

LLWYDCOED CREMATORIUM JOINT COMMITTEE

10TH DECEMBER 2019

REPORT OF THE BEREAVEMENT SERVICES MANAGER

1. INSPECTION OF THE CREMATORIUM – FEDERATION OF BURIAL AND CREMATION AUTHORITIES

PURPOSE OF THE REPORT

- 1.1. The purpose of the Report is to update members with regard to the findings of the inspection of the Crematorium, undertaken by The Federation of Burial and Cremation Authorities. This inspection took place on the 7th August 2019.
- 1.2. The Crematorium was found to be in full compliance with all areas inspected. The inspection covered, Cremation Administration, Ceremony facilities, Cremation facilities, Crematorium Ground and Memorialisation, Service, Staff, premises and facilities.
- 1.3. The only area found to be deficient, was the fact that the Crematorium did not have a defibrillator present on site.
- 1.4. At the time of writing this report, a defibrillator is on order from the Welsh Ambulance Service.
- 1.5. The inspection report from the Federation of Burial and Cremation Authorities attached.

RECOMMENDATION:

That the inspection report received from the Federation of Burial and Cremation Authorities be noted.

2. ICCM - RECYCLING OF METALS SCHEME

PURPOSE OF THE REPORT

- 2.1. To update Members with regard to the ICCM Recycling Scheme.
- 2.2. As Members will be aware, Llwydcoed Crematorium is part of a National Scheme in respect of the recycling of metals following cremation.
- 2.3. In respect of the charity nomination for this period, the Chair and Vice Chair of the Joint Committee nominated the Mayor's fund for Merthyr Tydfil County Borough Council (Macmillan Cancer Support) to receive the donation.
- 2.4. The charity received a donation in the sum of £8,000 and a letter of thanks from the charity attached in the appendix to this report.

RECOMMENDATION:

That the report be noted.

3. PROPOSED CONVERSION OF CREMATORIUM HOUSE INTO MEETING ROOM/STORAGE FACILITY.

PURPOSE OF THE REPORT

- 3.1. Members have requested that the crematorium house, be converted into a meeting room in order to hold Joint Committee meetings on site at the Crematorium.
- 3.2. Corporate Estates have designed a scheme of works, together with costs of the project in the sum of £43,908.20.
- 3.3. The scope of works in this respect is to provide a DDA compliant Meeting Room and associated refurbished facilities. As follows:
 - To convert existing lounge of crematorium house to form meeting room adequate for 12 persons.
 - Soft strip existing lounge and kitchen area.
 - Provide new flooring, decoration
 - Install fire compliant ceilings.

- Install new fire rated internal doors to ground floor, install new fire rated door set to first floor to form fire compartmentation.
- Install new external DDA compliant access door with associated ramp and handrail from car park and external door rain canopy.
- Provide new DDA compliant WC room including wash hand basin
- Install new sink unit with single drainer and double cupboard under storage cupboard above.
- Soft strip first floor bathroom and convert to storage area.
- Recommission heating boiler
- Install new radiators to meeting room/kitchen/DDA toilet
- Connect hot and cold water services to new appliances
- Install mechanical ventilation to DDA toilet and kitchen
- Provision of fire alarm with out of hours auto dialler facility
- Provision of new distribution board and circuit protection devices
- External lighting
- Associated wiring to ventilation fans etc.
- New light fitting etc.
- Data/voice provision

Construction costs - £39,500.00

Professional fees - £4,408.20

Total Client costs - £43,908.20

3.4. **RECOMMENDATION:**

That member's approve the scheme and associated project costs.

THE FEDERATION OF BURIAL AND CREMATION AUTHORITIES

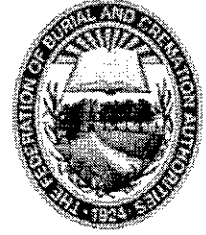
Britannia House, Caerphilly, CF83 3GG

T:02921679105 | E:secretary@fbca.org.uk | W:www.fbca.org.uk

Secretary & Executive Officer: Brendan J. Day MBA FICCM(dip)

Date: 26th September 2019

Ref: Llwydcoed Crematorium



Janet Lewis/ Ceri Pritchard
Llwydcoed Crematorium
Cwmynysminton Road,
Llwydcoed,
Aderdare,
CF44 0DJ

Dear Janet and Ceri,

Llwydcoed Crematorium

Reference my previous letter requesting permission for a programmed inspection of Llwydcoed Crematorium.

