

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**  
**MERTHYR TYDFIL COUNTY BOROUGH COUNCIL**

**LLWYDCOED CREMATORIUM JOINT COMMITTEE**

**Minutes** of the meeting of the Llwydcoed Crematorium Joint Committee held at Civic Offices, Merthyr Tydfil on Thursday, 11 December 2014 at 2.00 p.m.

**PRESENT**

**Merthyr Tydfil County Borough Councillors**

A.Chaplin, D.Isaac and K. Moran

**Rhondda Cynon Taf County Borough Councillors**

H. Boggis, A.Crimmings, A.S.Fox and J.S.Ward

**Officers in Attendance**

Mr P. Mee – Service Director, Public Health & Protection

Mr A. Wilkins –Head of Legal Democratic and Corporate

Mrs L.Pike – Acting Group Accountant

Ms J Parish- Administration Manager and Registrar

Mr.C.Pritchard – Assistant Cemetery Manager

**18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Borough Councillor K. Morgan (Rhondda-Cynon-Taf County Borough Council) and County Borough Councillor A. Jones (Merthyr Tydfil County Borough Council).

**19 BEREAVEMENT OF FORMER VICE-CHAIRMAN OF THE LLWYDCOED CREMATORIUM JOINT COMMITTEE– COUNTY BOROUGH COUNCILLOR DAVID JARRETT**

The Chairman referred to the bereavement of County Borough Councillor David Jarrett, the former Vice-Chairman of the Joint Committee and Members stood in silence as a mark of respect and wished to convey their condolences to his family.

**20 DECLARATION OF INTEREST**

Members had no personal interests to declare in matters pertaining to the agenda.

**21 APPOINTMENT OF VICE-CHAIRMAN FOR THE REMAINDER OF THE 2014-15 MUNICIPAL YEAR**

**RESOLVED** to appoint County Borough Councillor A.Chaplin as Vice-Chairman of the Llwydcoed Crematorium Joint Committee for the remainder of the 2014-15 municipal year.

## **22 MINUTES**

**RESOLVED** to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 25 September 2014.

## **23 UPDATE – REPLACEMENT OF CREATORS**

The Service Director, Public Health & Protection introduced Mr. Martin Street and Ms. Rachel Stockton, the Project Managers for the replacement Cremators at the Crematorium, in order to provide an update to Members on the planned programme of works.

Members were informed that as Llwydcoed Crematorium is a Grade 2\* Listed Building, the project sought to sympathetically restore and preserve it for the future.

As the Crematorium provided a vital public service, the core aim of the project was to ensure that services continued to operate as efficiently as possible long into the future. The existing cremators would be replaced by new state of the art bariatric machines, capable of handling increased coffin sizes and a new abatement system would be more energy efficient and reduce pollution. There would also be a new Ash Processing room and an upgrade of the Catafalque in the Main Chapel.

The Project Managers stated that the project was as much about the people who used the building as it was about the equipment and the following would be provided to the benefit of Mourners, Funeral Directors and Staff:-

- Enlarged waiting room
- Equality Compliant Access to the Chapels and WCs and also wheel-chair spaces within the pews
- Facility for Witnessed Charging
- Dedicated Funeral Director Accommodation – Kitchenette, Lounge Area and WC with CCTV to Chapel
- Improved Staff Facilities – a large staff room; upgrade to Crematory level WC; new WC and Shower Room, New Office Space with better day-light and a Drying Area.
- Enhanced Health & Safety – Dedicated Ash Processing; Less collision risk when Raking; Better means of escape
- Future proofing – if permitted to add the Control Room, easier access in the future and greater energy efficiency.

It was pointed out that any adaptations to the building were subject to both Planning and Listed Building Consent. Applications had been submitted and by the end of January 2015, there should be a clearer picture of the programme of works and financial consequences.

The Project Managers then responded to questions from Members regarding the works to be undertaken.

Members noted that in order to minimise service disruption during the works, it was planned to undertake only six cremations a day as opposed to ten a day. The planned works would be undertaken during the Summer months and no “noisy” work would take place during the times of funeral services. Glyntaff Crematorium would be available as an alternative facility during this time.

The Chairman thanked the Projects Manager for attending the meeting and providing details of the project to date.

The Service Director, Public Health & Protection stated that he would provide a further update at the next meeting of the Committee.

## **REPORT OF THE SUPERINTENDENT AND REGISTRAR**

### **24 STATISTICS AND PERFORMANCE**

The Superintendent and Registrar presented her report providing Statistics and Performance relating to the operation of the Crematorium since the last meeting and it was **RESOLVED** to note the report.

## **REPORT OF THE TREASURER**

### **25 BUDGET MONITORING REPORT 2014/15**

The Committee considered the report of the Treasurer which provided details of the actual spend to 28 November 2014 and a projection of the final out-turn for 2014-15.

Following consideration of the matter, it was **RESOLVED** to note the report and that details of the amount paid to the Wales Audit Office for auditing the accounts be provided to the Committee at the next meeting.

### **27 CHAIRMAN'S ANNOUNCEMENT**

The Chairman announced that a Christmas Carol Service would take place at the Crematorium on Sunday, 21 December 2014 at 2 p.m. and refreshments would be provided following the service. The Chairman volunteered to undertake a Reading during the service.

### **28 RETIREMENT OF FORMER SUPERINTENDENT AND REGISTRAR**

The Committee was informed that the former Superintendent and Registrar, Mr.Clive Lewis, had retired in November 2014 and Members wished to place on record their thanks and appreciation to Mr.Lewis for all his hard work and commitment to the Crematorium over the years.

These minutes are subject to approval as an accurate record at the next meeting of the Joint Committee

It was agreed that a letter be sent to Mr.Lewis echoing these sentiments and wishing him all the very best for a long and happy retirement.

**H.BOGGIS  
CHAIRMAN**

The meeting terminated at 2.45 p.m.