

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

LLWYDCOED CREMATORIUM JOINT COMMITTEE

Minutes of the Annual General Meeting of the Llwydcoed Crematorium Joint Committee held at the Civic Offices of Merthyr Tydfil County Borough Council, Merthyr Tydfil on Friday, 22 July 2016 commencing at 2.00 p.m.

PRESENT

Merthyr Tydfil County Borough Councillors

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

Rhondda Cynon Taf County Borough Councillors

H. Boggis, A.S. Fox and (Mrs) J.S. Ward

Officers in Attendance

Ms. J. Lewis – Bereavement Services Manager

Mr. A. Wilkins – Head of Legal, Corporate & Democratic Services

Mr. S. Preddy – Group Accountant, Community Services

Mr. R. De Benedictis – Community Facilities Manager

1 APOLOGIES FOR ABSENCE

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

2 DECLARATION OF INTERESTS

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

3 ANNOUNCEMENT

County Borough Councillor (Mrs) J.S. Ward informed Members that Marilyn Moses, who is the wife of Adrian Moses - a former employee at the Crematorium, was recovering in hospital following major surgery and on receiving the news, the Committee **RESOLVED** to send a letter to Mrs. Moses wishing her all the very best for the future.

4 ELECTION OF CHAIRMAN OF LLWYDCOED CREMATORIUM JOINT COMMITTEE FOR 2016-17

RESOLVED to elect County Borough Councillor H. Boggis as Chairman of the Joint Committee for the 2016-17 municipal year.

5 APPOINTMENT OF VICE-CHAIRMAN OF THE LLWYDCOED CREMATORIUM JOINT COMMITTEE FOR 2016-17

RESOLVED to appoint County Borough Councillor K. Moran as Vice-Chairman of the Joint Committee for the 2016-17 municipal year.

6 MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Llwydcoed Crematorium Joint Committee held on 22nd March 2016 subject to it being noted that Councillor K. Moran (not K. Morgan) represented Merthyr Tydfil County Borough Council at the meeting.

REPORT OF THE CLERK

7 CALENDAR OF MEETINGS

Members were asked to consider the proposed calendar of quarterly meetings for the Joint Committee for the 2016-17 municipal year.

Members noted that it was proposed to hold each of the meetings at the Civic Offices of Merthyr Tydfil County Borough Council and a Member queried when a suitable meeting room might become available at the Crematorium for the Joint Committee to go back to holding its meetings there.

In response, Members were informed that Officers were currently investigating the future use of the former office building located at the entrance to the Crematorium site and this might include a suitable meeting room. A report on this matter would be presented to a future meeting of the Joint Committee for Members' consideration.

Following a discussion, it was **RESOLVED** to agree the calendar of meetings for the 2016-17 municipal year.

REPORT OF THE BEREAVEMENT SERVICES MANAGER

8 STATISTICS AND PERFORMANCE

In her report, the Bereavement Services Manager provided Members with Statistics and Performance figures relating to the operation of the Crematorium since the last meeting and following consideration thereof, it was **RESOLVED** to note the information.

REPORT OF THE GROUP DIRECTOR, COMMUNITY & CHILDREN'S SERVICES

9 ANNUAL GOVERNANCE STATEMENT – LLWYDCOED CREMATORIUM 2015/16

The Community Facilities Manager outlined the report which provided an overview and opinion on the governance arrangements in place at Llwydcoed Crematorium for the financial year 2015/16.

The draft Annual Governance Statement for the 2015/16 financial year relating to the activities of Crematorium was attached to the report as Appendix A which showed the overall annual governance arrangements for the 2015/16 financial year were considered to be satisfactory.

Following consideration of the report, it was **RESOLVED** to recommend the certification of the Annual Governance Statement for 2015/16 by the Chairman of the Joint Committee, the Group Director, Corporate & Frontline Services (Rhondda Cynon Taf County Borough Council) and by the Community Facilities Manager (Rhondda Cynon Taf County Borough Council) in readiness for inclusion within the Crematorium's Statement of accounts for 2016/17.

(**Note:** At this point in the proceedings (2.15 p.m.) the meeting was adjourned owing to a Fire Alarm procedure and the building had to be evacuated. Following this incident, the meeting reconvened at 2.25 p.m. to continue with business)

REPORT OF THE TREASURER

10 DRAFT ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2016

Members considered the report of the Treasurer which provided an unaudited Annual Return for the year ended 31st March 2016.

Members were provided with information relating to:

- The financial performance and movement of usable reserves
- General Fund Balances 2011/12 to 2015/16
- Balance Sheet for the year ended 31st March 2016

and following consideration thereof, it was **RESOLVED –**

(1) To note the report.

(2) To note the unaudited Annual Return for the year ended 31st March 2016 as presented.

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

- (3) That the Chairman of the Joint Committee signs the Approval and Certification Section of the Annual Return.

**H. BOGGIS
CHAIRMAN**

The meeting terminated at 2.32 p.m.