

# Agenda



## Greater Gwent Cremation Joint Committee

---

Date: Wednesday, 29 September 2021

Time: 10.00 am

Venue: Live Event

To: Councillors J Taylor (Chair), Councillor R Jeavons, D Davies, S Evans, K Williams, Pratt, J Simmonds, Meredith and Moore

---

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>Gwent Crematorium Solar PV Lease Agreement</u> (Pages 7 - 18)
5	<u>Budget Monitoring Report 2021/22</u> (Pages 19 - 24)
6	<u>Visual Tribute Prices</u> (Pages 25 - 26)
7	<u>Funeral Director's Report</u> To consider any issues raised by local Funeral Directors
8	<u>Manager's Report</u> (Pages 27 - 30)
9	<u>Exempt or Confidential Items</u>  <b>Part 2: Not for publication as consideration of the report involves the likely disclosure of exempt information as defined in schedule 12 A of the Local Government Act 1972 (as amended) and the exemption outweighs the public interest in disclosure.</b>
a	<u>Facilities Management</u> (Pages 31 - 36) Refurbishment Project Feasibility Study Cost Plan
10	<u>Live Event</u> <a href="#">Join live event</a>

Contact: Meryl James, Governance Officer  
Tel: 01633 656656  
E-mail: [democratic.services@newport.gov.uk](mailto:democratic.services@newport.gov.uk)  
Date of Issue: 22 September 2021



# Minutes



## Greater Gwent Cremation Joint Committee

---

Date: 28 July 2021

Time: 10.00 am

Present: Councillors J Taylor (Chair), Councillor R Jeavons, J Hughes, S Evans, Pratt, J Simmonds and Moore

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

Apologies: Councillors K Williams and Meredith

---

### 1 **Declarations of Interest**

None received.

### 2 **Minutes of the Previous Meeting**

The Minutes of the meeting held on the 27 January 2021 were accepted as a true and accurate record.

### 3 **Draft Accounts Report 2020/21**

Members were asked to receive and approve the draft accounts position, and note that a £950,000 distribution was made to Constituent Authorities, as agreed, in line with budget expectations.

#### **Agreed:**

The Committee approved the draft accounts/annual statement, prior to audit, and agreed to use the surplus of £63,028 to increase balances to £1,437,303, which will enable the ongoing programme of essential works to continue.

### 4 **Facilities Management**

Norse representative submitted his report by email. Nothing major to report from a building maintenance perspective only the usual maintenance requests eg; fence and toilet repairs. As stated at the previous meeting Paul Dundon and K Donovan have been looking at ways to improve the current facilities. We have looked into improving the toilets and waiting area as well as a refurbishment of the Book of Remembrance room. We are now at the stage where we have created draft drawings and we are finishing off putting a cost plan together for the proposal.

I had originally planned to share the drawings at this meeting but having discussed it further with Paul we came to the mutual agreement that although a picture paints a thousand words, we do not believe that it would properly represent the difficulties of the current layout or the scale of the works required to make it an altogether better experience for the crematorium user.

Therefore, we would like to propose that the Committee seek a couple of volunteers to accompany Paul and myself for a walk around the building with the new drawings and witness first-hand what we are proposing.

Councillors John Taylor, Chair. Julian Simmonds, Jane Pratt and Roger Jeavons volunteered.

P Dundon and K Donovan to arrange the visit with the four Councillors.

This will enable us to finalise the drawings and prepare a cost plan ready to bring to the next Committee meeting to seek approval.

## 5 **Funeral Director's Report**

S Tom asked about increasing the service time as he had received a letter from a family who had a family cremation recently and they had less than 20 minutes because the previous funeral was slightly delayed. The Minister felt that some of their service needed to be omitted to keep to time. The increase in service time is included in the Manager's report below.

## 6 **Manager's Report**

Cremations were up in Jan and Feb compared to the same period last year however, in April they have dropped to 111 compared to last year.

In the past 28 days to date there have been approximately 14000 views of the crematorium web pages.

### Maintenance Issues

One of the emissions abatement streams is currently out of action due to a major internal water leak in the heat exchanger. Following advice the heat exchanger is being replaced in its entirety. This is due to be started on 26th June. Unfortunately, because of the need for heavy lifting gear on site, and the anticipated noise levels during the works, no services will be available on 28th and 29th June.

### Installation of Audio-Visual Equipment

The installation of equipment to allow visual tributes during services has been arranged. This will be combined with a full upgrade of the sound system, giving a better experience for families in the chapel and improving the sound levels for any people gathered outside the chapel. A second microphone will also be introduced so that there will be no need for people giving eulogies to share a lectern with celebrants. Dates for installation have not yet been finalised, due to supply issues with some of the specialist equipment required.

### Service Times

Because of issues with demand, it has not been possible until now to offer service times longer than 20 minutes without creating a backlog of services, to the detriment of families. However, since the provision of crematoria in the area has increased and demand has decreased. PD proposes a 45 minute service within each hour slot however, there needs to be some leeway to shift times in practice.

J Pratt reported she went to a cremation in Hampshire recently and the crematorium was modern with the service being streamed live with music.

When the crematorium first opened, the normal procedure was that a funeral service would take place in church or chapel, and then the crematorium was used as only a place for committal of the body. The increased secularisation of society has changed this practice and far more funeral services are held solely at the crematorium. The content of funeral services has also become more diverse and complex, and twenty minutes is simply not adequate.

It is proposed that the service times should initially be changed to 45 minutes within each hour. This will also give additional time to enable thorough cleaning of the chapel and preparation for the next service. However, there needs to be some flexibility in the initial arrangements to allow for unforeseen operational issues.

The Committee agreed to increase the Service time to 45 minutes within each hour starting from July 2021.

This page is intentionally left blank



# Report

## Greater Gwent Crematorium Joint Committee

---

### Part 1

Date: 29 September 2021

**Subject** **Provision of renewable electricity to Gwent Crematorium via community owned roof-mounted solar panels**

**Purpose** To allow the installation of solar panels via a community energy group to deliver carbon and revenue savings for the cremation services delivered from Gwent Crematorium. The community energy group would manage the installation and the ongoing operation and maintenance for 20 years.

**Author** Mathew Preece – Energy and Sustainability Assistant Manager

**Summary** A Welsh community energy group (Egni Co-op) are proposing to install solar panels on both flat and pitched roofs at Gwent Crematorium. The community energy group has already successfully installed 7,000 roof-mounted solar panels on 27 buildings owned by Newport City Council over the last 18 months. The installation of solar panels that are generating renewable electricity would result in significant carbon and revenue savings for the Joint Committee managing the crematorium. Due to the operational energy use of the building it has made it a very good candidate for this type of renewable energy generation installation. The community energy group would provide the solar panel installations free of charge and renewable electricity supply at up to 10% below the current electricity contract rates to EDF Energy for the solar power output for the next 20 years.

**Proposal** **Agree to roof-mounted solar panels to be installed at Gwent Crematorium, and allow Newport City Council Carbon Reduction Team to work with the community energy group (Egni Coop) to deliver the installation.**

**Action by** The Joint Committee for Gwent Crematorium

**Timetable** Action required between now and the next Joint Committee meeting to allow the drafting of the necessary lease documentation.

This report was prepared after consultation with:

- Gareth Price - Head of Law and Regulation (Newport City Council)
- Ross Cudlipp – Carbon & Sustainability Manager (Newport City Council)
- Richard Leake – Head of Procurement (Newport City Council)
- Daniel Morris – Head of Assets (Torfaen County Borough Council)
- Polly Ellis – Principal Solicitor (Torfaen County Borough Council)

**Signed**

## Background

In March 2019, Newport City Council were approached at a senior level by a Welsh community energy group named Egni Co-op with the offer of free solar panel installations and renewable electricity supply below our current contract rates for the solar power output.

The proposal was to establish a long list of potential sites suitable for solar PV installations in the first instance. Due to timescales for the first phase of installations, the community energy group could only consider buildings and assets owned and managed by Newport City Council. As part of the second phase of installations the community group are able to consider other buildings being managed by Newport City Council.



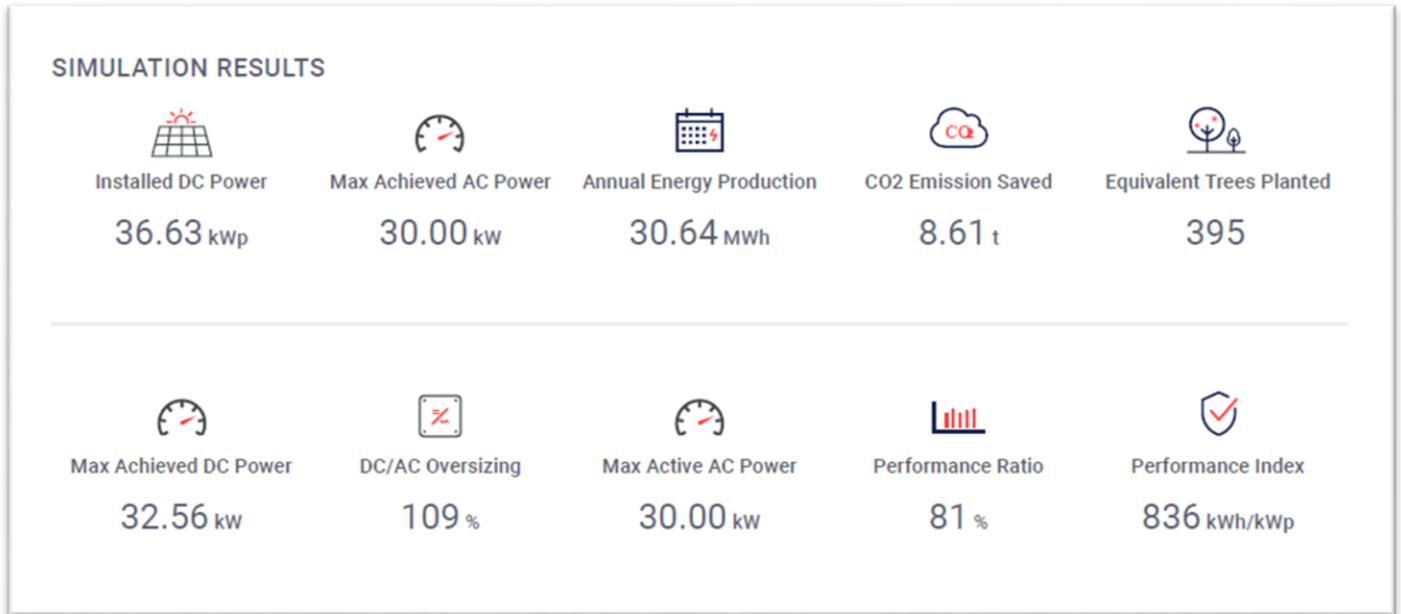
### The arrangement is:

- Egni Co-op takes a lease of the airspace with the building owner (Torfaen CBC) for 21 years and installs solar panels at their cost, using an experienced contractor.
- A Power Purchase Agreement is put in place to sell power from the panels to the site (Joint Committee) at a favourable rate.
- Egni Co-op will undertake all maintenance for the 21-year period and cover the costs of all of the necessary insurances.
- If for some reason the panels need to be removed for works during the 21-year period, Egni Co-op will pay for them to be taken down and re-installed during the term of the lease (21 years).
- Once the 21-year lease has finished, Egni Co-op can either transfer ownership of the installation to the Joint Committee or remove the installation at their cost.
- If the Joint Committee wishes to buy out an installation, the capital cost would be a proportion of the installation's capital value (+25% in year 1 for most sites) depreciated over 21 years in proportion to the buy-out year (straight line method). After buy-out, the Joint Committee managing Gwent Crematorium would receive greater revenue savings but also have great liabilities for the installations.

The community energy group Egni Coop would provide a turn-key solution to the Joint Committee, carrying out all the necessary preliminaries at their own cost which would include:

- Solar PV design work
- Grid Connection applications to WPD
- Structural surveys
- Legal work on draft leases and Power Purchase Agreements

Please find the solar panel design brochure attached. The following modelled results have been extracted for ease of reference.



## Reasons / Rationale

As part of the Welsh public sector, there is a requirement for whole of the Welsh Public Sector to decarbonise by 2030. The installation of on-site solar PV is one of the major solutions to truly decarbonising the electricity we consume.

Reasons for engaging with the proposal include:

### Environmental

- Would further assist the Welsh Public Sector to hit carbon targets (organisational and national).
- To support the Welsh Government's Low Carbon Pathway targets for 70% of energy consumed in Wales to be from renewable energy generated in Wales by 2030.
- To support the Welsh Government's targets for all new renewable projects to have an element of community ownership by 2020 and for 1GW of capacity to be in community ownership by 2030.

### Financial

- No financial investment required from the Joint Committee
- Ability to realise revenue savings for the site from year 1.
- Guaranteed reduced electricity rates via Power Purchase Agreement terms
- Over £30k revenue savings over 20years

### Other

- Opportunity to deliver significant amount of renewable energy capacity in a very short time frame, far more than possible delivering a scheme internally.
- Streamlined procurement as installation would be covered by contract variation on the existing OJEU direct award justifiable (VEAT notice) that was set up for the large scale roll-out across Newport City Council estate.

The Carbon Reduction Team of Newport City Council has already collaborated with and involved a range of stakeholders to develop the scheme internally, including Egni Co-op, Newport Norse, service areas and host sites themselves via communications and face-to-face engagements.

## Legal implications

As vested land owners Torfaen County Council would be the entity required to enter into 21 year roof space lease with the community energy group. Through the Joint Committee's approval for solar panel installation to proceed, it would be deemed that the Joint Committee view the requirement to utilise green renewable electricity as integral to the cremation services provided by the site.

## Timescales

The Joint Committees decision required as soon as practical, before next Quarterly meeting.

## Staffing Issues

There will be a very minimal requirement in terms of staff resource outside of the community energy group to manage this process. Newport City Council will adopt landlord responsibilities in terms of Construction Design and Maintenance regulations (2015).

## Financial Summary

This scheme will deliver revenue benefits through a reduction in energy bills from year 1, revenue benefits will increase in line with energy price rises (typically 3% per year) for the 20 year power purchase agreement period. This is shown in the financial model below, where immediate revenue savings of at least £1,184 will be realised for the first 12 months of operation. The Power Purchase agreement will dynamically track the annual electricity rates to ensure the Joint Committee are always receiving a reduced electricity rate compared to electricity purchased from the grid via the existing electricity provider EDF Energy.

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
revenue savings	£1,184	£1,220	£1,256	£1,294	£1,333	£1,373	£1,414	£1,456	£1,500	£1,545
cumulative savings		£2,404	£3,660	£4,954	£6,287	£7,660	£9,074	£10,530	£12,030	£13,575
	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15	Yr 16	Yr 17	Yr 18	Yr 19	Yr 20
Revenue savings	£1,591	£1,639	£1,688	£1,739	£1,791	£1,845	£1,900	£1,957	£2,016	£2,076
cumulative savings	£15,166	£16,806	£18,494	£20,233	£22,024	£23,869	£25,769	£27,726	£29,742	<b>£31,819</b>

## Risks

In terms of long term leases, the main risk is a site being demolished or sold and no alternative location being able to found for the equipment which would mean a the system would have to be bought out by the Joint Committee (at a depreciated value, based on number of years since commissioned).

<b>Risk</b>	<b>Impact of Risk if it occurs* (H/M/L)</b>	<b>Probability of risk occurring (H/M/L)</b>	<b>What is the Council doing or what has it done to avoid the risk or reduce its effect</b>	<b>Who is responsible for dealing with the risk?</b>
Unfavourable lease terms	M	L	The lease have been reviewed in detail by several officers including the Head of Law and Regulation to check terms. Newport City Council has already signed up to 27 separate leases of the same nature with the community group.	NCC Head of Law and Regulation
Site demolition or sale	L	L	Community Energy group working with Newport City Council have only considered sites with a high probability of longevity	NCC Carbon Reduction Team
Roof Replacement	H	M	The lease states that Egni Co-op will remove and replace the installation to facilitate roof works an unlimited number of times over the 20 year period.	NCC Carbon Reduction Team / Newport Norse / Egni Co-op
Procurement Challenge	M	L	Scrutinised level of variation to original contract agreed for installation of solar panels by NCC. Original contract notice published on OJEU.	NCC Head of Procurement / NCC Head of Law and Regulation
Torfaen CBC liabilities acting as Landlord via the lease	M	L	Due to the discharge of cremation service duties to the Joint Committee as per 2014 agreement, a separate agreement will be drafted to ensure TCBC are indemnified against any claims that could result from the Lease. Newport City Council will take on these liabilities.	NCC Head of Law and Regulation

## **Links to Local and National Policies and Priorities**

The Environment Act (Wales) 2016 mandates that Wales must achieve a carbon reduction of 80% on 1990 levels by 2050, to help meet this goal the Welsh Government is setting interim Carbon Budgets. Welsh Government has set out the requirement for the Welsh Public Sector to show leadership and become net carbon neutral by 2030.

In order to achieve carbon neutral by 2030, The Welsh Public Sector needs to undertake projects of a significant size and impact, such as the ambitions rollout of solar panels in a short timeframe.

### **Local issues**

No specific local issues.

## **Wellbeing of Future Generations (Wales) Act 2015**

The proposed scheme takes into account the long term needs of all Local Authorities as well as the short term by being implemented rapidly and through securing real carbon and revenue savings over a 20 year period.

The scheme helps to prevent/mitigate increased financial pressures experienced from energy price rises in over time; the carbon reductions from the scheme will help to prevent climate change.

### **Options Available and Considered**

#### Option 1 - Do Nothing

*Do not approve the installation of Solar PV panels on the rooves of Gwent Crematorium.*

This option would delay the decarbonisation of the Welsh public sector.

#### Option 2 - Deliver the scheme by another method

*Do not accept the lease agreement method proposed and work to deliver the scheme by another method.*

We do not feel this is currently a realistic proposition. Aside from the resource requirement, the financial case for Local Authorities to invest in building mounted solar PV is challenging. Even if 10-year, interest-free loans are taken, the 10-year paybacks on investment mean that there would be no net-revenue benefits for the first 10 years of the installation. There is also the added complexity of Torfaen CBC being vested land/building owners and as such there would need to be an amendment to the existing agreement for discharge of cremation services from the facility.

#### Option 3 – Proceed with the scheme

*Agree to the installation of solar panels on the rooves of Gwent Crematorium. Allow Newport City Council and Egni Coop to work together to deliver the scheme by end of this Financial Year.*

This option would assist the Joint Committee in achieving revenue savings and carbon savings.

### **Preferred Option and Why**

#### Option 3 – Proceed with the scheme

*Agree to the lease arrangement model proposed for the installation of solar panels on Gwent Crematorium and work to deliver the scheme by March 2020.*

The rationale for this recommendation is explained above and covers a range of benefits as compared to Options 1 and 2. The principle benefits being the delivery of renewable energy capacity, carbon savings, financial savings and community benefits.

**Dated: 22 September 2021**

## GWENT CREMATORIUM (PITCHED+FLAT)

Tre-Herbert Road, Cwmbran, NP44 2BZ, United Kingdom | 19 Aug 2021



### SYSTEM OVERVIEW

 99 PV modules

 1 Inverters

 50 Optimizers

### SIMULATION RESULTS



Installed DC Power

36.63 kWp



Max Achieved AC Power

30.00 kW



Annual Energy Production

30.64 MWh



CO2 Emission Saved

8.61 t



Equivalent Trees Planted

395



Max Achieved DC Power

32.56 kW



DC/AC Oversizing

109 %



Max Active AC Power

30.00 kW



Performance Ratio

81 %



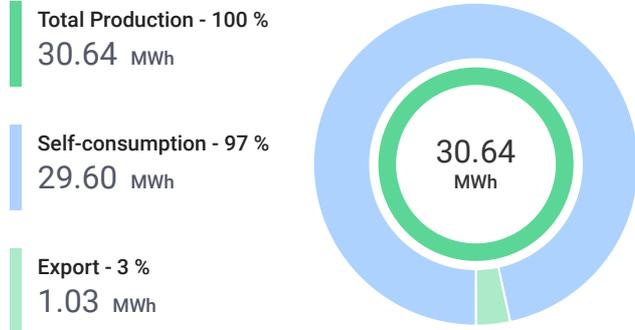
Performance Index

836 kWh/kWp

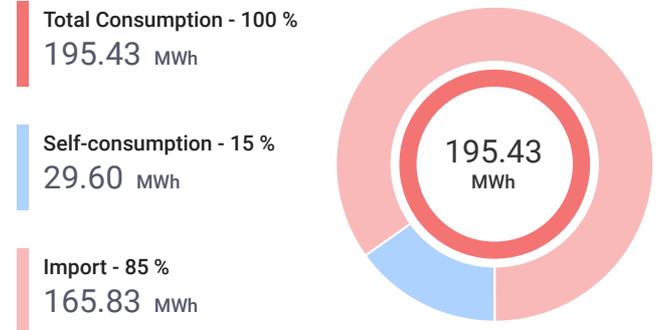
### GWENT CREMATORIUM (PITCHED+FLAT)

Tre-Herbert Road, Cwmbran, NP44 2BZ, United Kingdom | 19 Aug 2021

#### SYSTEM PRODUCTION



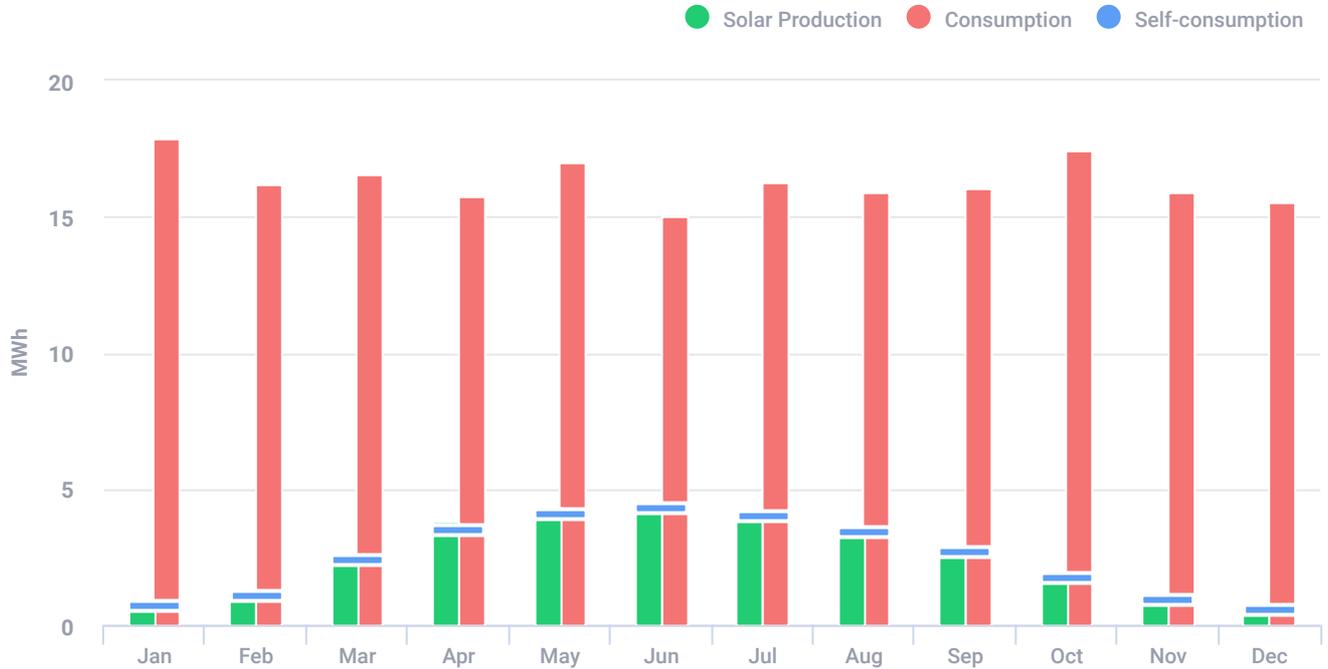
#### CONSUMPTION



## GWENT CREMATORIUM (PITCHED+FLAT)

Tre-Herbert Road, Cwmbran, NP44 2BZ, United Kingdom | 19 Aug 2021

### ESTIMATED MONTHLY ENERGY



Total clipped energy: 0%

Month	Solar Production (kWh)	Consumption (kWh)	Self-consumption (kWh)	Clipped Energy (kWh)
Jan	747	17,893	747	-
Feb	1,108	16,206	1,108	-
Mar	2,387	16,530	2,384	-
Apr	3,796	15,768	3,515	-
May	4,317	16,964	4,080	-
Jun	4,525	15,043	4,336	-
Jul	4,177	16,253	4,036	-
Aug	3,577	15,925	3,453	-
Sep	2,724	16,018	2,693	-
Oct	1,771	17,464	1,740	-
Nov	924	15,862	924	-
Dec	588	15,505	588	-

### PV MODULES

# Module	Model	Peak power	Racking type	Orientation	Azimuth	Tilt
51	JA Solar, JAM60S20-370/MR (1000V)	18.9 kWp			257°	45°

### GWENT CREMATORIUM (PITCHED+FLAT)

Tre-Herbert Road, Cwmbran, NP44 2BZ, United Kingdom | 19 Aug 2021

### PV MODULES (CONTINUED)

# Module	Model	Peak power	Racking type	Orientation	Azimuth	Tilt
36	JA Solar, JAM60S20-370/MR (1000V)	13.3 kWp			167°	10°
12	JA Solar, JAM60S20-370/MR (1000V)	4.4 kWp			167°	10°
<b>Total:</b>	<b>99</b>	<b>36.6 kWp</b>				

### BILL OF MATERIALS (BOM)

Items	Quantity
 SE30K	1
 P701	50
 JAM60S20-370/MR (1000V)	99

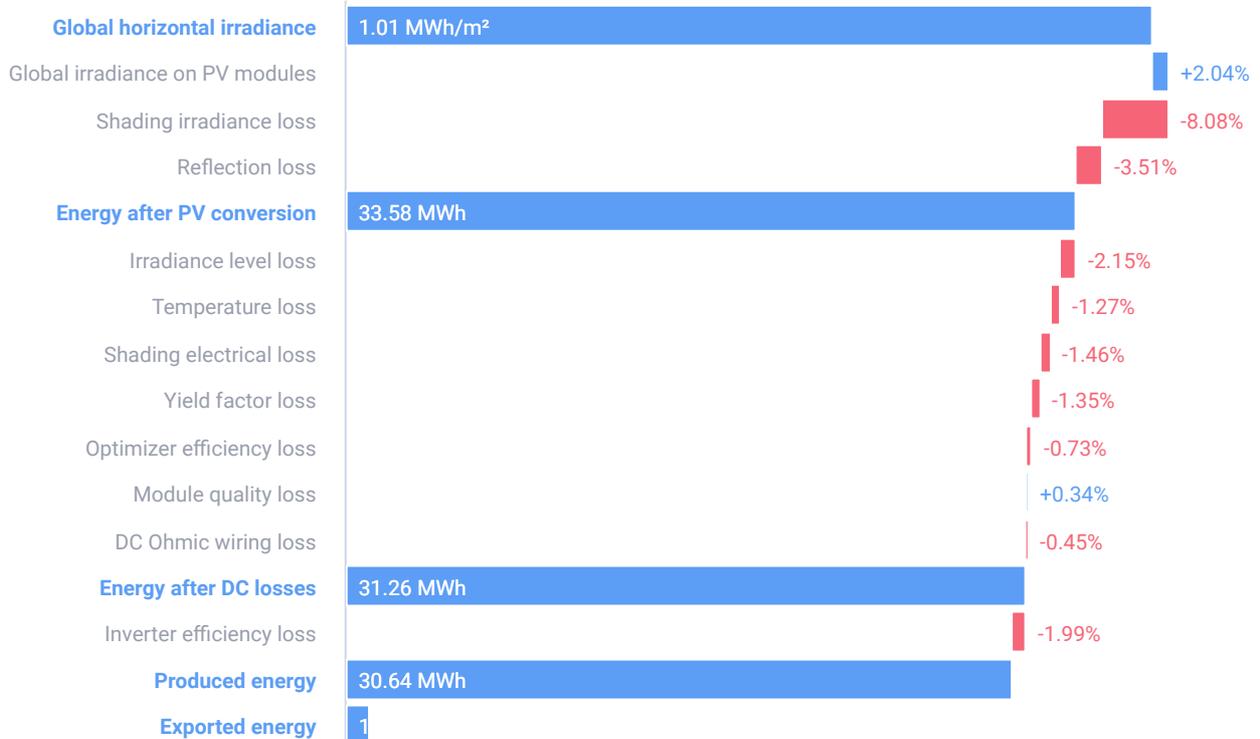
### ELECTRICAL DESIGN

Inverters & Storage	Strings per inverter	Optimizers per string	PV modules per string
 1 x SE30K 32.56kW   109%	∩ 1 x string	 18 x P701 (2:1)	 36
	∩ 1 x string	 16 x P701 (2:1), 1 x P701 (1:1)	 33
	∩ 1 x string	 15 x P701 (2:1)	 30

## GWENT CREMATORIUM (PITCHED+FLAT)

Tre-Herbert Road, Cwmbran, NP44 2BZ, United Kingdom | 19 Aug 2021

### SYSTEM LOSS DIAGRAM



### SIMULATION PARAMETERS



#### LOCATION & GRID

Time zone	BST (London)
Weather station	Chepstow (22.07 km away)
Station altitude	81 m
Station data source	Meteonorm 7.1
Grid	400V L-L, 230V L-N



#### LOSS FACTORS

Near shading	Enabled
Albedo	0.20
Soiling/Snow	0%
Incidence angle modifier (IAM), ASHRAE b0 param.	0.05
Thermal loss factor U <sub>c</sub> (const) Flush mount	20
Thermal loss factor U <sub>c</sub> (const) Tilted	29
LID loss factor	0%
System unavailability	0%

This page is intentionally left blank



# Report

## Greater Gwent Crematorium Joint Committee

---

### Part 1

Date: 29 September 2021

**Subject** Budget Monitoring Report 2021/22

**Purpose** To consider the budget monitoring position for 2021/22 to end of August

**Author** Joanne Hazlewood

**Ward** General

**Summary** To provide the Committee with up to date budget monitoring data and summary analysis

**Proposal** The Committee is asked to consider the budget position, and the potential impact on reserves, if we maintain the current level of distribution

