

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in The Town House, 19 Union Street, Yeovil on **Wednesday 19<sup>th</sup> October 2016**.

(6.00pm – 7.26pm)

**Present:**

Bob Brookes	Brympton Parish Council
Philip Chandler	Yeovil Town Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Graham Oakes	Yeovil Without Parish Council
Manny Roper	Yeovil Town Council (Chairman)
Tony Lock	Yeovil Town Council

**Also Present:**

Amanda Card	Clerk to the Committee
Glenn Ford	Cemetery Foreman
Alasdair Bell	Environmental Health Manager, South Somerset District Council
Paula Jeffery	Management Accountant, South Somerset District Council
Barbara Appleby	Clerk, Yeovil Without Parish Council
Paul Rayson	Manager, Yeovil Crematorium
Clive Wakely	Funeral Directors' Representative
Peter Herridge	Humanist Celebrants' Representative

**Public Comment**

There were no members of the public or press present.

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**(1) Apologies for Absence**

Cllr Roger Brown  
Garry Green  
Tom Pullen  
Paula Taylor  
Chris Cooper

**RESOLVED:** to accept the apologies

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**(2) Declarations of Interest**

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There were no declarations made at this time.

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### **(3) Minutes of the Previous Meeting**

The Minutes of the meeting held on 20<sup>th</sup> July 2016 were agreed as correct and signed by the Chairman.

**RESOLVED:** That the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 20th July 2016 be signed by the Chairman as a correct record.

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### **(4) Exclusion of Press and Public**

Due to the confidential nature of the business of items 10 under the Public Bodies (Admission to Meetings) Act 1960 s3, it is likely a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors.  
Public Bodies (Admission to Meetings) Act 1960 s3

**RESOLVED:** That Agenda Item 10 be heard with the Public and Press excluded.

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### **(5) Revenue and Capital Monitoring September 2016/17**

The committee considered the report from the Management Accountant and the Environmental Health Manager, highlighting the key elements of the underspends of £26,840 and £93,784 at the Cemetery and Crematorium respectively.

**RESOLVED:** (1) to note the report; and (2) to note that the surplus to be retained in the reserves.

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### **(6) Cemetery and Crematorium Budget – 2017/18**

The committee considered the report from the Management Accountant to set the budget for the Cemetery and Crematorium for the financial year 2017/18.

Two options were presented to the committee for the Cemetery. Option 1 took into account the efficiencies that had been identified and delivered during 2016/17. Option 2 included those efficiency savings made in option 1, but also included a different way of operating the Cemetery office function. Processes would need to be considered on how customer delivery would be carried out and a business case need to be brought back to the committee that will deal with these issues.

**RESOLVED:** to recommend to the relevant Council(s) to approve where appropriate (1) Option 1 of the Cemetery budgets; (2) the allocation of the cemetery deficit of Option 1; (3) the proposed Cemetery fees; (4) the crematorium budget for 2017/18; (5) the

proposed crematorium fees; (6) the Joint Burial Service Level Agreement and charges for 2017/18 and (7) a detailed business case to be brought to a future Committee to the processes that are required to make the additional savings as identified in Option 2.

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### **(7) Update on Performance in Yeovil Cemetery**

The committee considered the report of the Streetscene Manager.

**RESOLVED:** to note the report.

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### **(8) Cemetery and Crematorium Works Plan**

The committee considered the report of the Property & Engineering Services Manager.

**RESOLVED:** to note the report.

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### **(9) Statistics July 2016 – September 2016**

The Registrar/Admin Manager submitted a written report setting out the statistics for the period July 2016 to September 2016.

**RESOLVED:** to note the report.

*7:00pm Clive Wakely and Peter Herridge left the meeting and did not return.*

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*The Committee passed a resolution (see item 4) to exclude the press and public from the remainder of the meeting 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.*

### **(10) Crematorium – Crematorium Management**

The Committee considered the report from the Environmental Health Manager.

*7:13pm Paul Rayson left the meeting whilst Staffing issues were being discussed, he returned to the meeting at 7:19pm.*

**RESOLVED:** to recommend to the relevant Council(s) to approve where appropriate (1) that the Clerks from both Yeovil Town Council and Yeovil Without Parish Council to attend meetings as and when appropriate to liaise with South Somerset District Council over future plans for Yeovil Crematorium and Yeovil Cemetery; (2) that all metal remaining after cremations be recycled and that a list of charities be presented to the Committee annually for the purposes of a charity being selected to receive all funds

generated by the sale of such metal; (3) that the future holding over of coffins at the crematorium be permitted; (4) the staffing be organised as set out within the report; and (5) that the trees adjacent to the main gate of the crematorium be felled along with associated work and that previously allocated funds be used to fund improvements to the flower beds adjacent to the crematorium.

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**(11) Any Other Business**

There was no other business.

Signed:

Dated: