

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.
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(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

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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