The inspection took place on 7th August 2019 and was undertaken by Michael Day. It involved scrutinising 6 separate key areas of the service delivered, through discussion and review of more than 80 points of interest. I should like to take this opportunity to thank the crematorium team for their cooperation.

I am pleased to be able to confirm that the inspection found Full Compliance with the statutory requirements relating to Cremation Administration and Cremation. However, the Crematorium Inspector did find one area where a service improvement could be made, in addition to making a number of observations (see attached report).

I look forward to receiving your proposed improvement plan to address these matters as soon as possible with an indicative timescale for completion. Should I not hear from you within the next 14 days I will contact you to offer assistance in this matter.

Once I have received and agreed your improvement plan, I shall be pleased to publish the result of the inspection online so your local communities can be reassured of the excellence of your facility. Should you have any concerns with this, please do not hesitate to contact us to discuss this further.

Report of Crematorium Compliance Inspector

Inspector: Michael Day

Location: Llwydcoed Crematorium

Date: 7th August 2019

Section	Question	Guidance	Result	Recommendation
Cremation Administration			Full Compliance	
Ceremony Facilities			Full Compliance	
Cremation Facilities			Full Compliance	
Crematorium Grounds and Memorialisation			Full Compliance	
Service and Staff			Full Compliance	
Premises and Facilities	12. Is there a defibrillator?	If yes, a process is in place - Excellent. If no process is in place - Requires Improvement.	No.	The installation of a defibrillator should be explored as a matter of urgency.

Inspector's Observations: A very well run and maintained site.
Very professional and committed staff.

MERTHYR TYDFIL COMMITTEE

Chairman : Mrs Hayley Hunt

Secretary : Mrs Jacqui Webb

**Treasurer : Mrs June Morgan, 9 Lakeside Gardens, Merthyr Tydfil. CF48 1EN
01685 371040**

**Janet Lewis,
Rhondda Cynon Taf JBC,
Llwydcoedd Crematorium,
Aberdare.
CF44 0DJ**

18th October 2019

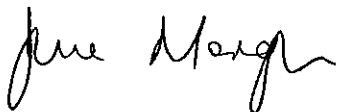
Dear Janet,

ICCM RECYCLING OF METALS SCHEME- DONATION OF SURPLUS

Please thank all those at the ICCM Recycling of Metals Scheme very much for the magnificent donation of £ 8,000.00, it is very rare that we receive such a substantial donation and we are truly grateful. It was kind of you to consider Macmillan for a donation, our official receipt is enclosed. We are fortunate this year to be the recipients of our local Mayor's appeal and all monies received by our local committee are ringfenced and can only be used to support local cancer patients and their families.

The aim of our Macmillan Cancer Support Committee is to provide the best Macmillian service possible for the local community, to improve the lives of people affected by cancer by providing financial, practical, medical and emotional support. Our local Macmillan team consists of specialist nurses supported by a dietician, physiotherapist, pharmacist and benefits advisor. The Macmillan Unit at Prince Charles Hospital has proved to be a great success with services being continually enhanced. All services are provided free of charge and are entirely funded with monies raised by local Macmillan committees and the generosity of our supporters with donations like yours.

