

**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 Llwydcoed Crematorium on Monday, 18 May 2015 at 1.00 p.m.

**PRESENT**

**Merthyr Tydfil County Borough Councillor**  
A.Chaplin

**Rhondda Cynon Taf County Borough Councillors**  
A.Crimmings, H.Boggis and J.S.Ward

**Officers in Attendance**

Mr P. Mee – Service Director, Public Health & Protection  
Ms J Parish- Administration Manager and Registrar  
Mr.C.Pritchard – Assistant Cemetery Manager

**40 APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Borough Councillors A.Jones, D.Isaac and K.Morgan (Merthyr Tydfil County Borough Council) and County Borough Councillors K.Morgan and A.S.Fox (Rhondda-Cynon-Taf County Borough Council)

**41 DECLARATION OF INTEREST**

There were no declarations of interests in matters pertaining to the agenda.

**42 MINUTES**

**RESOLVED** to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 12 March 2015.

**REPORT OF THE GORUP DIRECTOR, COMMUNITY & CHILDREN'S SERVICES**

**43 ANNUAL GOVERNANCE STATEMENT – LLWYDCOED CREMATORIUM 2014/15**

The Committee considered the draft Governance Statement relating to the activities of Llwydcoed Crematorium during the 2014/15 financial year and following consideration thereof, **RESOLVED** to recommend its certification by the Chair of the Joint Committee, the Group Director,

Community & Children's Services and the Bereavement Services Manager in readiness for inclusion within the Crematorium's Statement of Accounts for 2014/15.

**44 WORKS PLANNED FOR REPLACING THE CREMATORS AND ABATEMENT EQUIPMENT AT LLWYDCOED CREMATORIUM**

In accordance with Minute No.34(2) (Llwydcoed Crematorium Joint Committee, 12 March 2015), the Committee undertook a site inspection at the Crematorium along with the Project Manager and Officers, in order to gain a fuller understanding of the planned works to replace the cremators and abatement equipment at the premises. Committee Members had previously been provided with an information pack in relation to the proposed works.

At the commencement of the inspection, the Service Director, Public Health & Protection confirmed that the Council's Development Control Committee had received the planning application for the works but the matter had now been referred to CADW for Listed Building Consent. A response from CADW was not anticipated until the end of July 2015 which results in delays to the overall programme of works. It was, therefore, anticipated, subject to CADW, that works were not likely to start on site until the end of September 2015 then work on ecology issues, including the bats roosting in the roof, would take place with Natural Resources Wales and a construction/refurbishment contractor would be appointed.

Members were informed that the Cremator Provider had already received the first of the staged payments and the cremators were in an advanced stage of manufacture. One of the cremators was already in storage owing to the delay and in this regard, a Member queried whether this would result in additional costs being incurred. In response, the Service Director, Public Health & Protection confirmed that it was anticipated that there would be unforeseen costs of between £7,000-8,000 although the overall project costs remain on target at the present time. He pointed out that no alternative storage facility could be found.

Members were informed of the changes planned and improvement works to be undertaken at various locations throughout the Crematorium building. It was noted that staff had been consulted on the proposals for the premises and their health, safety and operational needs had been fully considered in the plans. Monthly meetings take place with the staff and minutes were produced which were available for Members perusal, if required. Minutes were also available for Project Board and Steering Group meetings.

During the inspection, Members raised issues about ensuring adequate wheelchair access and space within the Main Chapel, the need to communicate with Funeral Directors during the period of works and the

need to keep the public aware of what was happening at the Crematorium via local press and the websites of both Merthyr and Rhondda Cynon Taf Councils. These issues were all being looked at by Officers at the current time.

With regard to meeting the majority of service requirements during the contract period to ensure minimum disruption with the exception of the 2 week shut-down period, the Service Director, Public Health & Protection proposed that consideration be given to extending each working day to allow for two additional cremations, i.e. Mondays-Thursdays. A query was raised regarding staff duties on Fridays and in response, Members were advised that Crematorium staff time would be fully utilised and appropriate on-site tasks allocated.

A query was also raised by a Member regarding the proposed change of use of the small waiting room adjacent to the smaller Chapel to a Manager's Office and she felt that to assist in promoting the use of the smaller Chapel, a waiting room was necessary. The Member then referred to the fact that the second house at the entrance to the Crematorium site was now empty and questioned whether this property would, in future, be used for storage and office space where future meetings of the Joint Committee could be accommodated.

The Service Director, Public Health & Protection confirmed the property concerned was currently vacant and there were no medium-long term plans regarding its usage. However, in the short term, it was intended to use the property for welfare purposes for the on-site contractors and in the meantime, its long term future use could be investigated and be the subject of a report back to the Committee in due course.

Following the inspection, the Chairman thanked the Officers for the information provided and it was **RESOLVED** –

- (1) To agree to extend the opening hours of the Crematorium to allow for two additional cremation each working day.
- (2) That the Service Director, Public Health & Protection updates the Chair of the Joint Committee on operational delivery issues throughout the contract period.
- (3) To receive a report at a future meeting of the Joint Committee on proposals for the future use of the empty property situated at the entrance of the Crematorium site.

**H.BOGGIS  
CHAIRMAN**

The meeting terminated at 2.50 p.m.