**Action by** Head of Finance

**Timetable** Immediate

**Signed**

## Background

### Financial Summary

	<b>FY Budget</b>	<b>Actual to 31 Aug</b>	<b>Forecast</b>	<b>Variance to Budget</b>
<b>Total INCOME</b>	<b>(1,391,040)</b>	<b>(417,025)</b>	<b>(1,137,000)</b>	<b>254,040</b>
<b>Employees</b>	334,139	133,722	329,830	(4,309)
<b>Premises</b>	350,184	258,320	506,004	155,820
<b>Transport</b>	1,010	38	400	(610)
<b>Supplies &amp; Services</b>	180,623	49,376	172,528	(8,095)
<b>Capital Financing</b>	53,161	0	53,161	0
<b>Total EXPENDITURE</b>	<b>919,117</b>	<b>441,456</b>	<b>1,061,923</b>	<b>142,806</b>
<b>(SURPLUS) / DEFICIT</b>	<b>(471,923)</b>	<b>24,431</b>	<b>(75,077)</b>	<b>396,846</b>
<b>Less Budgeted Distribution</b>	<b>950,000</b>		<b>950,000</b>	
<b>Decrease to Balances</b>	<b>478,077</b>		<b>874,923</b>	

### Potential impact on Reserves at 31<sup>st</sup> March 2022

Reserves b/f £1,437,303	<b>959,226</b>		<b>562,380</b>	
----------------------------	----------------	--	----------------	--

When the estimates were approved by Committee, it was agreed to maintain the current level of distribution for this financial year, by drawing from reserves, however in light of the most recent data, the potential reserves drawdown indicates that Committee balances would be reduced to just over 500k.

### Explanation of projected variances

**Premises** – the over spend can be largely attributed to the installation cost of a replacement heat exchanger unit and fan for the mercury abatement equipment. This was necessary expenditure, as without it, 2 cremators would be inoperable.

Premises related costs have increased by 44% in the last 4 years, and this is due to the age and nature of the equipment at the crematorium.

**Supplies & Services** – 8k underspend is due to there being surplus budget held for the bulk purchase of burial memorials during the financial year. The projected surplus in supplies and services is less than previous years, as it has been partly offset by additional committed expenditure for a database upgrade, and also the revenue budget is holding the costs of the full audio upgrade, which was one of the items previously agreed by Committee to come out of reserves.

**Income** – the position as at the end of August, is showing a forecast of £254k less income than budgeted, and the table below highlights that this is due to the decrease in cremation numbers compared to the same period last year, however Gwent Crematorium have improved their offering, as agreed by Committee, by having a full audio upgrade, including external speaker replacement, and the ability to show visual tributes during the service. Longer service times have also been introduced, and in the last 2 months there has been an increase in cremation numbers. Income will be monitored closely going forward, but we hope to report a more favourable position at the next meeting, if cremation numbers continue to rise.

<b>Cremation numbers:</b>	<b>20/21</b>	<b>21/22</b>	<b>Variance</b>
<b>Apr</b>	223	111	-112
<b>May</b>	240	93	-147
<b>Jun</b>	140	83	-57
<b>Jul</b>	91	100	9
<b>Aug</b>	98	121	23
<b>Adult cremation fee £828</b>	<b>792 655,776</b>	<b>508 420,624</b>	<b>-284 235,152</b>

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Projected shortfall of £874k	H	H	To ensure the £950k distribution can be met, the Committee will need to make a substantial draw on reserves	Head of Finance
Increase in building maintenance costs	H	H	Replacement of boiler/fan to ensure the operation of 2 cremators, and reduce ongoing maintenance costs	Head of Finance

## Links to Council Policies and Priorities

The overall aim of this budget monitoring is to ensure the efficient and effective running of the crematorium, making best use of resources, to provide the delivery of the crematorium services and provide a distribution of surpluses to constituent authorities

### Options Available and considered

1. To note the budget monitoring position as at the end of August, and the potential impact on the level of reserves currently held, which was to enable the ongoing programme of essential works to continue
2. To note the budget monitoring position as at the end of August, and consider reducing the level of distribution for this financial year, to enable the ongoing programme of essential works to continue

## **Preferred Option and Why**

To note the current budget monitoring position and consider reducing the distribution for this financial year, to enable the ongoing programme of essential works to continue

## **Comments of Chief Financial Officer**

The financial forecast this year shows some significant issues and risks. Maintaining the budgeted distribution is unlikely to be prudent based on the forecast figures shown, as it would leave very little reserves, and will need to be discussed in detail in the Committees next meeting, when there should be more certainty on the forecasts. The income levels seem to be stabilising at this point and will need to be reviewed for longer, to ensure that is sustained and is reflected in the impact on forecast income. In addition to the above, the level of reserves is unlikely to be sufficient to maintain the distribution at £950k across the Gwent Councils in 2022/23 and onwards. Options will need to be considered in the next meeting when there is more certainty on this current year's financial position and reserve position.

I have asked finance staff to liaise with other Gwent Councils and provide them with details of the potential risk to maintaining the distribution in order for them to plan their medium term and 2022/23 budget position. This will then need to be confirmed after the Committee's next meeting but prior notice of the potential risk for their consideration would be helpful and necessary for them.

## **Comments of Monitoring Officer**

There are no legal issues arising from this report

## **Comments of Head of People and Business Change**

There are no HR or People and Business Change related matters arising from this report

## **Comments of Cabinet Member**

The Cabinet Member has approved the report

## **Local issues**

Not applicable

## **Scrutiny Committees**

Not applicable

## **Fairness and Equality Impact Assessment:**

- **Wellbeing of Future Generations (Wales) Act 2015**

In the main, this is not applicable as the accounts are a backwards looking document, reporting on facts as at 31st August 2021. In saying this, the Committee are mindful of the Act when considering financial issues and the reserves and provisions in the Crematorium accounts and how these contribute to the achievement of the Act, in particular securing financial resilience and managing risks.

- **Equality Act 2010**  
Not applicable
- **Socio-economic Duty**  
Not applicable
- **Welsh Language (Wales) Measure 2011**  
Not applicable

**Crime and Disorder Act 1998**  
Not applicable

**Consultation**  
Not applicable

**Background Papers**  
Not applicable

Dated: 22 September, 2021

This page is intentionally left blank

## Greater Gwent Cremation Committee

### Visual Tributes

In response to a request from Cllr Jeavons (Newport City Council), the following briefing also notes prices from neighbouring crematoria.

The pricing structure for visual tributes has been set in accordance with recommendations from the suppliers, and with a view to being locally competitive. The price for the nearest equivalent service from our competitors in the Greater Gwent area is also shown.

	Gwent	Langstone & Sirhowy Valley
Single still image	£18	£20
Slideshow – max 25 images, no music	£38	£65
For every additional 25 images	£21	£25
Slideshow-max 25 images, with music	£75	£80
For every additional 25 images	£21	£25
Family video file	£18	£20

This page is intentionally left blank

## Manager's Report

### Statistics

#### MEMORIAL SALES

MONTH	VASE BLOCKS	SANCTUM VAULTS	LEASE RENEWALS – vase blocks	LEASE RENEWALS - vaults
JANUARY	2	3	12	1
FEBRUARY	7	2	6	0
MARCH	6	0	12	3
APRIL	3	2	4	3
MAY	5	0	7	2
JUNE	1	3	15	3
JULY	2	4	17	2
AUGUST	2	3	7	0

#### CREMATIONS

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Jan	241	211	233	246	268	240	262	278	220	254	278	254	283
Feb	225	197	211	254	258	243	262	254	200	268	256	226	262
Mar	148	196	204	230	299	277	287	241	267	279	249	235	253
Apr	111	223	178	237	229	268	245	222	268	237	193	229	222
May	93	240	195	219	266	266	230	234	274	270	232	198	204
Jun	83	140	150	164	260	264	241	239	218	193	232	235	206
Jul	100	91	212	186	219	211	237	257	211	175	204	208	205
Aug	121	98	165	176	236	244	187	206	183	168	241	198	191
Sep	142**	149	181	173	228	228	232	204	194	158	221	218	204
Oct		141	206	193	240	224	225	243	234	186	233	232	225
Nov		186	169	190	251	239	249	222	226	176	220	219	212
Dec		215	197	166	191	244	266	248	200	182	234	227	238
		<b>2087</b>	<b>2301</b>	<b>2434</b>	<b>2945</b>	<b>2948</b>	<b>2913</b>	<b>2848</b>	<b>2695</b>	<b>2546*</b>	<b>2793</b>	<b>2679</b>	<b>2705</b>

\*\*preliminary figures – subject to amendment

#### Website

In the past 28 days to date, there have been approximately 17000 views of the crematorium web pages.

## **Installation of Audio-Visual Equipment**

The installation of the new audio visual equipment went to plan and is fully operational. The sound in the chapel and outside is hugely improved, and the visual tributes have proved very popular.

It is suggested that a replacement screen in the cloisters which would allow the visual tributes to be relayed there would be a good additional service to offer. Currently the screen is only capable of showing a general view of the chapel. I have obtained a cost for this of £2885.94 including the additional cabling, interfaces and installation.

## **Pricing Structure – discretionary items**

A number of amendments need to be made to the table of fees to reflect changes in services offered.

Orders placed for visual tributes after Wesley Media's 48 hour cut off £75  
(This directly mirrors the charge made by Wesley Media)

Record onto CD – **DELETE** (currently £46)

Record onto DVD/USB – **DELETE** (currently £92)

Downloadable MP4 video file	£92
Downloadable MP4 video file including visual tribute	£92
DVD or USB recording	£92
DVD or USB recording including visual tribute	£92

## **Service Times**

The increase in service times, together with increased numbers allowed in the chapel for services has been instrumental in increasing the number of funerals per month.

## **Extensions to services**

It is proposed that this service is dropped, now that the standard service times is 45 minutes.

## **Memorial Services**

It is proposed that the charge for the use of the chapel for a memorial service is set at the cost of a standard cremation fee minus the cost of an unattended cremation. Thus, £828-£450 = £378

### **Green Flag Award**

The crematorium has been successful in keeping its Green Flag Accreditation for the fifth consecutive year.

### **Charter for the Bereaved**

The crematorium has again achieved Gold Award status in the ICCM Charter for the Bereaved benchmarking scheme for the third consecutive year. The move to longer service times and the introduction of visual tributes will increase our score in the benchmarking, and will consolidate our position.

### **Retirement of Medical Referee**

Dr Bryan Wilcox, who has held the post of Medical Referee at the crematorium since 1982, and previously was deputy medical referee, is taking retirement from 30<sup>th</sup> September. Dr Wilcox is, I believe, the longest serving medical referee in the country. He has been an enormous asset the running of the establishment, and has been a wonderful friend and colleague to all the staff here. I am sure that the Committee will wish to pass on their good wishes to him in his retirement.

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