Sincerely,



June Morgan, Treasurer Merthyr Tydfil Macmillan Committee

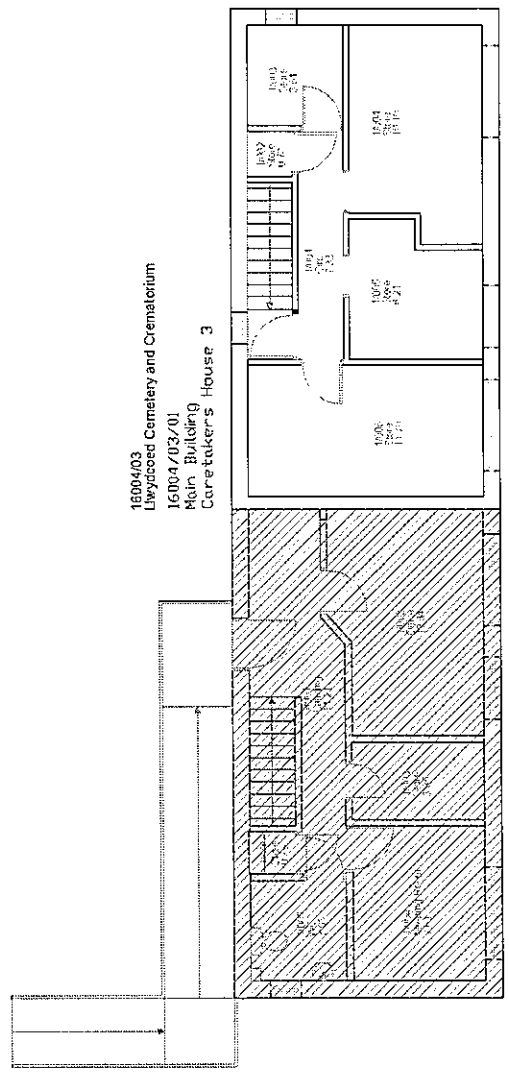
Questions about living with cancer? Call free on 0808 808 00 00 or visit macmillan.org.uk

A registered charity in England & Wales (261017), Scotland (SC039907) and the Isle of Man (604). Also operating in Northern Ireland. A company limited by guarantee. Registered in England and Wales number 2400969 and the Isle of Man number 4694F. Registered office: 89 Albert Embankment, London SE1 7UQ.

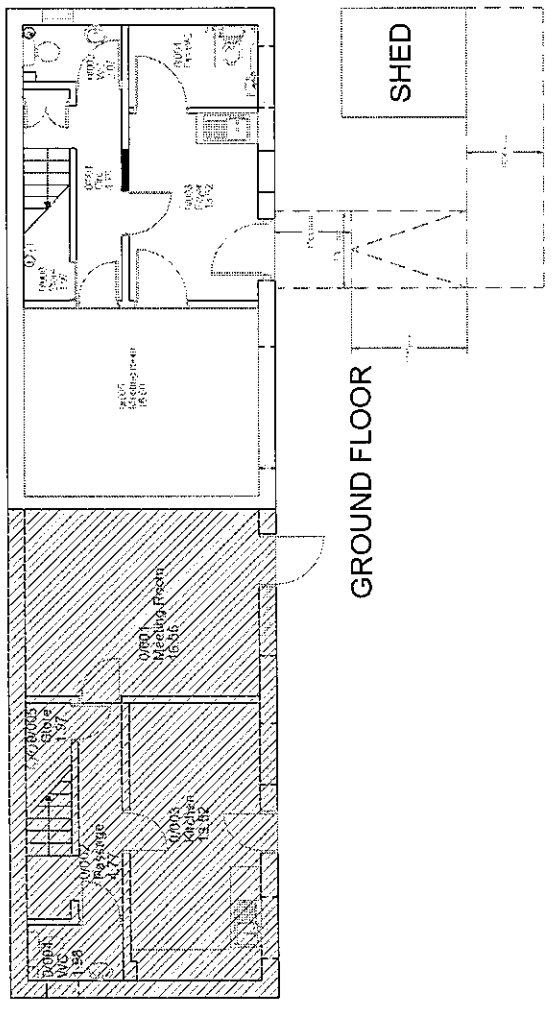
Printed using sustainable material. Please recycle.

Notes
 1. All dimensions must be taken, not
 copied from drawings.
 2. Any discrepancies in this drawing must
 be reported to the Supervising Officer
 immediately.
 3. Contractors must check all dimensions
 on site.

