

Agenda



Greater Gwent Cremation Joint Committee

Date: Monday, 24 September 2018

Time: 2.00 pm

Venue: Committee Room 1 - Civic Centre

To: Councillors R Clark (Chair), Evans, D Davies, R Jeavons, Edwards, Parsons, Jones, Williams, Simmonds, Taylor and Tom

Item	Wards Affected
1	<u>Apologies for Absence</u>
2	<u>Declarations of Interest</u>
3	<u>Minutes of the Previous Meeting</u> (Pages 3 - 6)
4	<u>Facilities Management</u> To receive an oral update from the Newport Norse representative
5	<u>Amendments to the Annual Accounts Return</u> The revised Annual Statement will be distributed on the day.
6	<u>Funeral Director's Report</u> To consider any issues raised by local Funeral Directors
7	<u>The Federation of Burial and Cremation Authorities: Inspection Report</u> (Pages 7 - 12)
8	<u>Manager's Report</u> (Pages 13 - 14)

This page is intentionally left blank

Minutes



Greater Gwent Cremation Joint Committee

Date: 13 June 2018

Time: 2.00 pm

Present: Councillors P Edwards (BGCBC) (in the Chair), R Jeavons (NCC), B Jones (MBC), J Taylor (CCBC) and M Edwards (BGC)

Gareth Price (Head of Law & Regulation), Joanne Hazlewood, Paul Dundon, Joanne Gossage (Green Services Manager) and Meirion Rushworth (Head of Finance)

In Attendance: S Tom, Association of Funeral Directors

Apologies: Councillors Evans, D Davies, Williams and Simmonds

1 Appointment of Chair

In accordance with the rota of Authority nomination for Chairman, the position was moved and seconded to Councillor P Edwards (Blaenau Gwent County Borough Council) for 2018/19.

Agreed

That Councillor P Edwards (Blaenau Gwent County Borough Council) be appointed as Chairman for 2018/19.

2 Appointment of Deputy Chair

In accordance with the rota of Authority nomination for Deputy Chairman, the position was moved and seconded to Councillor R Jeavons (Newport City Council) for 2018/19.

Agreed

That Councillor R Jeavons (Newport City Council) be appointed as Deputy Chair for 2018/19.

3 Apologies for Absence

As above.

4 Declarations of Interest

None received.

5 Minutes of the Previous Meeting

The minutes of the meeting of 14 January 2018 were submitted.

Item 5 Facilities Management

Correction to the Minutes: only one elevation was re-rendered.

Item 6 Manager's Report

It was proposed and agreed at the meeting that the 24 hours-notice regarding the £300 fine be extended to 48 hours.

Agreed:

That the hours of notice be extended from 24 hours to 48 hours.

That the Minutes were accepted subject to the above.

6 Final Draft Accounts 2017/18 - Report to follow

J Hazlewood distributed the Annual Return for 2017/18. It was requested that the Annual Return be approved by the Committee and once confirmation by Internal Audit had been completed, would be brought back to September's meeting for signing off.

The Finance Business Partner – Systems went through the balances and the use of accumulated surplus. A breakdown of the balances for each of the five authorities were provided to the committee members.

Finally, it was recommended that a reserve be set by the committee with regard to the accumulated surplus. After brief discussion it was agreed that the reserve remain as £1M.

The Committee had no further questions regarding the draft accounts.

Agreed:

That the annual return be approved subject to Audit.

That there would be a distribution of each council's share of the balances of £1.4 Million, leaving a reserve of £1 Million.

7 Facilities Management - Verbal Update

The Norse representative informed the Committee that minor works was being planned for the exterior of the lodge along with the garage next to the lodge.

8 Funeral Director's Report

The representative for the National Association of Funeral Directors raised concern over several issues:

- The 48 hours extension had been agreed under item 4 which was a satisfactory result.
- There was a charge of £80 by the Gwent Crematorium to return those ashes to the Crematorium which were to be interred in to the garden of remembrance. This gave cause for concern regarding the cost implications on families with financial issues. It was explained that the fee was as a result of a decision made by the Cremation Committee last year, however this was to reflect the administering task involved in this process. There was also a discussion regarding keepsake containers.
- Several light bulbs were not working at the front of the chapel this had occurred over the past three to four months. There was a cost issue regarding the call out fees for maintenance and it was felt that it would be more cost effective to call out Norse to address a collection of minor works rather than deal with one fault at a time. The discussion would be fed back to Norse and raised at the next meeting. It was however noted and the light bulbs would be replaced immediately.

- It was also felt that overall, that there were areas of the Crematorium in need of repair. The Superintendent Registrar would meet with Norse and discuss the aesthetic maintenance of the Crematorium.

Finally it was suggested that a stake holder meeting should take place twice a year to address any issues that might be raised, such as the aforementioned.

9 **Manager's Report**

The Superintendent Registrar put the Crematorium forward for Wales in Bloom under the public buildings category. The Committee would be informed as to the outcome in due course.

It was noted that the monthly figures still appeared to show that there was a fall in bookings; this would be in relation to the recent opening of the new Crematorium in Llanwern. This did however mean that there was no issue with time slots.

There was an ongoing scheduled maintenance of the cremators, which were being completely re-bricked. No disruption to the services were anticipated, whilst work was being undertaken.

The results for the Green Flag award under the ground maintenance category were also due in the summer.

There had been a lot of compliments by customers on the bedding in the grounds.

Letter from the Federation of Burial and Cremation Authorities

The Committee was shown a letter to Chief Executive of Newport City Council regarding a proposed visit by federation members on 4 July 2018. Members of the Federation executive committee would pay a visit to the Crematorium and a written report of the findings would be sent to the Chief Executive. The Federation requested that a senior member of the committee attend, it was therefore suggested that the Chair or Deputy Chair attend when the visit took place.

Agreed:

That Councillor P Edwards the newly elected chair would attend.

10 **Date of Next Meeting: Wednesday 12 September 2018**

This page is intentionally left blank

By virtue of paragraph(s) 12 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 12 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Manager's Report

Statistics

Website

In the past 28 days to date, there have been approximately 12600 views of the crematorium web pages.

MEMORIAL SALES

MONTH	VASE BLOCKS	SANCTUM 12	LEASE RENEWALS
Jun 2018	6	1	5
Jul 2018	3	5	3
Aug 2018	6	1	4

CREMATIONS

	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
Jan	246	268	240	262	278	220*	254	278	254	283	298	279
Feb	254	258	243	262	254	200*	268	256	226	262	227	239
Mar	230	299	277	287	241	267	279	249	235	253	218	250
Apr	237	229	268	245	222	268	237	193	229	222	246	227
May	219	266	266	230	234	274	270	232	198	204	236	224
Jun	164	260	264	241	239	218	193*	232	235	206	201	224
Jul	186	219	211	237	257	211	175*	204	208	205	206	247
Aug	176	236	244	187	206	183	168*	241	198	191	223	220
Sep		228	228	232	204	194	158*	221	218	204	210	211
Oct		240	224	225	243	234	186*	233	232	225	251	241
Nov		251	239	249	222	226	176*	220	219	212	200	225
Dec		191	244	266	248	200	182*	234	227	238	234	207
	1712	2945	2948	2913	2848	2695	2546*	2793	2679	2705	2750	2794

**Figures marked with an asterisk are at times with reduced service provision due to the installation of mercury abatement plant.*

The cremation totals for the first 8 months of the calendar year are 323 lower than in 2017. Whilst there are clear revenue implications, the lead-in time for funerals is considerably lower, which has positive effects on the public perception of the service.

This page is intentionally left blank