

**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 County Borough Council on Friday, 25 September 2015 at 2.00 p.m.

**PRESENT**

**Merthyr Tydfil County Borough Councillor**

A. Chaplin, A. Jones, D. Isaac and K. Moran

**Rhondda Cynon Taf County Borough Councillors**

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

**Officers in Attendance**

Ms J Lewis- Administration Manager and Registrar of Bereavement Services

Mr. C. Pritchard – Assistant Cemetery Manager

Mr S. Preddy – Group Accountant Community Services

Mr G. Gates –Senior Accountant for Leisure, Public Health & Protection

Mr R. De Benedictis – Leisure Operations Manager

Ms L. Coughlan - Solicitor

**10 APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Borough Councillors K.Morgan and A.S.Fox (Rhondda-Cynon-Taf County Borough Council)

**11 DECLARATION OF INTEREST**

There were no declarations of interests 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 26 June 2015.

**13 STATISTICS AND PERFORMANCE**

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

## **14 AUDIT OF FINANCIAL STATEMENTS REPORT**

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 work had been completed. Mr Saunders confirmed that there were no significant matters to report but Members' attention was drawn to the one identified misstatement regarding the new cremators. It was also confirmed that Letter of Representation set out in Appendix 1, which is provided in connection with the audit of financial statements, would need to be signed by the Chair of the Joint Committee.

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

## **15 REPORT OF THE TREASURER**

The Group Accountant presented his report in relation to the Statement of Accounts for the financial year ending 31<sup>st</sup> March 2015. Members were reminded that the draft Statement of Accounts for the Joint Committee was presented before Members on the 26<sup>th</sup> June 2015.

The Group Accountant highlighted a number of key features within the 2015/2016 Budget Monitoring Report and provided a summary position for 2015-16. It was noted that level of estimated reserves at 31<sup>st</sup> March 2015 had increased to fund the cost of the replacement cremators.

Members of the Joint Committee were referred to the Internal Audit Final Report set out in Appendix 4 of the report which had been published at the request of the Wales Audit Office in order to maintain effective oversight of financial management and reporting.

Following consideration of the report and in response to a query the Group Accountant assured Members of the Joint Committee that the Purchasing Card is well controlled, all transactions are recorded and strict protocols are in place to ensure that procedures are adhered to.

It was **RESOLVED** that Members approve and note:

1. The Statement of Accounts for the financial year 2014/15 (Appendix 1) and associated Letter of Representation of the Joint Committee (Appendix 2)
2. The 2015/16 budget monitoring update (Appendix 3)
3. The Internal Audit Final Report (Appendix 4)

## **16 EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the under-mentioned resolution:

**RESOLVED** that the press and public be excluded for the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 14 of Part 4 of Schedule 12A of the Local Government 1972 of the Act

## **17 PROGRESS REPORT ON CREMATOR REPLACEMENT**

The Leisure Operations Manager presented the report of the Group Director, Community & Children's Services in order to update Members with progress in relation to the work being carried out to replace the cremators at Llwydcoed Crematorium.

Following delivery of a detailed progress report further information was shared with Members of the Joint Committee in relation to the estimated timescales for completion of the works and to the tender process. Assurance was also given to Committee that regular discussions have and will continue to take place with all the relevant parties in order to minimise disruption and ensure advance preparations for the cremator replacement.

Members requested that Committee continues to be kept informed of progress and it was suggested that site visits could be arranged to the site to allow Members the opportunity to see the work as it progresses. The Leisure Operations Manager agreed to notify Committee via email of any major disruptions to services.

It was **RESOLVED** to note the contents of the report.

**A.JONES  
CHAIRMAN**

The meeting terminated at 2.30pm