16004/03
 Llynedd Cemetry and Crematorium
 16004/03/01
 Main Building
 Caretakers House 3



FIRST FLOOR



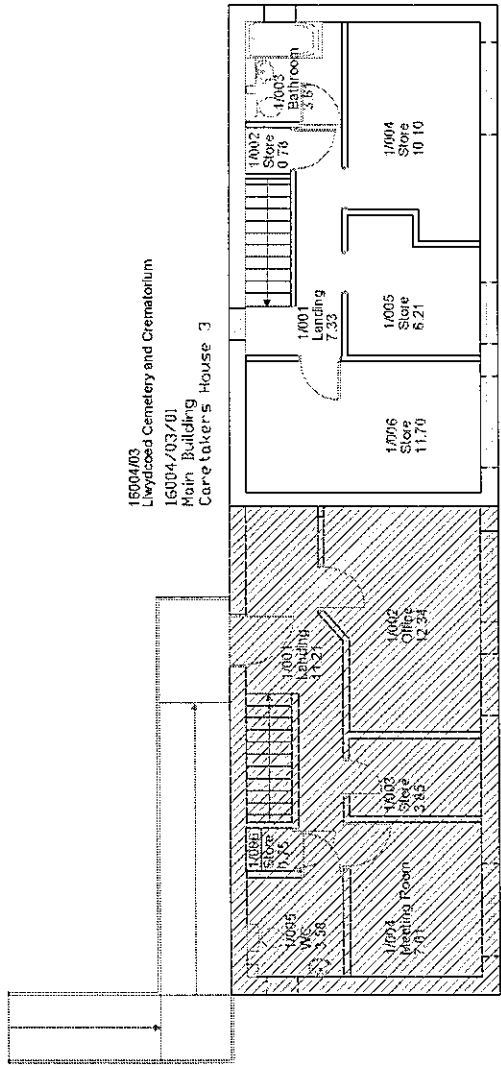
GROUND FLOOR

SHED

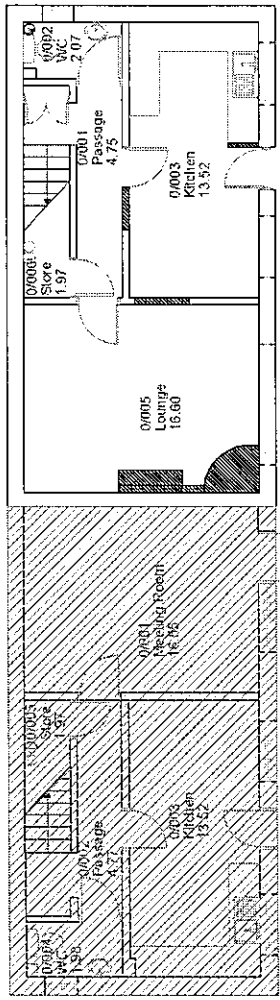
FRANKLIN & YOUNG TAFE
 Corporate Estate Management
 Rhodri Pridmore, Client Officer
 100, The Arcade, Cardiff, CF10 1AT
 TEL: 0300 010 1000
 WWW.FRANKLINANDYOUNG.CO.UK
CORPORATE MAINTENANCE

DATE	16/03/2016
BY	FRANKLIN & YOUNG TAFE
PROJECT	16004/03/01
REVISION	01
SCALE	1:100
PROJECT NO.	16004/03/01
DRAWING NO.	16004/03/01/01
DATE	16/03/2016

Notes
 Figure dimensions must be taken, not
 assumed.
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 immediately.
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FIRST FLOOR



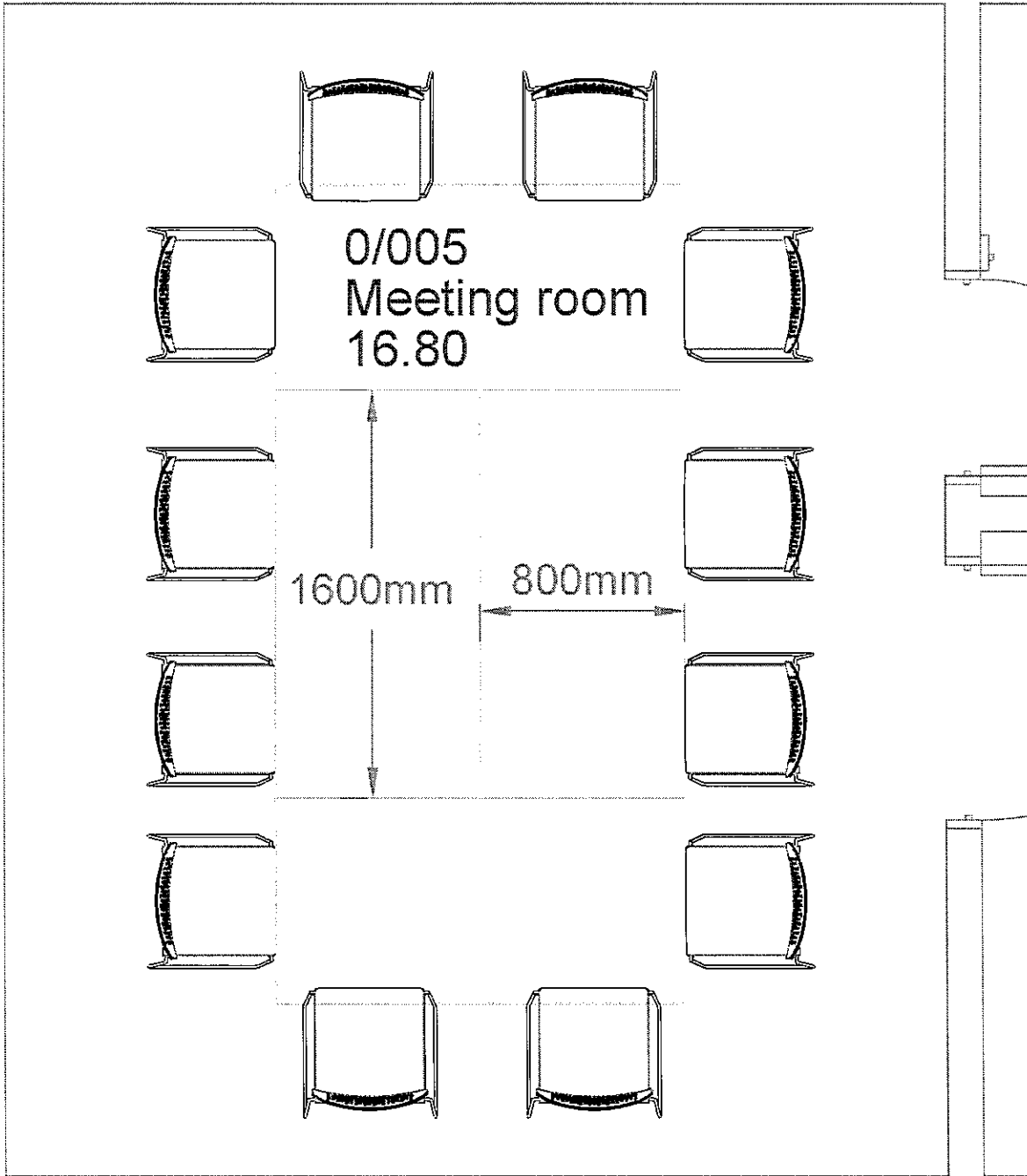
GROUND FLOOR

SHED



RICHMOND'S YOUTH TRAF
 Corporate Estate Management
 Rhodri Paulin Griffiths
 100, The Quadrant, Cardiff, CF10 1AT
 0303 200 0000
 CONFIDENTIAL - MAINTENANCE

DATE	BY	SCALE	NO.



NAME
Llwydcoed Crematorium
Admin block refurbishment

PROJECT
Seating

REVISION

DRAWING No

-

DRAWN BY
PY

SCALE
1/25@A4



STRONG HERITAGE / STRONG FUTURE
RHONDDA CYNON TAF
187 LADWARTH GARDEN | DYFFODD L LŶ

DATE
18/1/19

CHECKED
Draft

Corporate Estates
Management
Rheoli Eiddo'r Gorfforaeth
Tel/Ffon: 01443 744444
Fax/Ffacs: 01443 744466
Corporate Maintenance

Llwydcoed Crematorium Joint Committee

Report of the Bereavement Services Manager

Statistics and Performance

Cremations	
1970-2015	50038
2016	1258
2017	1480
2018	1527
Jan - Mar 2019	407
April – June 2019	366
July – Sept 2019	329
Oct 2019	120
Total to date	55525
Year to 31 March 2020	
Adults	806
Children	7
Stillbirths	2
NVF's	90
Body organs	0
Scattered	23
Interred	92
Released	700
Applications for memorials	
Book of Remembrance	3
Memorial Cards	0
Plaques on Plots	125
Plaques in Garden	2
Rose Bushes	5
Memorial Leaves	2

RECOMMENDATION:

To note the report