



Yeovil Town Council

**Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ**

Phone 01935 382424

Fax 01935 382429

E-mail alan.tawse@yeovil.gov.uk

Yeovil Town Council

The Meeting... **Yeovil Town Council**

The Time... **7.30pm**

The Date... **Tuesday 3 February 2015**

The Place... **Town House, 19 Union Street, Yeovil**

The Town Council will be discussing all the items listed overleaf

If you need this information in large print, Braille, audio or another language, please ring 01935 382424



Alan Tawse

Alan Tawse

Town Clerk

28 January 2014

Please contact Alan Tawse at the Town House for more information about this meeting

YEOVIL TOWN COUNCIL

Mike Lock – Mayor of Yeovil

Darren Shutler – Deputy Mayor

Martin Bailey

Kris Castle

J Vincent Chainey

Philip Chandler

John Clark

Tristan Cobb

Bridget Dollard

David Dollard

Tony Fife

Jon Gleeson

David Greene

Peter Gubbins

John Hann

Kaysar Hussain

Andrew Kendall

Tony Lock

Sarah Lowery

Sophie Phillips

Wes Read

David Recardo

Manny Roper

Alan Smith

Equality Act 2010

The *general* public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age

Disability

Gender Reassignment

Marriage and Civil Partnership

Pregnancy and Maternity

Race

Religion or Belief

Sex

Sexual Orientation

Prior to the start of the meeting, Members are invited to join the Mayor's Chaplain in the Council Chamber at 7.25pm for prayers.

A G E N D A

Public Comment (15 Minutes)

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 2 December 2014.

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **MAYOR AND DEPUTY MAYOR'S RECENT AND FORTHCOMING ENGAGEMENTS AND ANNOUNCEMENTS**

(See attached at pages 4 to 7)

5. **CORRESPONDENCE**

6. **PRINCE'S TRUST – TEAM PROGRAMME**

Amanda Johnson – Prince's Trust Team Leader will give a presentation about the work of the Trust in the Yeovil Town area over the past twelve months and its plans for the coming year.

7. **ESTIMATES 2015/16**

To consider adopting the recommended approach by the Policy, Resources and Finance Committee for the fixing of the Town's precept for 2015/16 as set out in the Minutes of the meeting of that Committee held on 27 January 2015 (separately circulated).

(Alan Tawse, Town Clerk – 01935 382424)

8. **WESTFIELD COMMUNITY ASSOCIATION**

An invitation has been received from the Westfield Community Association for the Town Council to appoint a representative to serve on the Association.

The next two meetings of the Association have been scheduled to take place at 7.00pm on the following dates:

*Thursday 5 February
Tuesday 17 March*

Council is **RECOMMENDED** to consider appointing a member to represent the Town Council on the Association for the remainder of the 2014/15 Municipal Year.

(Alan Tawse, Town Clerk – 01935 382424)

9. **PROGRAMME OF MEETINGS 2015/16**

Attached at page 8 is a draft programme of meetings of the Town Council and its committees for 2015/16.

This year, the combined Local and Parliamentary elections will be held on Thursday 7 May, which has a consequential impact on the timing of meetings during the following committee cycle.

In view of the fact that the reconvened Annual Meeting of the Town Council will take place on Tuesday 26 May, it is proposed that the June meeting of the Town Council - which would ordinarily be held only a week later on Tuesday 2 June - be held instead on Tuesday 30 June.

This will maintain the usual monthly interval between Town Council meetings and enable the Council's Annual Accounts to be approved within the statutory deadline.

Council is **RECOMMENDED** to consider the adoption of this programme.

(Alan Tawse, Town Clerk – 01935 382424)

10. **REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND OTHER MEETINGS**

(The Minutes of the following meetings are open to discussion. Where a Committee has made a recommendation that will be listed on a separate sheet circulated with the Agenda).

Planning and Licensing Committee

1 December 2014
5 January 2015
19 January 2015

Grounds and General Maintenance Committee

12 January 2015

Promotions and Activities Committee

13 January 2015

Buildings and Civic Matters Committee

20 January 2015

Policy, Resources and Finance Committee

27 January 2015

11. REPORTS AND REPRESENTATIVES ON OUTSIDE BODIES

Yeovil Youth Council

24 November 2014

9 - 11

South Somerset Countryside Steering Group

11 December 2014

12 - 14

Yeovil Crematorium and Cemetery Committee

14 January 2015

15 - 23

Members who represent the Town Council on Outside Bodies may wish to take the opportunity to report on any matters of interest.

