

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in The Town House, 19 Union Street, Yeovil on **Wednesday 20<sup>th</sup> April 2016**.

(6.00pm – 7.26pm)

**Present:**

Bob Brookes	Brympton Parish Council
Roger Brown	Yeovil Without Parish Council
Gye Dibben	South Somerset District Council (from 6:05pm)
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Graham Oakes	South Somerset District Council
Manny Roper	Yeovil Town Council (Chairman)
Peter Herridge	(Humanist Celebrants' Representative)
Peter Down	(Clergy Representative)

**Also Present:**

Amanda Card	Clerk to the Committee
Glenn Ford	Cemetery Foreman
Alasdair Bell	Environmental Health and Crematorium Manager, South Somerset District Council
Paula Jeffery	Management Accountant, South Somerset District Council
Tom Pullen	Operations Manager, Yeovil Crematorium
Barbara Appleby	Clerk, Yeovil Without Parish Council

**Public Comment**

There were no members of the public or press present.

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**(1) Apologies for Absence**

Cllr Philip Chandler  
Cllr Alan Smith  
Clive Wakely  
Paula Goddard  
Garry Green  
Chris Cooper

**RESOLVED:** to accept the apologies

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**(2) Minutes of the Previous Meeting**

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

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### **(3) Declarations of Interest**

There were no declarations made at this time.

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

Due to the confidential nature of the business of items 9/82 to 9/88 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 and 11 be heard with the Public and Press excluded.

### **(5) Letter from Brympton Parish Council**

The committee considered the letter from the Clerk at Brympton Parish Council which gave notice of withdrawing from the Yeovil Crematorium and Cemetery Committee.

**RESOLVED:** to note the letter from the Clerk at Brympton Parish Council which gave notice of withdrawing from the Yeovil Crematorium and Cemetery Committee.

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### **(6) Performance Monitoring Standards**

The committee considered the report of the Streetscene Manager at SSDC which was presented by the Cemetery Foreman.

The Cemetery Foreman further noted that the new mowing system was being trialled in one third of the cemetery, the initial results have proved successful but if the new method is deemed unsuitable, the original system will be reverted back to.

Business Continuity plans were being reviewed with the possibility of sharing resources with other local cemeteries.

Accredited grave digging training will be delivered the week beginning 16<sup>th</sup> May 2016 which should result in 6 qualified grave diggers (3 cemetery staff and 3 staff from SSDC Streetscene).

Further investigations were being carried out as to how the issue of insecure headstones could be made safe.

**RESOLVED:** to note the report.

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### **(7) Cemetery and Crematorium – Works Plan**

The committee considered the report of the Property & Engineering Services Manager which was presented by Environmental Health and Crematorium Manager, South Somerset District Council.

**RESOLVED:** to note the report

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### **(8) Crematorium Management**

The committee considered the report of the by Environmental Health and Crematorium Manager, South Somerset District Council.

The Environmental Health and Crematorium Manager highlighted issues with staffing due to illness and retirement. The Streetscene department were being trained to cover some aspects of operation.

**RESOLVED:** to note the report.

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### **(9) Statistics January 2015 – March 2016**

Paula Taylor submitted a written report setting out the statistics for the period January 2015 – March 2016.

**RESOLVED:** to note the report.

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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 – Future Plans**

The committee considered the report of the Environmental Health and Crematorium Manager, South Somerset District Council.

**RESOLVED:** 1) to note the report; and 2) to agree in principle (subject to Yeovil Without Parish Council's approval) to employ Rose Project Management to undertake a feasibility study as outlined in their proposal.

*7:05pm Peter Herridge and Paula Jeffery left the meeting.*

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### **(11) Update on Cemetery Extension Project**

The committee considered the report of the consultant which was presented by Environmental Health and Crematorium Manager, South Somerset District Council.

**RESOLVED:** 1) to note the report; and 2) to invite the Leader of South Somerset District Council, Cllr R Pallister to the next meeting.

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### **(12) Any Other Business**

The Clerk reminded the Committee that there was currently a vacancy for a Clergy Representative and that Rev Peter Down had attended a number of meetings and may wish to be co-opted as the Clergy Representative (co-opted non-voting).

**RESOLVED:** that Rev Peter Down be the Clergy Representative (co-opted non-voting).

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The meeting closed at 7.26pm.

Signed:

Dated: