

Agenda



Greater Gwent Cremation Joint Committee

Date: Wednesday, 18 March 2015

Time: 2.00 pm

Venue: Committee Room 4 - Civic Centre

To: Councillors V Delahaye, P Huntley, Dally, Morgan, White, George, Taylor, Davies, Jones and Williams

Item	Wards Affected
1	<u>Apologies for Absence</u>
2	<u>Declarations of Interest</u>
3	<u>Minutes of Meeting held on 21 January 2015</u> (Pages 3 - 6)
4	<u>Facilities Management (Oral Update)</u>
5	<u>Funeral Directors Report</u>
6	<u>Managers Report</u> (Pages 7 - 10)
7	<u>Schedule of Meetings 2015/16</u> To agree a schedule of meetings for 2015-16

Suggested dates are 17th June, 23 September, 25 November 2015 ,
20 January and 16 March 2016. All dates are on a Wednesday
commencing at 2.00pm

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Minutes

Greater Gwent Cremation Joint Committee

Date: 21 January 2015

Time: 2.00pm

Present: Councillors J Taylor (Caerphilly County Borough Council) (Chairman), B Jones (Monmouthshire County Council), N Davies (Torfaen County Borough Council), N George (Caerphilly County Borough Council), P Huntley and V Delahaye (Newport City Council)

G Price (Honorary Secretary), J Hazelwood (Assistant Accountant), P Dundon (Manager), M Deacon (Deputy Manager), S Tom (National Association of Funeral Directors) and R Bailey (Democratic Administrator)

Part 1

1 Apologies for Absence

Councillors Dally and White (Blaenau Gwent County Borough Council), Councillor Williams (Monmouthshire County Council) and Mr K Donovan (Newport Norse)

2 Declarations of Interest

There were no declarations of interest.

3 [Minutes](#)

The Minutes of the meeting held on 26th November 2014 were taken as read and confirmed.

4 [Revenue Estimates 2015/16](#)

Consideration was given to a report providing details of the draft revenue estimates for 2015/16 and the [proposed Cremation fee increase with effect from 1 April 2015](#), details of which were appended to the report.

The Assistant Accountant expanded upon the proposals within the report and the rationale behind the suggested estimates and fees increases. The Committee considered the various percentage increase proposals tabulated within the report and agreed to the recommendation that the proposed increase of 10% was consistent with other Welsh authorities.

Reference was made to the accumulated balance of £1.46 million held in reserve as at 31 March 2014. Members were reminded of the previous decision to repay 50% of the outstanding loan (£744,246) for the funding of the Mercury Abatement Project which reduced reserves to £722,000. It was noted that the surplus up to March 2015 is currently estimated to be £740,000 taking the

surplus back up to £1.46 million. The Committee , having noted the surplus figure , considered the proposed reduced figure of £450,000 to the Member Councils on a pro rata population basis. The Assistant Accountant advised of the respective figures to be allocated based on the reduced figure and the usual distribution of £750,000 to each Council. It was noted that the higher figure of £750,000 would result in a surplus figure of approximately £750,00 which was felt sufficient to meet any emergency works in the forthcoming year. Bearing these figures in mind a vote was taken on both options with the figure of £750,000 being agreed unanimously.

Resolved

- (a) To approve the estimates for 2015/16
- (b) That crematorium fees are increased by 10%
- (c) That a distribution of £750,000 be made prior to the financial year end, retaining a sufficient level of reserves to cover any emergency works.

5 Budget Monitoring and Forecasting 2014/15

Consideration was given to a report regarding budget monitoring and forecasting for 2014/15.

The approved estimates for 2014/15 were appended to the report which showed a planned surplus of £551,254. However, having reviewed the position at the end of December , the forecasted surplus has been increased to £741,866.

The Committee noted the key factors supporting the increase of £190,000 in relation to employees, premises and income.

Resolved

To note the monitoring report.

6 Facilities Management

The Committee noted that apologies had been tendered by the Newport Norse representative but had indicated that there were no major building maintenance issues to report at this meeting.

7 Funeral Directors Report

The National Association of Funeral Directors representative reported that a member of the Association had enquired into the possibility of the chapel remaining vacant until the Funeral Director arrived with the Cortege

The Manager advised that this was not possible for a number of reasons , examples of which were quoted , and that this action would have time implications on funeral services during the day. Mr Tom advised that he would report back to the funeral director concerned.

Councillor Davies raised the recurring issue of the public leaving services by not taking the correct route. The Manager advised that appropriate signage had been ordered which would help to alleviate the situation but this could not be guaranteed . There was also an issue of Funeral Directors vehicles stopping on the pavements which exacerbated the problem especially for disabled members of the public.

Resolved

That the abovementioned comments be reported back to the National Association of Funeral Directors.

8 Managers Report

Consideration was given to the Managers report providing statistical information on the number of visitors on the Book of Remembrance online , memorial sales and cremation statistics. It was noted that this was the fourth highest number of cremations recorded at Gwent.

The Committee noted that , for the fourth year running, the crematorium had held onto its silver accreditation in the Charter for the Bereaved benchmarking exercise. The Manager explained that the gold standard could not be achieved as the crematorium was unable to offer extended time slots to the public as it would reduce the number of funeral services and increase waiting times. Congratulations were extended to the Manager and staff for the achievement nevertheless.

An inspection by the Environmental Health Officer was carried out on 12th December 2014 which found that all reporting was up to date and there were no contraventions to the premises operating permit. It was further noted that the bi-annual inspections had now been reduced to that of an annual basis as the process was deemed to be low risk.

Subsequent to the report, the Manager advised that he had received the results of the annual independent emissions monitoring exercise and that the crematorium was operating well within the guideline parameters.

In response to a query as to the commencement of disabled access works within the Remembrance Room, the Manager advised that materials had been ordered and that the work would commence in Spring with the improving weather conditions.

Resolved

That the report be noted.

9 Date of Next Meeting

The next meeting to be held on 18 March 2015 at 2.00pm, the venue being Committee Room 4, Civic Centre, Newport.

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Manager's Report

Item : 6

Statistics

Book of Remembrance Online



The overall number of different users viewing the Book of Remembrance is 12711 at the time of writing.

MEMORIAL SALES

MONTH	VASE BLOCKS	SANCTUM 12	LEASE RENEWALS
January 2015	2	3	6
February 2015	9	2	3

In January, we started selling high quality jewellery items and paperweights from "Ashes Into Glass". A display cabinet has been installed, and we are mail-shotting as appropriate. These memorial items further complement the diverse range of memorial options we already have available.

CREMATIONS

	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
Jan	262	278	220	254	278	254	283	298	279	263
Feb	262	254	200	268	256	226	262	227	239	225
Mar		241	267	279	249	235	253	218	250	241
Apr		222	268	237	193	229	222	246	227	227
May		234	274	270	232	198	204	236	224	226
Jun		239	218	193	232	235	206	201	224	202
Jul		257	211	175	204	208	205	206	247	202
Aug		206	183	168	241	198	191	223	220	215
Sep		204	194	158	221	218	204	210	211	211
Oct		243	234	186	233	232	225	251	241	210
Nov		222	226	176	220	219	212	200	225	217
Dec		248	200	182	234	227	238	234	207	186
TOTAL	524	2848	2695	2546	2793	2679	2705	2750	2794	2625

Cremations for the first two months of the year are 16 above the ten year mean for these months.

Deputy Manager

Miriam Deacon has resigned her post as Deputy Manager of the Crematorium, and has taken up a position as Secretary to the Cremation Society of Great Britain and Ireland, based in Maidenhead.

Fees and Charges

A revised set of fees and charges payable from 1st April 2015 is appended for information.

GREATER GWENT CREMATION COMMITTEE

PRICE LIST EFFECTIVE FROM 1st April 2015 to 31st March 2016

CREMATION FEES		£
Cremation – Adult (16 years old and over)		592.00
Cremation – Child (1 year old to 15 years old)		No Fee
Cremation – Infant (Less than 1 year old)		No Fee
Cremation Fee (Hospital Management/Local Authority)		592.00
Extension to service		140.00
Disposal of cremated remains from elsewhere		69.00
Recording of service onto CD		35.00
Recording of service onto DVD		71.00
Webcast Service		71.00
CASKETS & URNS*		£
Oak Casket (Standard)		38.00
Oak Casket (Small)		30.00
Polytainer, Baby Polytainer, Eco Box		6.00
Mandalay Urn (Burgundy, Blue)		54.00
Large Urns (i.e. Mendip, Pennine, Cairngorm, Brecon)		179.00
Keepsakes (i.e. Mendip, Pennine, Cairngorm, Brecon, Small Cariad Heart)		36.00
Cariad Heart Keepsake (Large) (Red,Blue,Gold,Silver)		71.00
Cariad Necklace (Heart, Ribbon, Teardrop, Cylinder or Cross)		71.00
Cariad Bracelet (Heart or Flask)		107.00
The Memory Bear		36.00
BOOK OF REMEMBRANCE		£
2 Line entry	£44.17 + £8.83 VAT	53.00
5 Line entry	£85.83 + £17.17 VAT	103.00
8 Line entry	£127.50 + £25.50 VAT	153.00
Emblem/Badge	£40.00 + £8.00 VAT	48.00
2 Line Memorial Card	£13.33 + £2.67 VAT	16.00
5 Line Memorial Card	£20.00 + £4.00 VAT	24.00
8 Line Memorial Card	£26.67 + £5.33 VAT	32.00

MEMORIAL GARDEN		£
Memorial Vase Block Including plaque and lettering	£420.83 + £27.17 VAT	448.00
Memorial Vase Block Lease Renewal 10 year lease	VAT exempt	285.00
Sanctum 12 & Plaque (20 years) Including 1 st 80 letters	£1132.83 + £27.17 VAT	1160.00
Sanctum 12 & Plaque (40 years) Including 1 st 80 letters	£1757.83 + £27.17 VAT	1785.00
Extension of lease from 20 to 40 years	VAT exempt	625.00
Replacement Plaque Including 1 st 80 letters	£135.83 + £27.17 VAT	163.00
Additional Lettering (per letter)	£2.42 + £0.48 VAT	2.90
Second Interment in Sanctum Burial Vaults	VAT exempt	105.00

*To view our full range of urns and caskets visit our website
gwentcrematorium.org.uk