Public Comment (15 Minutes)

List of Engagements attended/to be attended by His Worship the Mayor of Yeovil, Councillor Mike Lock and the Deputy Mayor of Yeovil, Councillor Darren Shutler from 2 December 2014 to 3 March 2015.

04/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the Employment and Support Allowance Presentations of certificate
04/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Weston Super Mare Carol Service
05/12/14	The Mayor of Yeovil, Councillor Mike Lock attended The Mayor of Chard's Turkey & Tinsel Evening
06/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the Flying Colours Christmas Extravaganza
06/12/14	The Mayor of Yeovil, Councillor Mike Lock and the Deputy Mayor of Yeovil, Councillor Darren Shutler attended the Gryphon West Gym Club Christmas Gala
06/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the Octagon's production of Jack & the Beanstalk
07/12/14	The Deputy Mayor of Yeovil, Councillor Darren Shutler attended the Salvation Army Christmas Carols Concert
07/12/14	The Mayor of Yeovil, Councillor Mike Lock attended The Mayor of Shaftesbury's Civic Carol Service
08/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Tyndale and Latimer Care Homes for the annual Christmas visit
08/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Compton View Care Home for the annual Christmas visit
08/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Malmesbury Court for the annual Christmas visit
08/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the Somerset Music Christmas Celebration Service
09/12/14	The Mayor of Yeovil, Councillor Mike Lock attended The Knoll Care Home for the annual Christmas visit
09/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Sherborne Care Home for the annual Christmas visit

09/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Grovelands Care Home for the annual Christmas visit
10/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Wyndham Court for the annual Christmas visit
10/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Preston Park Care Home for the annual Christmas visit
10/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Cool Runnings Care Home for the annual Christmas visit
11/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Lockwood Court for the annual Christmas visit
11/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Park Lodge for the annual Christmas visit
11/12/14	The Mayor of Yeovil, Councillor Mike Lock attended West Abbey Care Home for the annual Christmas visit
12/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the Royal Mail Sorting office with Rt Hon David Laws MP for their annual Christmas visit
12/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the commemorative Tree planting for the 30 th Anniversary of Yeovil & Herblay Twinning
12/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Yeovil District Hospital with Rt Hon David Laws MP for their annual Christmas visit
12/12/14	The Mayor of Yeovil, Councillor Mike Lock attended St Margaret's Hospice with Rt Hon David Laws MP for their annual Christmas visit
12/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Magnolia House for the annual Christmas visit
14/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the Salvation Army Christmas Carols Concert
15/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the Mayor of Blandford's Civic Carol Service
16/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the Woborns Almshouse House for a Christmas visit

16/12/14	The Mayor of Yeovil attended the Ivelhurst Nursing Home Christmas Party
16/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the Sunningdale Lodge for the annual Christmas Visit
17/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Milford Junior School Christmas Concert
18/12/2014	The Mayor of Yeovil attended the Chairman of North Dorset District Council's Carol Service
19/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Portland's Christmas Carol Service
21/12/14	The Mayor of Yeovil, Councillor Mike Lock attended the Mayor of Gillingham's Civic Carol Service
22/12/14	The Mayor of Yeovil, Councillor Mike Lock took part in the judging of the Christmas Lights Competition
29/12/14	The Mayor of Yeovil, Councillor Mike Lock attended Huish Park, as he was sponsoring the match ball of the game Yeovil Town Vs Leyton Orient
04/01/15	The Mayor of Yeovil attended the Yeovil Town v Man Utd F A Cup Match
22/01/15	The Mayor of Yeovil, Councillor Mike Lock attended the Wassail Theatre production of The Giants
23/01/15	The Mayor of Yeovil, Councillor Mike Lock attended the Yeovil Amateur Pantomime Society production of Aladdin
28/01/15	The Mayor of Yeovil, Councillor Mike Lock attended the Castaway Theatre Group Production of Babes in the Wood
29/01/15	The Mayor of Yeovil, Councillor Mike Lock attended the Chard Amateur Theatre Society production of Aladdin
30/01/15	The Mayor of Yeovil, Councillor Mike Lock attended the Girlguiding South West England and Girlguiding Somerset Reception
05/02/15	The Mayor of Yeovil, Councillor Mike Lock will attend Stanchester Academy production of We Will Rock You

