

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Waiting Room, Yeovil Crematorium, Bunford Lane, Yeovil on **Wednesday 24 June 2015**

(6.00pm – 7.15pm)

Present:

Bob Brookes	Brympton Parish Council
Roger Brown	Yeovil Without Parish Council
Philip Chandler	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

Peter Herridge Humanist Celebrants' Representative (non-voting)

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
Laurence Willis	Assistant Director (Environment)

(1) Public Comment

There were no comments from the public.

(2) Election of Chairman

It was proposed, seconded and

RESOLVED: that Manny Roper be elected Chairman of the Committee for the Municipal Year 2015/16.

(3) Appointment of Vice-Chairman

It was proposed, seconded and

RESOLVED: that Philip Chandler be appointed Vice-Chairman of the Committee for the Municipal Year 2015/16.

(4) Minutes

The minutes of the previous meeting held on 22 April 2015, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(5) Apologies for Absence

Apologies for absence were received from Alasdair Bell, Alan Smith and Clive Wakely.

(6) Declarations of Interest

There were no declarations of interest.

(7) Final Accounts 2014/15

The Committee considered the report of the Management Accountant (agenda item 6 refers).

During the ensuing discussion, Members requested clarification of a number of points to which the Management Accountant responded.

It was noted that various underspends and savings had resulted in a contribution of £12,940 above the budgeted transfer to the Cemetery Reserve Fund. This would help meet the cost of the future capital programme – including the development of additional burial facilities – as well as any unforeseen, unavoidable and inescapable items of expenditure for which budgets had not been allocated.

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that the draft Statement of Accounts be approved;
 - (3) that the Audit Commission return – in particular Section 1 on the Statement of Accounts and Section 2 on the Statement of Annual Governance - be approved;
 - (4) that the independent audit report which accompanied Section 3 of the Audit Commission return be noted;
 - (5) that the balance that occurred in the Cemetery's budget which has been transferred to the reserve, be noted;

- (6) that the general underspend which occurred in the Crematorium's budget, which has been split with 11% transferred to the Yeovil Without Parish Council reserve, and 89% transferred to South Somerset District Council, be noted;
 - (7) that the amendment of the reserves to consolidate the Crematoria Abatement of Mercury Emissions Organisation (CAMEO) Reserve and Cremator Reserve held by South Somerset District Council be noted; and
 - (8) that the capital expenditure on the Cemetery and Crematorium be noted.
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(8) Cemetery Works Plan

The Committee considered the report of the Property and Engineering Services Manager (agenda item 7 refers).

During the ensuing discussion, reference was made to the ongoing investigations into the future provision of additional burial facilities in the Town and the need to ensure that it met the future demands of an increasing population.

It was noted that, in line with the Committee's long-term plans, work had already been successfully completed to identify an alternative site for additional burial facilities on land managed by the Committee. Extensive testing work and drainage improvements had already taken place in the Poppy Field at the Crematorium following which the Environment Agency had given approval for its use for both conventional and green burials.

Although this Committee had given its support for this site to be used for future burials it was noted that a report would be submitted to the Council's District Executive for a recommendation from Members as to whether this site should be considered for burial plots in the future.

The District Council has 89% interest in the land and Yeovil Without Parish Council has 11% interest.

It was also noted that as the Cemetery was the responsibility of Yeovil Town Council that decisions are needed urgently so a forward plan can be implemented and options further explored or dismissed.

RESOLVED: that the matters be noted.

(9) Crematorium Works Plan

The Committee considered the report of the Property and Engineering Services Manager (agenda item 8 refers).

Members expressed their support for the proposed Western Corridor Road improvements scheme and the release of Crematorium land on the suggested basis. However, it was unclear as to whether the plans would include the construction of a footway that would link the existing footways on Bunford Lane and Lufton Way thereby obviating the need for pedestrians having to cross the road when walking around the curtilage of the Crematorium grounds.

Whilst not wishing to delay the planned works, it was felt that such a link would be extremely useful for local residents and, if not already planned, could possibly be incorporated into the proposed works at minimal extra cost.

Further to the request made at the previous meeting, the Property and Engineering Services Manager reported that he had received an indicative quotation of £68,000 for the replacement of 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.

It was noted that this did not include the relocation of the stained glass screen to the front of the building, which had been included in the specification that had been drawn up when the matter had previously been considered by the Committee.

The Property and Engineering Services Manager reported that the number of occasions on which the Chapel was unable to accommodate all the mourners attending a service currently amounted to 6%.

During the ensuing discussion, reference was made to the important role that the Entrance Hall currently played in providing a private area for the immediate family of the deceased to congregate before they entered the Chapel, which would be lost if it was incorporated into the Chapel.

Members commented on the need to ensure that the facilities available at the Crematorium met future demands taking into consideration the expansion of the Town.

- RESOLVED:** (1) that the matters be noted; and
- (2) that the Area South Committee be advised of the Committee's support for the release of Crematorium Land on the suggested basis for the Western Corridor Road Improvements scheme, and the Committee's

comments regarding the enhancement of the existing pedestrian links.

(10) Crematorium Management

The Committee considered the report of the Environmental Health Manager (agenda item 9 refers).

The Assistant Director (Environment) drew attention to a number of changes that had been introduced in recent months, which had included the use of the District Council's horticultural team to carry out grounds maintenance works at the Crematorium during busy periods.

RESOLVED: that the matters be noted.

(11) Statistics

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

RESOLVED: that the matter be noted.

Following the Committee's tour of the Crematorium and the Cemetery, Members expressed their thanks to all the staff for all their hard work in maintaining the facilities at both locations to a high standard.

Chairman.....