

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

Minutes of the meeting held at Merthyr Tydfil County Borough Council Offices
on Thursday, 25 September 2014 at 2.08pm

PRESENT

Merthyr Tydfil County Borough Councillors

A. Chaplin, K. Moran

Rhondda Cynon Taf County Borough Councillors

H. Boggis

Officers in Attendance

Mr A. Wilkins –Corporate Solicitor, Legal & Democratic Services

Ms B. Gough – Senior Accountant

Mr G. Richards - Accountant

Ms J Parish- Administration Manager and Registrar

Mr. C. G. Lewis – Superintendent and Registrar

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

10. APOLOGIES FOR ABSENCE

An apology for absence was received from County Borough Councillors K. Morgan, A. S. Fox and (Mrs) J. S. Ward (Rhondda-Cynon-Taf County Borough Council) and A. Jones (Merthyr Tydfil County Borough Council).

11. DECLARATION OF INTEREST

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

12. MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on Thursday, 19 June 2014

REPORT OF THE SUPERINTENDENT AND REGISTRAR

13. STATISTICS AND PERFORMANCE

The Superintendent and Registrar presented his report and set out details of the Statistics and Performance for the Crematorium for the period. Members **RESOLVED** to note the report.

14. ANNOUNCEMENT

The Chair announced that Mr Clive Lewis will shortly retire from his position as Superintendent & Registrar at Llwydcoed Crematorium. Members wished to place on record their thanks to Mr Lewis for the good service he has provided to the Llwydcoed Crematorium and the Joint Committee over the years and they wished him all the very best for a long and happy retirement.

REPORT OF THE WALES AUDIT OFFICE

15. AUDIT OF FINANCIAL STATEMENTS

Mr Jeremy Saunders, Wales Audit Office, presented his report to Members in respect of the audit of financial statements for the Llwydcoed Crematorium Joint Committee.

The External Audit Manager outlined the process in relation to the audit of the accounts and explained that the audit work had been completed. Mr Saunders confirmed that there were no matters of concern to report or any issues that needed to be brought to Members' attention.

The Committee thanked the officers involved in the auditing process and **RESOLVED** to note the report.

REPORT OF THE TREASURER

16. AUDITED STATEMENT OF ACCOUNTS 2013/14 & BUDGET MONITORING REPORT 2014/15

The Senior Accountant presented her report to the Joint Committee relating to the audited statement of accounts for the financial year ending 31st March 2014. The report also provided Members with the Letter of Representation as issued by the Wales Audit Office.

As previously confirmed by the Wales Audit officer there were no material amendments to note as part of the audit process therefore the closing General Reserves remain unchanged from those reported to the Joint Committee on the 19th June 2014.

A number of key features of the 2014/25 Budget Monitoring report were highlighted and Members were referred to Appendix 3 as detailing the estimated reserves available as at the 31st March 2015 to fund the replacement of the cremators.

Members acknowledged the current financial position and **RESOLVED** to note:-

(a) The Statement of Accounts for the financial year 2013/14 (Appendix1) and associated Letter of Representation of the Joint Committee (Appendix 2)

(b) The 2014/15 budget monitoring update

17. URGENT ITEM

At the request of the Chair the Service Director Public Health & Protection presented a verbal update on progress to date regarding the replacement of the cremators and installation of mercury abatement equipment at the Llwydcoed Crematorium.

Following the process the largest and leading company in its field in the UK has been appointed to carry out the work at Llwydcoed Crematorium.

The Service Director Public Health & Protection reminded Members of the Grade 11 Listed Building status of the Crematorium and the implications this can have on the building works. The officer confirmed that the planning application and the second procurement exercise for the construction works will be carried out consecutively. Assurances were made to members of the Joint Committee that the work will come in on cost and within the reserves available to the Committee.

The Service Director Public Health & Protection proposed that the Project Manager attend the subsequent meeting of the Llwydcoed Crematorium Joint Committee in order to provide an update to Members in respect of the work.

It was confirmed that there would be minimum disruption to services at the crematorium during the building works (particularly if the cremators can be built off site) however the Service Director, Public Health & Protection reminded members of the committee that there would be a period of complete closure in order for the Abatement equipment to be installed. It was considered that the consultation exercise would help keep everyone informed of timescales and progress and arrangements would be put in place to re direct business to Glyntaff Crematorium as considered appropriate.

The Chair thanked the Service Director, Public Health & Protection for his update.

The meeting terminated at 2.20pm

H. Boggis
Chairman