06/02/15	The Mayor of Yeovil, Councillor Mike Lock will attend Ilminster Entertainment Society production of Hay Fever
08/02/15	The Mayor of Yeovil, Councillor Mike Lock will attend Lady Gass' Evensong at Wells Cathedral
13/02/15	The Mayor of Yeovil, Councillor Mike Lock will attend Yeovil Twinning Association's Annual Dinner
14/02/15	The Mayor of Yeovil, Councillor Mike Lock will attend the North Somerset Valentine Dinner
19/02/15	The Mayor of Yeovil, Councillor Mike Lock will host the Clergy Tea
21/02/15	The Mayor of Yeovil, Councillor Mike Lock will attend Yeovil Trefoil Guild Big Breakfast
01/03/15	The Mayor of Yeovil, Councillor Mike Lock will attend Axbridge Civic Service

Programme of Meetings of Council and Committees - 2015/16

Meeting	Venue	Day	Time	2015								2016				
				May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Council Chamber	Tuesday	7.30pm	19* 26**	30	-	(4)	1	6	3	1	(5)	2	1	5	3* 10**
Planning and Licensing Committee	Council Chamber	Monday	7.00pm	27***	15 29	13 27	24	7 21	5 19	2 16 30	-	4 18	1 15 29	14 30***	11 25	9 23
Grounds and General Maintenance Committee	Council Chamber	Monday	7.00pm	-	1	6	-	14	-	9	-	11	-	7	-	11***
Promotions and Activities Committee	Council Chamber	Tuesday	7.00pm	-	9	14	-	15	-	10	-	12	-	15	-	17
Buildings and Civic Matters Committee	Council Chamber	Tuesday	7.00pm	-	16	21	-	22	-	17	-	19	-	22	-	24
Policy, Resources and Finance Committee	Council Chamber	Tuesday	7.00pm	-	23	28	-	29	-	24	-	26	-	29	-	31

* Annual Town Meeting followed by Annual Meeting of the Town Council

** Annual Meeting of the Town Council (reconvened)

*** moved to Wednesday to avoid clash with Bank Holiday and/or Town Council meeting

(Meetings in brackets are reserve dates for Council and will be held if necessary)

Public Holidays

May Bank Holiday
Spring Bank Holiday
August Bank Holiday
Christmas Day
Boxing Day

Monday 4 May 2015
Monday 25 May 2015
Monday 31 August 2015
Friday 25 December 2015
Monday 28 December 2015

New Year's Day Holiday
Good Friday
Easter Monday
May Bank Holiday
Spring Bank Holiday

Friday 1 January 2016
Friday 25 March 2016
Monday 28 March 2016
Monday 2 May 2016
Monday 30 May 2016

Elections

District/Town/Parish
UK Parliament

Thursday 7 May 2015
Thursday 7 May 2015

YEOVIL TOWN COUNCIL

Minutes of the Meeting of **Yeovil Youth Council** held in the Town House, 19 Union Street, Yeovil, on **Monday 24 November 2014**

(7.00pm – 8.20pm)

Present:

Chloe Broadribb (Chairman)
Luke Brickley (Treasurer)
Kevin Chan (Secretary)
Jack Britten
Louise Golby
Bethany Vince
Heather Murphy

Also Present:

Gill Tomlinson Committee Administrator

(1) Apologies for Absence

Apologies for absence were received from Isabella Charlton, Zoe Braddick, Rhiannon Davies, Hayley Worton and Alan Tawse.

(2) Minutes

The Minutes of the previous meeting held on 13 October 2014, copies of which had been previously circulated, were confirmed as a correct record and signed by the Chairman.

(3) Youth Services Pilot Projects

It was reported that the sessions at Milford Community Hall were going well and that numbers were increasing at the Old Barn Club.

RESOLVED

that the matter be noted.

(4) New Website

Kevin gave a presentation on the new web site. He said the cost would be approximately £30 per year including the domain name. One.com charges £20 per year with the first year free.

RESOLVED

- 1) that the matter be noted;
- 2) that Kevin give an update on the progress of the initiative at the January meeting of the Yeovil Youth Council.

(5) Charity Fundraising

As yet no fundraising had taken place.

Beth will contact the Quedam Shopping Centre about the proposed cake sale charity fundraising event.

RESOLVED

- 1) that the matter be noted;
- 2) that Beth approach the Quedam Shopping Centre about a proposed cake sale charity fundraising event and report the outcome to a future meeting.

(6) Music Concert

Beth had contacted Simon from Gateway (Yeovil Community Church), he is leaving after Christmas but he said it would be fine to rent the auditorium. Beth will go and speak to the new Manager in the New Year.

Chloe has arranged a meeting with Keith Weston from Westland Leisure Complex on the 2 December 2014 to discuss hiring the ballroom.

RESOLVED

- 1) that the matter be noted; and
- 2) that Chloe and Beth report their findings to a future meeting.

(7) Schools' Update

A variety of forthcoming events and ongoing refurbishment works at various schools were outlined.

Mr Morrison, has been appointed as the new principal at Preston Academy.

RESOLVED

that the matters be noted.

(8) Westyouth

The Westfield Community Association has invited the Youth Council to be represented on a youth support group that it is looking to establish to provide governance for a local youth group known as Westyouth. Details of the initiative were outlined on the agenda. Members were interested but would like more information before committing.

RESOLVED

- 1) that the matter be noted; and
- (2) that we ask Alan if he could arrange for more information on Westyouth.

(9) Any Other Business

It was agreed that Members would have a Christmas meal at Pizza Hut, possibly on Monday 15 December.

RESOLVED

that the matter be noted.

(10) Date of Next Meeting

IT WAS NOTED

that the next meeting of the Yeovil Youth Council would take place at 7.00pm on **Monday 26 January 2015**.

Future Dates

Monday 23 February 2015

Monday 23 March 2015

Monday 20 April 2015

Chairman

South Somerset Countryside Steering Group
Minutes of Meeting held on Thursday 11th December at Yeovil Country Park

Present: Sylvia Seal, Rachael Whaites, Katy Menday, Alan Smith, Clive Hawkins, Dennis Pearce, Nigel Mermagen, Josie Miles, Robin Mackay, Jack Frapple.

Apologies: Graham Forsyth

1. Minutes from last meeting

- Final archaeology report in to Ham Hill. Katy said we will try to do a synopsis of main points but document is huge!
- Viv, chairperson of Friends of Ham Hill has stepped down from SSCSG, another representative is required. KM to ask at next FOHH meeting.
- KM explained about discussions with Shopmobility re: hire of tramper through HLF bid – will be developed in 2015/16.
- KM explained Ninesprings Café is SSDC run and managed by Countryside Service.
- RM asked about S106. KM to ask Neil Waddington for update. S106 you have to legally prove that your country park is going to incur increased pressure and will therefore need more money to manage. Leisure has worked out a formula to show this, Countryside hasn't got one, CIL is replacing S106 and will make it easier for Countryside to get money without the evidence base for strategic sites.
- Clive to liaise with RM to pick up tables from Barrie Widden.

2. Update from Sites

Yeovil Country Park

- Volunteering has been increased by introducing Monday as a new volunteer day; lighter duties and easier tasks and Thursday remains the main volunteer day. Better now as had too many volunteers on a Thursday.
- Lots of bramble cutting so far this autumn.
- Moved into the new centre
- In January will start racking out the new workshop and moving out of Petters Garage.
- Kristy is the new Yeovil Country Park apprentice at level 3.
- Events have included rustic Rudolf playscheme, Halloween trail had 820 children (Crofton Stores donated 800 chocolate bars to give out).
- JF asked about out of hours numbers – doesn't automatically put you through to the service. KM explained countryside have to pay overtime call out charge if out of hours staff mobilised – so only use it if really necessary.
- KM explained grass cutting with Lufton is organised with a routine maintenance agreement which countryside manages with quarterly meetings.
- Discount cards available for SSCSG members for Ninesprings Café.
- Countryside get an amount of money from café profits and some goes to SSDC. Outperforming business plan currently.
- JF commented - needs a 'well behaved dogs welcome' sign for café.
- New fingerboards are going up indicating the centre and café from the town centre with Ninesprings Café on.
- HLF bid coming to an end. Submitting February 2015. Ewa (project officer) finishes on 27th January 2015. We hear early June if successful for interpretation, conservation projects, Educational activities and events, community ranger.

- Friends of Yeovil Country Park have received £30K from working with Ewa, as match funding for HLF 2015 will be busy as we start projects and activities.
- KM to send letter of thanks from SSCSG and Sylvia.

Chard Reservoir

- Tim and volunteers continue to work on dam and fenceline after money from unavoidable budget pressure at SSDC. Chaffcombe Parish Council really happy with new fence and view that has been opened up.
- Tim going for knee operation in the New Year so will be off for a few weeks. Two days ranger cover per week will be organised when he's off.
- Nigel complimented Tim for dealing with brambles on edge of property.
- Two volunteer days at Chards Reservoir are now running each week plus individuals on an ad hoc basis.

Ham Hill

- Successful bonfire night – Tinkers Bubble provided mulled apple juice and rangers did marshmallows. ITV weather reported from event. 400 people attended, lots of volunteers helped.
- Duchy land (Northern Spur) agreement to be renewed for 2015. Duchy delighted with management that the team have been doing. Looking for another 10 year agreement.
- Archaeological report out. Team to pick out headlines. KM to ask Friends of Ham Hill for help.
- Flagged up issues with cars parking on highway near plateau fields. Sites team want to put in a new car park but is owned by Shuldhams. Currently in discussions to renew land management agreement and then car park can be taken forward.
- RM mentioned uneven parking on road to pub. Already been levelled by digger.
- Friends of Ham Hill progressing small HLF bid for Witcombe Valley stream project.

3. Other Countryside Items

- Two apprentices, level 3 appointed on 18 month contracts. Kristy and Andy. Fab apprentices doing projects and events also organised the volunteers Christmas party.
- KM confirmed volunteers aged over 80 are insured by SSDC.
- JF raised issue with play area car park – very uneven. KM to discuss with parking department if money is available for improvements. Rangers only do a temporary fix.

4. Meeting Dates and Membership

19th February at Ham Hill

21st May at Yeovil Country Park

3rd September at Chard Reservoir

17th December at Ham Hill Country Park

Nigel Mermagen won't be standing at next elections in May. Will let new Avishayes ward member know about SSCSG.

5. Events 2015

- Range of playschemes for Ham Hill and Yeovil Country Park
- No Yeovil Country Park Fayre, but trail event through the spring at half-term. Better value and increased attendance hopefully.
- Halloween and Easter trails at Yeovil Country Park
- Moth event at Ham Hill
- 18th July Chard Countryside Day
- Free Roman Centurion Drop in day at Ham Hill in August
- Ham Hill Wood Festival – theme is wood! Bushcraft, carvers, forest school etc. Saturday 5th September.

- Various other events for YCP linked to grant bids.
- Ham Hill rangers hoping to be part of Montacute carnival
- Once dates confirmed KM will distribute list.

6. Website

- Website update still on going
- We will do bookings for events through Ninesprings Centre in 2015 as can now take card payments.

7. Any other business

- Christmas Party tomorrow!
- Clive thanked RW for covering KM during her maternity leave.

8. Date of Next Meeting

Thursday 19th February 2015, at Ham Hill Country Park

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 14 January 2015**

(6.00pm – 8.45pm)

Present:

Alan Smith (Chairman)	Yeovil Town Council
Bob Brookes	Brympton Parish Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Maurice Lamb	Yeovil Without Parish Council
David Recardo	South Somerset District Council
Manny Roper	Yeovil Town Council

Also Present:

Alan Tawse	Clerk to the Committee
Glenn Ford	Cemetery Foreman
Garry Green	Property and Engineering Services Manager
Paula Jeffery	Management Accountant
Tom Pullin	Operations Manager
Paula Taylor	Administration Manager
Peter Gubbins	South Somerset District Council
Kim Close	Assistant Director (Communities)

(1) Public Comment

There were no comments from the public.

(2) Minutes

The minutes of the previous meeting held on 15 October 2014, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(3) Apologies for Absence

Apologies for absence were received from Kaysar Hussain, Graham Oakes and Clive Wakely.

(4) Declarations of Interest

There were no declarations of interest.

(5) Crematorium Management

The Committee considered the report of the Assistant Director – Communities (agenda item 4 refers).

Peter Gubbins – Chairman of the Area South Committee (SSDC) and Kim Close – Assistant Director (Communities) attended the meeting and presented the report answering Members’ questions about the proposals.

They emphasised that the intention of the proposals was to increase the management capacity at the Crematorium and that the planned changes should not be construed as a criticism of the way in which the facility was currently managed.

It was indicated that a consultation procedure would be carried out involving the relevant organisations and individuals to ensure that an informed decision was made on whether to implement the proposals. This would include the establishment of an Officers’ Working Group, comprising the existing management and representatives of the owners of the Crematorium, whose findings and conclusions would be taken into consideration in the final decision on the matter.

It was stressed that the Joint Committee and the existing managers of the facility would continue to play a significant role in the planning and delivery of services and would be given the opportunity to contribute their experience and knowledge to help secure future improvements.

Confirmation was also given that the setting of the 2015/16 budget – including fees and charges – would be determined by the Joint Committee.

The Committee discussed the key benefits of the proposed new arrangements as set out in the report, and the merits of the proposals, which it was indicated would not result in any changes to management costs.

Whilst the Committee supported the need for effective management arrangements to be put in place to secure the successful delivery of services, it was felt that many of the identified key benefits were already in place under the existing management structure along with robust plans for the future development of the Crematorium.

The Chairman thanked Peter and Kim for their attendance and contribution to the meeting.

RESOLVED:

- (1) that the matter be noted;
- (2) that the views of the Joint Committee be fed into the consultation process; and
- (3) that the outcome of the consultation process be reported to a future meeting.

(6) Cemetery – Works Plan

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

During the ensuing discussion, reference was made to the planned resurfacing of footpaths/slabs in 2019/20. The Committee was informed that a view would be taken nearer the time as to the phasing of this work to ensure that it was carried out in a cost effective manner having regard to the need to minimise disruption and to maintain adequate public access.

It was further indicated that, in line with established practice, a periodic review of the capital programme at both the Cemetery and the Crematorium was undertaken every five years to ensure that all necessary works were identified and their estimated costs and timing included in the ten-year programme.

RESOLVED: that the matters be noted.

(7) Crematorium - Works Plan

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

Attention was drawn to the planned works to facilitate emissions testing, and the cremator relining programme.

RESOLVED: that the matters be noted.

(8) Original Budget Estimates 2015/16

The Committee considered the report of the Management Accountant (agenda item 7 refers).

During the ensuing discussion, reference was made to the current level of schemes in the capital programme for the Cemetery and the funding available in the Cemetery Reserve Fund to meet the costs involved.

It was suggested that there was already sufficient funding in the Fund to meet the Cemetery's short-term capital needs and that no action be taken in 2015/16 to make any revenue contributions to capital (RCCO).

It was noted that if this proposal was supported, it would effectively reduce the Cemetery budget by £24,540 and would proportionally decrease the contributions paid by the constituent authorities towards its operation in the next financial year.

Whilst it was acknowledged that there was sufficient in the Reserve Fund to meet the estimated costs of the existing ten-year capital programme, it was pointed out that this was based on forecasted prices and that adequate provision also needed to be made for unforeseen and inescapable works that

would inevitably arise from time to time given the age and nature of the premises. The Fund was also used to meet the cost of any unexpected revenue budget shortfalls that might arise, which last year had included storm damage amounting to £17,000.

It was further noted that the cost of acquiring and developing land for additional burial facilities (which had been under investigation for some time) had not yet been included in the programme and that, depending on how these costs were to be met and apportioned, these contributions might need to be increased in future years.

Reference was also made to the need to ensure that fees were set at an appropriate level, which took into account the anticipated impact of various developments identified in the report; the costs of delivering and improving services and the present economic climate.

Attention was drawn to a training opportunity in rose management and maintenance and the Town Clerk undertook to arrange for this to be made available to the relevant staff.

- RESOLVED:**
- (1) that approval be given to the 2015/16 budget estimates – including the fees and charges (attached as Appendix A) and the deletion of the proposed Cemetery RCCO;
 - (2) that the allocation of the Cemetery deficit (attached as Appendix B) be approved;
 - (3) that approval be given to the proposed memorial tablet/memorial rose fees and other charges;
 - (4) that the Service Level Agreements with South Somerset District Council for 2015/16 be approved and signed; and
 - (5) that the current position of the reserves, as amended to take into account Resolution (1) above (attached as Appendix C) be noted.
-

(9) Statistics

The Committee considered the report of the Administration Manager (agenda item 8 refers).

RESOLVED: that the matter be noted.

(10) Future Meetings

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

RESOLVED: (1) that meetings of the Committee be held on the following dates in 2015/16 at the times and venues indicated:

Wed 22 April 2015 (6.00pm – at the Town House)
Wed 24 June 2015 (6.00pm – at Yeovil Crematorium)
Wed 21 October 2015 (6.00pm – at the Town House)
Wed 20 January 2016 (6.00pm – at the Town House)

(2) that arrangements be made for an inspection of the Crematorium and the Cemetery to be undertaken by Members of the Committee immediately following the June meeting.

(11) 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.

(12) Interment Facilities

The Committee considered the confidential report of the Clerk to the Committee (agenda item 10 refers).

The Town Clerk summarised the current position and indicated that a number of other possible options were also being explored to help meet future demand including expired rights of burial that had never been taken up.

RESOLVED: (1) that the developments be noted; and
(2) that a further progress report be awaited.

Chairman.....

APPENDIX A

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

FEES OPERATIVE FROM 1ST APRIL 2015 AT YEOVIL CEMETERY

The fees listed below are applicable to the residents (Parishoners) of Yeovil, ie the parishes of Yeovil Town, Yeovil Without and Brympton.

For Non-Parishoners, ie residents of the Yeovil area but not within the above Parishes, the fees are doubled. If the deceased moved in to a residential care home outside of the Yeovil area, less than 12 months prior to the date of death, the fee will remain at the standard rate.

Net Fee	INTERMENT FEES	Net Fee	VAT	Total Charge
2014-15			20%	2015/16
£400.00	The burial of the body of a person whose age at the time of death exceeded sixteen years	£430.00	No VAT	£430.00
£180.00	The burial of cremated remains	£190.00	No VAT	£190.00
£53.00	The scattering of cremated remains (uncontained burial)	£57.00	No VAT	£57.00
£84.00	The use of the chapel	£90.00	No VAT	£90.00
	Please note there is no charge for the interment of babies and children up to the age of sixteen			
Net Fee	BURIAL AND MEMORIAL RIGHTS	Net Fee	VAT	Total Charge
2014-15	(for a period of 75 years - subject to review)		20%	2015/16
£64.00	The purchase of burial and memorial rights - in the childrens section	£68.00	No VAT	£68.00
£377.00	in the remainder of the cemetery	£400.00	No VAT	£400.00
£533.00	in a selected site	£565.00	No VAT	£565.00
£261.00	in a grave for cremated remains only	£277.00	No VAT	£277.00
Net Fee	MEMORIAL APPROVAL FEES	Net Fee	VAT	Total Charge
2014-15	(applicable for Parishoner and Non-Parishoner)			2015/16
£116.00	For the right for the erection of a memorial or vase	£123.00	No VAT	£123.00
£32.00	Additional subscription to existing memorial	£34.00	No VAT	£34.00
Net Fee	SEARCHING REGISTERS	Net Fee	VAT	Total Charge
2014-15			20%	2015/16
£32.00	For a period of not more than one year	£34.00	No VAT	£34.00
£22.00	For each additional year	£24.00	No VAT	£24.00
£22.00	Certificate of entry in the burial register	£24.00	No VAT	£24.00

APPENDIX A

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

FEES OPERATIVE FROM 1ST APRIL 2015 AT YEOVIL CREMATORIUM

Net Fee 2014/15	CREMATION FEES	Net Fee 2015/16	VAT 20%	Total Charge 2015/16
£540.00	The cremation of the body of a person whose age at the time of death exceeded sixteen years	£560.00	No VAT	£560.00
£59.00	The cremation of body parts	£61.00	No VAT	£61.00
£150.00	For extended time for use of the chapel or the use of the chapel only	£154.00	No VAT	£154.00
	Please note there is no charge for the cremation of babies and children up to the age of sixteen			
Net Fee 2014/15	DISPERSAL FEES	Net Fee 2015/16	VAT 20%	Total Charge 2015/16
£42.00	For burying cremated remains where cremation did not take place at Yeovil Crematorium	£44.00	No VAT	£44.00
£22.00	Temporary deposit of cremated remains per month (first month free of charge)	£23.00	No VAT	£23.00
£53.00	For the removal of cremated remains from the Garden of Remembrance (under Home Office Licence)	£55.00	No VAT	£55.00
£32.00	Witnessing the interment of cremated remains	£33.00	No VAT	£33.00
Net Fee 2014/15	CONTAINERS	Net Fee 2015/16	VAT 20%	Total Charge 2015/16
£22.00	Baby Urn (white)	£23.00	No VAT	£23.00
£27.00	Urn	£28.00	No VAT	£28.00
£42.00	Casket	£44.00	No VAT	£44.00
	If the Funeral Director does not supply a suitable container for the removal of cremated remains, a polytainer will be provided without charge			
Net Fee 2014/15	OTHER CHARGES	Net Fee 2015/16	VAT 20%	Total Charge 2015/16
£56.00	Forwarding cremated remains via Securicor (inc. P&P)	£58.00	No VAT	£58.00
£22.00	Certificate of cremation (the first is issued free of charge)	£23.00	No VAT	£23.00
£22.00	Certified extract from the cremation register	£23.00	No VAT	£23.00
Net Fee 2014/15	MEMORIAL FEES	Net Fee 2015/16	VAT 20%	Total Charge 2015/16
£150.00	Rose bush and plaque to include 5 year maintenance	£155.00	£31.00	£186.00
£60.00	Renewal of rose bush maintenance for 5 year term	£70.00	£14.00	£84.00
	There are five varieties of rose available and the cast bronze plaque can accommodate up to 45 letters, spaces or characters			

APPENDIX B

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

ALLOCATION OF CEMETERY DEFICIT

		2014-15	2015-16
		Original	Original
		Budget	Estimate
		£	£
Total Deficit		<u><u>129,230</u></u>	<u><u>105,580</u></u>
Gross Expenditure		185,380	162,360
Less: Fees		<u>-56,150</u>	<u>-56,780</u>
		129,230	105,580
Less Debt Charges by YTC		<u>-</u>	<u>-</u>
		<u>129,230</u>	<u>105,580</u>
80% by 2 Parishes based on electorate @ Dec 14		103,384	84,464
	Y.T.C	22,630	82,344
	Y.W.P.C	<u>6,122</u>	<u>21,040</u>
		<u>28,752</u>	<u>103,384</u>
20% by 3 Parishes based on electorate @ Dec 14		25,846	21,116
	Y.T.C	22,630	17,281
	Y.W.P.C	6,122	4,416
	B.P.C.	<u>5,526</u>	<u>4,150</u>
		<u>34,278</u>	<u>25,846</u>
Allocation of Deficit			
	Y.T.C	45,260	99,624
	Y.W.P.C	12,244	25,456
	B.P.C.	5,526	4,150
		<u><u>129,230</u></u>	<u><u>105,580</u></u>

APPENDIX C

2013/14	YWPC Crematorium Reserve Fund	2014/15	2015/16	2016/17
185,615	Reserve Fund Balance as at 1 April	215,271	204,349	221,796
1,827	Interest Earned	1,593	1,512	1,641
31,640	Contribution From Revenue Account (11%)	28,529	31,972	31,972
219,082	Available For Use In Year	245,393	234,389	255,409
3,810	Capital Expenditure (11%) Withdrawal of Reserve	10,344 30,700	2,772	5,413
215,271	Reserve Fund Balance as at 31 March	204,349	221,796	249,996

2013/14	YWPC Cremator Replacement Reserve Fund	2014/15	2015/16	2016/17
10,838	Reserve Fund Balance as at 1 April	10,925	11,005	11,087
87	Interest Earned	81	81	82
10,925	Reserve Fund Balance as at 31 March	11,005	11,087	11,169

2013/14	YWPC CAMEO Reserve Fund	2014/15	2015/16	2016/17
49,486	Reserve Fund Balance as at 1 April	49,947	50,317	50,689
0	Transfer of fee from Revenue Account	0	0	0
461	Interest Earned	370	372	375
49,947	Reserve Fund Balance as at 31 March	50,317	50,689	51,064

2013/14	SSDC CAMEO Reserve Fund	2014/15	2015/16	2016/17
362,812	Reserve Fund Balance as at 1 April	362,812	362,812	362,812
0	Transfer of fee from Revenue Account	0	0	0
362,812	Reserve Fund Balance as at 31 March	362,812	362,812	362,812

2013/14	Cemetery Reserve Fund	2014/15	2015/16	2016/17
120,250	Reserve Fund Balance as at 1 April	125,551	143,439	128,002
962	Interest Earned	929	1,061	947
11,684	Budgeted Revenue Contributions to Capital	23,620	0	24,540
132,896	Available For Use In Year	150,100	144,500	153,489
7,345	Capital Outlay During Year	6,661	16,498	36,457
125,551	Reserve Fund Balance as at 31 March	143,439	128,002	117,032

Figures shown in italics are estimates