

Yeovil Crematorium & Cemetery Committee



Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 10th July 2019 at 6:00pm at Yeovil Crematorium, Bunford Lane, Yeovil.

Present:

Roger Brown	Yeovil Without Parish Council
Nicola Clark	South Somerset District Council
Tony Lock	Yeovil Town Council
Graham Oakes	South Somerset District Council
Mike Lock	Yeovil Town Council (from 6:05pm)
John Snell	Yeovil Without Parish Council
Rob Stickland	South Somerset District Council

In Attendance:

Barbara Appleby	Yeovil Without Parish Council Clerk
Amanda Card	Yeovil Town Council/Clerk to the Committee
Ross Eaton	Finance Specialist – South Somerset District Council
Glenn Ford	Cemetery Foreman, Yeovil Cemetery

There were no members of the press or public present.

Public Comment

6:00pm - the meeting commenced.

6:05pm – Cllr M Lock entered the room.

(1) Election of Chairman

The Clerk to the Committee called for nominations for Chairman.

It was proposed by Cllr G Oakes, and seconded by Cllr T Lock, that Cllr R Stickland be elected to serve as the Chairman for the ensuing year.

RESOLVED: that Cllr R Stickland be elected to serve as the Chairman for the ensuing year.

(2) Election of Vice-Chairman

It was proposed by Cllr G Oakes, and seconded by Cllr T Lock, that Cllr N Clark be elected to serve as the Vice-Chairman for the ensuing year.

RESOLVED: that Cllr N Clark be elected to serve as the Vice-Chairman for the ensuing year.

(3) Apologies for Absence

Cllr P Chandler; Paul Rayson (Crematorium Manager) and Chris Cooper (Environmental Services Manager – South Somerset District Council).

RESOLVED: to accept the apologies

(4) Declarations of Interest

There were no declarations made at this time.

(5) Minutes of the Previous Meeting

RESOLVED: that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 17th April 2019 be signed by the Chairman as a correct record, subject to Cllr R Stickland being highlighted as Vice Chairman, and that the dates of the future meetings be amended to what had been agreed at the previous meeting.

(6) External Examination Report

The Committee considered the External Audit Examination Report 2018/19. It was agreed to make the necessary amendments to the dates within the minutes as highlighted within the report.

RESOLVED: (1) to note the report; and (2) to make the necessary amendments to the dates within the minutes as highlighted within the report.

(7) Internal Examination Report

The Committee considered the Internal Audit Examination Report 2018/19. They were assured that all findings were satisfactory.

RESOLVED: to note the report.

(8) Outturn Report 2018/19

The Committee considered the Outturn Report 2018/19 from the Finance Specialist – South Somerset District Council.

RESOLVED: to note the Outturn Report 2018/19.

(9) Financial Statements 2018/19

The Committee considered the Financial Statements 2018/19 from the Finance Specialist – South Somerset District Council.

RESOLVED: to note the Financial Statements 2018/19.

(10) Update on Performance at Yeovil Cemetery

The Committee considered the report from the Cemetery Foreman. He confirmed that the laying of the remaining 25 memorials will be carried out over the winter period and that work on the common grave programme would also start, with hopefully 50 plots being available for July 2020.

Questions were raised regarding the digitalisation of cemetery records. The Registrar/Admin Manager said that although the cemetery records had now all been entered, they were being checked for accuracy, since they would be available on the website so that individuals looking for graves would be able to find them themselves. The project would also involve photographing headstone and attaching them to the records. She assured the committee that work would be completed by July 2020.

RESOLVED: to note the report.

(11) Crematorium Update

The Committee considered the report of the Crematorium Manager. The Registrar/Admin Manager clarified that there had been no internal applicants, so now the post will be advertised externally.

RESOLVED: to note the report.

(12) Statistics: April 2019 – June 2019

The Committee considered the report of the Registrar/Admin Manager. It was noted that 2018/19 had been unusually high.

RESOLVED: to note the report.

(13) Any other Business

The Dates of future meeting are as follows:

- 16th October 2019
- 15th January 2020

both to be held at Yeovil Town Council.

Members of the Committee were offered a tour of the Crematorium. Should members require a tour of the Cemetery, they should contact Glenn Ford, Cemetery Foremen to arrange a tour.

6:33pm – the meeting closed.

Signed: (Chairman)

Date: