

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 22 April 2015**

(6.00pm – 7.15pm)

**Present:**

Alan Smith (Chairman)	Yeovil Town Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Graham Oakes	South Somerset District Council
Manny Roper	Yeovil Town Council
Clive Wakely	Funeral Directors' Representative (non-voting)

**Also Present:**

Alan Tawse	Clerk to the Committee
Alasdair Bell	Environmental Health Manager
Glenn Ford	Cemetery Foreman
Paula Jeffery	Management Accountant
Tom Pullin	Operations Manager
Paula Taylor	Administration Manager
Barbara Appleby	Clerk to Yeovil Without Parish Council

**(1) Public Comment**

There were no comments from the public.

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**(2) Vice-Chairman**

In the absence of the Vice-Chairman, it was

**RESOLVED:** that Manny Roper be elected Vice-Chairman (pro-tem).

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**(3) Minutes**

The minutes of the previous meeting held on 14 January 2015, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

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**(4) Apologies for Absence**

Apologies for absence were received from Bob Brookes, Maurice Lamb, David Recardo and Garry Green.

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**(5) Declarations of Interest**

There were no declarations of interest.

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**(6) Crematorium Management**

The Committee considered the report of the Environmental Health Manager (agenda item 4 refers).

Members were informed that the Environmental Health Manager had taken on responsibility for managing the Crematorium following the consultation process that had been discussed at the last meeting.

The Environmental Health Manager indicated that since taking on his new duties, he had had several meetings with staff and had carried out some initial investigations into the grounds maintenance, signage and road marking arrangements at the Crematorium.

Discussions had taken place about the possibility of engaging volunteers to assist with some of the less onerous grounds maintenance work - to help ease the pressure on Crematorium staff during busy periods. Another idea that was being considered was the possibility of establishing a dedicated website for the facility.

In response to a query, the Environmental Health Manager indicated that the District Council would be exploring the potential for raising additional revenue from crematorium fees. The review would also include the possible introduction of variable pricing to encourage the use of less popular cremation time slots. However, he added that the final decision on setting fees would remain with the Committee.

During the ensuing discussion, reference was made to the possibility of increasing the range of time slots available during busy periods to include an extra slot at the beginning and at the end of the day. It was also suggested that Saturday working be considered during such periods.

Attention was also drawn to the possibility of replacing the permanent stained glass screen between the Chapel and the Entrance Hall with a sliding divider to facilitate the use of this additional space when a large number of mourners were in attendance.

- RESOLVED:** (1) that the report be noted;
- (2) that the possibility of introducing more flexible working arrangements during busy periods be investigated by the Environmental Health Manager and a report setting out evidence of the need for such arrangements and the cost implications be submitted to a future meeting;

- (3) that the possibility of replacing the permanent stained glass screen between the Chapel and the Entrance Hall with a sliding divider to facilitate the use of this additional space when a large number of mourners were in attendance be investigated by the Property and Engineering Services Manager and a report setting out the merits of such works and the costs involved be submitted to a future meeting; and
  - (4) that Manny Roper be appointed to assist the Environmental Health Manager with his ongoing review of the grounds maintenance arrangements at the Crematorium.
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**(7) Cemetery - Works Plan**

The Committee considered the report of the Property and Engineering Services Manager (agenda item 5 refers).

**RESOLVED:** that the report be noted.

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**(8) Crematorium - Works Plan**

The Committee considered the report of the Property and Engineering Services Manager (agenda item 6 refers).

**RESOLVED:** that the report be noted.

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**(9) Risk Management Strategy**

The Committee considered the report of the Clerk to the Committee (agenda item 7 refers).

**RESOLVED:** (1) that the report be noted; and

(2) that approval be given to the adoption of the draft revised risk management strategy for 2015/16.

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**(10) External Auditor Certificate and Opinion 2013/14**

The Committee considered the report of the Management Accountant (item 8 refers).

The Management Accountant indicated that the Solicitor to the Council had been asked to help resolve the outstanding issue concerning access to the Committee's instant cash account and that his findings and conclusions would be reported to a future meeting.

- RESOLVED:** (1) that the report be noted; and
- (2) that the outcome of the above-mentioned outstanding issue be reported to a future meeting.
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**(11) Membership of Committee**

The Committee considered the report of the Clerk to the Committee (agenda item 9 refers).

- RESOLVED:** (1) that the report be noted; and
- (2) that an invitation be extended to a representative of local Humanist celebrants to serve on the Committee in a non-voting advisory capacity.
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**(12) Statistics**

The Committee considered the report of the Administration Manager (agenda item 10 refers).

- RESOLVED:** that the matter be noted.
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**(13) Exclusion of Press and Public**

**RESOLVED:** that the press and public be excluded from the meeting for consideration of the following item in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

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**(14) Interment Facilities**

The Committee considered the confidential report of the Clerk to the Committee (agenda item 11 refers).

- RESOLVED:** that the developments be noted and a further progress report to the next meeting be awaited.
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Chairman.....