-888,480	-888,480
-4,779	Urns & Caskets	-5,180	-5,880	-5,880
-7,093	Book of Remembrance	-6,290	-6,290	-6,290
-8,565	Media Services income	-5,920	-11,060	-11,060
-26,312	Memorials Income	-53,000	-20,000	-27,000
-72	Bulb Donations	-50	-110	-50
-548	Palm Sunday Donations	-150	-80	-160
-30,987	Miscellaneous Income	-30,300	-33,130	-33,130
-4,848	Investment income	-5,000	-5,650	-6,130
-5,801	CAMEO refund	-3,000	-5,800	-3,000
-881	Water recharge	-150	-240	-240
-965,514	Gross Income	-1,034,540	-976,720	-981,420
-241,482	Net spend before reserves	8,030	73,710	-264,440
	Dividend payment to Local Authorities			
55,900	Neath Port Talbot dividend	55,900	55,900	55,300
44,100	Bridgend dividend	44,100	44,100	44,700
-141,482	Net Spend after Dividend payment	108,030	173,710	-164,440
	Transfers to/-from Reserves			
41,862	General Reserve	-206,850	-272,650	65,750
100,000	Cremators Renewals Reserve	100,000	100,000	100,000
72	Bulb Fund Reserve	50	110	50
548	Palm Sunday Reserve	-230	-170	-360
1,000	Net position funded by Authorities	1,000	1,000	1,000
	Funding from Joint Authorities Contributions			
-559	Neath Port Talbot	-559	-559	-553
-441	Bridgend	-441	-441	-447
0	Final Position after precept	0	0	0
1,460	Number of Cremations	1,500	1,450	1,450

Appendix 1

Margam Crematorium Income and Expenditure Account

Schedule of Precept Payments	Neath Port Talbot	Bridgend	Total Precept
	£	£	£
2020/21	553	447	1,000
2019/20	559	441	1,000
2018/19	559	441	1,000
2017/18	559	441	1,000
2016/17	561	439	1,000
2015/16	1,688	1,312	3,000

Cremation Price Comparison as at December 2019

Margam Crematorium	£631	(incl. of cert. contain & organ)
Coychurch Crematorium, Bridgend	£681	(incl. of cert. and organist)
Llanelli Crematorium (Private)	£785	(incl. of certif. and organist)
Narberth	£686	(incl. of cert. contain & organ)
Swansea Crematorium	£695	(incl. of cert. contain & organ)

Reserves	2018/19	2019/20	2020/21
	Actual	Projected	Estimate
	£	£	£
Memorial Bulb Account	Cr 6,093	Cr 6,203	Cr 6,253
Palm Sunday Reserve	Cr 4,400	Cr 4,230	Cr 3,870
General Reserve	Cr 642,731	Cr 370,081	Cr 435,831
Cremator Renewals Reserve	Cr 400,000	Cr 500,000	Cr 600,000

Margam Crematorium – Fees and charges

General	2019/20	2020/21
1. Cremation fees and ancillary services		
[a] Stillborn child or child up to and including 17 years	Nil	Nil
[bi] Aged over 17 years, including certificate of cremation	£630.50	£630.50
[bii] Aged over 17 years, without certificate of cremation	£617.00	£617.00
[c] Additional charge for Saturday cremation	£346.00	£346.00
[d] Double cremation (2 adults at one service)	£1,246.00	£1,246.00
[e] Cremation only at 9am (weekdays only)	£517.00	£517.00
[f] Memorial service	£175.00	£175.00
NB The above fees in 1[bi] & 1[c] include all services relating to a cremation. The concession under 1[a] may be coupled with 1[c] or 6 below if required.		
2. Certificate of cremation (additional)	£13.50	£13.50
3. Extract from register	£12.00	£12.00
4. Temporary deposit of cremated remains (after 1 month)	£32.50	£32.50
5. Disposal of cremated remains from other crematoria	£44.00	£44.00
6. Service in chapel with organ and organist or extra 20 minutes	£31.50	£31.50
7. Service in chapel with organ and organist or extra 20 minutes (Sat)	£43.00	£43.00
8. Witness burial of cremated remains		
- Weekdays	£45.00	£45.00
- Saturdays	£62.00	£62.00
9. Urns and caskets		
[a] Wooden casket	£36.50	£36.50
[b] Bronze metal urn	£26.50	£26.50
[c] Plain burgundy cardboard container	£15.50	£15.50
[d] Large white cardboard container	£18.50	£18.50
[e] Medium white cardboard container	£14.00	£14.00
[f] Small white cardboard container	£9.00	£9.00
[g] Small metal urn	£19.50	£19.50
[h] Biodegradable scatter tube	£20.00	£20.00

Margam Crematorium – Fees and charges

Remembrance	2019/20	2020/21
1. Inscriptions in book of remembrance		
Two lines	£37.00	£37.00
Five lines	£55.50	£55.50
Eight lines	£74.00	£74.00
Floral emblem/Service badge	£42.50	£42.50
Coat of arms	£53.50	£53.50
2. Miniature book of remembrance		
Two lines	£56.50	£56.50
Five lines	£72.50	£72.50
Eight lines	£79.00	£79.00
Floral emblem/Service badge	£42.50	£42.50
Coat of arms	£53.50	£53.50
Additional lines	£11.00	£11.00
2a. Additional inscriptions in miniature book		
Two lines	£29.50	£29.50
Five lines	£39.50	£39.50
Eight lines	£48.50	£48.50
3. Memorial card		
Two lines	£19.00	£19.00
Five lines	£28.00	£28.00
Eight lines	£37.00	£37.00
4. Reservation of vases		
Window vase	£7.50	£7.50
Altar vase	£9.00	£9.00
5. Additional charges		
Additional copy of crematorium brochure	Nil	Nil
Replacement aluminium vase	£11.00	£11.00
Service of remembrance	£8.00	£8.00
6. Memorial kerb plaque in garden of remembrance (horseshoe path section)		
Plaque and inscription for 10 year lease	£331.50	£331.50
Plaque and inscription for 20 year lease	£596.50	£596.50
Renewal of lease for further 10 years	£183.50	£183.50
Renewal of lease for further 20 years	£331.50	£331.50

Margam Crematorium – Fees and charges

Remembrance (continued)	2019/20	2020/21
7. Memorial kerb plaque in garden of remembrance		
Plaque and inscription for 10 year lease	£449.00	£449.00
Plaque and inscription for 20 year lease	£816.00	£816.00
Renewal of lease for further 10 years	£183.50	£183.50
Renewal of lease for further 20 years	£331.50	£331.50
8. Baby memorial kerb plaque in children's garden of remembrance		
Plaque and inscription for 10 year lease	£183.50	£183.50
Plaque and inscription for lease of 20 years	£331.50	£331.50
Renewal of lease for further 10 years	£183.50	£183.50
Replacement plaque (existing lease) for all memorial kerbs	£166.00	£166.00
9. Granite memorial benches (3 Plaque per bench)		
Price per plaque per bench - 10 year lease	£612.00	£612.00
Price for whole bench (3 plaques) - 10 year lease	£1,632.00	£1,632.00
Price per plaque per bench - 20 year lease	£1,101.50	£1,101.50
Price for whole bench (3 plaques) - 20 year lease	£3,060.00	£3,060.00
Wesley Media Charges		
1. Audio Recording		
USB memory stick or CD as requested		
1st USB	£55.50	£55.50
Additional USBs	£24.00	£24.00
2. Video Recording		
USB memory stick or CD as requested		
1st USB	£55.50	£55.50
Additional USBs	£24.00	£24.00
Tribute embedded in video recording	£19.00	£19.00
2a. Visual Tribute		
Up to 20 photographs & 4 minutes video	N/A	£80.00
Up to 30 photographs & 4 minutes video	£96.50	£96.50
Up to 50 photographs & 4 minutes video	N/A	£135.00
Max of 70 photographs & 4 minutes video	N/A	£175.00
USB (copy tribute)	£33.50	£33.50
Single photograph	£19.00	£19.00
3. Web Casting		
Per service	£55.50	£55.50

Margam Crematorium – Integrated Impact Assessment

1. Details of the initiative

Initiative description and summary: Margam Crematorium Budget 2020/2021
Service Area: Margam Crematorium
Directorate: Finance and Corporate Services

2. Does the initiative affect:

	Yes	No
Service users	x	
Staff	X	
Wider community	X	
Internal administrative process only	X	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		X				The proposed budget includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2020/2021 year. There is no impact on this protected characteristic.
Disability		X				The proposed budget includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2020/2021 year. There is no impact on this protected characteristic.
Gender Reassignment		X				The proposed budget includes details as to how the range of

Margam Crematorium – Integrated Impact Assessment

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
						services offered at Margam Crematorium and work proposals for the 2020/2021 year. There is no impact on this protected characteristic.
Marriage/Civil Partnership		X				The proposed budget includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2020/2021 year. There is no impact on this protected characteristic.
Pregnancy/Maternity		X				The proposed budget includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2020/2021 year. There is no impact on this protected characteristic.
Race		X				The proposed budget includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2020/2021 year. There is no impact on this protected characteristic.
Religion/Belief		X				The proposed budget includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2020/2021 year. There is no impact on this protected characteristic.
Sex		X				The proposed budget includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2020/2021 year. There is no impact on this protected characteristic.
Sexual orientation		X				The proposed budget includes details as to how the range of services offered at Margam Crematorium and work proposals for the 2020/2021 year. There is no impact on this protected characteristic.

Margam Crematorium – Integrated Impact Assessment

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language			x			No impact
Treating the Welsh language no less favourably than English			x			No impact

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity			x			No impact
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.			x			No impact

Margam Crematorium – Integrated Impact Assessment

6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	X		No significant change in service or costings is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating loved ones.
Integration - how the initiative impacts upon our wellbeing objectives	X		No significant change in service or costings is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating loved ones.
Involvement - how people have been involved in developing the initiative	X		Consultation has taken place with members of staff at the Crematorium Discussion has been had with key stakeholders within the Council sections (i.e. environment, financial and legal)
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	X		Consultation has taken place with members of staff at the Crematorium Discussion has been had with key stakeholders within the Council sections (i.e. environment, financial and legal)
Prevention - how the initiative will prevent problems occurring or getting worse	X		No significant change in service or costings is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating loved ones.

Margam Crematorium – Integrated Impact Assessment

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	
No significant change in service or costings is proposed and all developments will have the aim of ensuring that Margam Crematorium continues to provide an effective and efficient service to people suffering bereavement and to deliver cremation services to the highest standard ensuring that choice is offered to those commiserating loved ones. No further integrated impact assessment is required.	

	Name	Position	Signature	Date
Approved by	Craig Griffiths	Clerk to the Margam Crematorium Joint Committee	C Griffiths	19th December 2019