

**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> January 2016**.

(6.00pm – 7.37pm)

**Present:**

Bob Brookes	Brympton Parish Council
Roger Brown	Yeovil Without Parish Council
Philip Chandler	Yeovil Town Council (Vice-Chairman)
Gye Dibben	South Somerset District Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Graham Oakes	South Somerset District Council (from 6:23pm)
Manny Roper	Yeovil Town Council (Chairman)
Alan Smith	Yeovil Town Council (from 6:05pm)

**Also Present:**

Amanda Card	Clerk to the Committee
Chris Cooper	Streetscene Manager, South Somerset District Council
Glenn Ford	Cemetery Foreman
Paula Taylor	Crematorium Administration Manager
Peter Gubbins	South Somerset District Council
Garry Green	Property & Engineering Services Manager, South Somerset District Council
Alasdair Bell	Environmental Health and Crematorium Manager, South Somerset District Council
Paula Jeffery	Management Accountant, South Somerset District Council
Barbara Appleby	Clerk, Yeovil Without Parish Council
Peter Down	Clergy Representative (not yet co-opted)

**Public Comment**

There were no members of the public or press present.

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**(1) Apologies for Absence**

Clive Wakely – Conflicting meeting  
Peter Herridge – Conflicting meeting  
Tom Pullin – Ill

**RESOLVED:** to accept the apologies with the reasons given

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

The Minutes of the meeting held on 21<sup>st</sup> October 2015 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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At this point it was resolved to move item (7) Update on Cemetery Extension Project as the next item.

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

Clive Miller from Clive Miller Associates gave a verbal update relating to the cemetery extension project. He stated that his brief was to evaluate suitable additional land not only for the short-term but also for the mid to long-term due to remaining capacity of the current site (agenda item 7 refers)

**RESOLVED:** to note the verbal report.

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### **(5) Improved Management at Yeovil Crematorium**

The committee considered the report of the Environmental Health and Crematorium Manager (agenda item 4 refers).

**RESOLVED:** 1) to note the intention to appoint a new manager for Yeovil Crematorium on a two year temporary post at Grade 8 for a cost of £52,000 per year (including on costs). 2) to note that the funding for the post is to be taken from the crematorium reserves of South Somerset District Council (89% - £46,280) and Yeovil Without Parish Council (11% - £5,720).

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### **(6) Crematorium Management**

The committee considered the report of the Environmental Health and Crematorium manager (agenda item 5 refers).

**RESOLVED:** 1) to note the report and 2) to agree and note that all expenditure mentioned within the report has been budgeted for with the exception of the following that will be paid for from the crematorium reserve budgets of both SSSC and Yeovil Without Parish Council (YWO). The cost for the installation of the Wesley audio visual system is approximately £14,000 and YWO will pay approximately £1,540 towards the cost. The cost of the works to replant the pond area (the Oriental scheme) behind the Cloisters and to replant the beds in front of the crematorium (the White and Grey scheme) is approximately £28,500 and YWO will pay approximately £3,130 towards this. The reserve budget currently held by SSSC stands at approximately £663,000 and the reserve budget held by Yeovil without parish council stands at approximately £190,000. The agreement is that SSSC pays 89% of all costs and YWO pays 11% of all costs.

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

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

**RESOLVED:** to note all report

Cllr P Gubbins left the meeting at 7:03pm

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

The committee considered the report of the Streetscene Manager (agenda item 8 refers).

The Streetscene Manager informed the Committee that he was in the process of writing the Service Standards, this will enable the service provided to be measured. Members emphasised that high standards needed to be maintained to which the Streetscene Manager assured that the efficiency measures that were being taken would not impinge on the service.

**RESOLVED:** to note the report.

Paula Jeffery left the meeting at 7:12pm.

Cllr P Chandler left the meeting at 7:31pm.

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## **(9) External Audit Arrangements of Accounts**

The Clerk to the Committee presented the written report on behalf of the Management Accountant.

**RESOLVED:** 1) to agree that Darkin Miller – Chartered Accountants be appointed to audit the 2015/16 accounts; and 2) that the Chairman sign the letter of engagement.

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## **(10) Statistics October 2015 – December 2015**

Paula Taylor submitted a written report setting out the statistics for the period October 2015 – December 2015.

**RESOLVED:** to note the report.

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## **(11) Dates of Future Meetings**

**RESOLVED:** to note the dates of future meetings as being:

20 April 2016;  
20 July 2016;  
19 October 2016;  
18 January 2017.

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**(12) Any Other Business**

The Clerk to the Committee brought to the attention of the Committee, the intention of Brympton Parish Council to leave the Committee from 1<sup>st</sup> April 2017, subject to their being no legal obligation which might preclude giving notice.

**RESOLVED:** to note the intention of Brympton Parish Council to leave the Committee.

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The meeting closed at 7.37pm.

Signed:

Dated: