

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in The Waiting Room, Yeovil Crematorium, Bunford Lane, Yeovil on **Wednesday 20<sup>th</sup> July 2016**.

(6.00pm – 7.02pm)

**Present:**

Bob Brookes	Brympton Parish Council
Roger Brown	Yeovil Without Parish Council
Alf Hill	Yeovil Without Parish Council
Manny Roper	Yeovil Town Council (Chairman)

**Also Present:**

Amanda Card	Clerk to the Committee
Glenn Ford	Cemetery Foreman
Chris Cooper	Streetscene Manager, South Somerset District Council
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
Paula Taylor	Registrar/Admin Manager, Yeovil Crematorium
Barbara Appleby	Clerk, Yeovil Without Parish Council
Paul Rayson	Manager, Yeovil Crematorium (to start 30 <sup>th</sup> August 2016)

**Public Comment**

There were no members of the public or press present.

Cllr M Roper gave a warm welcome to Paul Rayson, who he introduces as being the new Manager at Yeovil Crematorium. He will start his role on 30<sup>th</sup> August 2016.

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**(1) Election of Chairman**

It was proposed by Cllr B Brookes, and seconded by Cllr A Hill, that Cllr M Roper be elected to serve as the Chairman for the ensuing year.

**RESOLVED:** that Cllr M Roper be elected to serve as the Chairman for the ensuing year.

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## **(2) Election of Vice Chairman**

It was proposed by Cllr M Roper, and seconded by Cllr A Hill, that Cllr P Chandler be elected to serve as the Vice Chairman for the ensuing year.

**RESOLVED:** that Cllr P Chandler be elected to serve as the Vice Chairman for the ensuing year.

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## **(3) Apologies for Absence**

Cllr P Chandler  
Cllr G Dibben  
Peter Herridge  
Garry Green

**RESOLVED:** to accept the apologies

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## **(4) Declarations of Interest**

There were no declarations made at this time.

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

The Minutes of the meeting held on 20<sup>th</sup> April 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 April 2016 be signed by the Chairman as a correct record.

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## **(6) Final Accounts 2015/16**

The committee were informed of some amendments to the Members list disclosed in the Statement of Accounts for 2015/16. Gye Dibben represents South Somerset District Council, and Alan Smith represented Yeovil Town Council instead of Tony Lock.

The following questions were raised regarding pre-purchase burials:

- a) What is the figure of pre-purchased burials outstanding?
- b) What income did pre-purchases burials generate annually?
- c) What is the estimated reduction in income due to no longer offering pre-purchased burials?

It was stated that the information had not always been collated but the questions will be answered as a matter of urgency as accurately as possible.

It was agreed to circulate the management responses in relation to the findings of the external examination report for 2015/16 carried out by Darkin Miller.

**RESOLVED:** (1) to approve the draft Statement of Accounts; (2) to note the independent audit report from Darkin Miller; (3) to note that the balance of the deficit that occurred in the Cemetery's budget has been transferred from the reserve; (4) note that the general underspend which occurred in the Crematorium's budget has been split with 11% transferred to YWPC reserve and 89% transferred to SSDC; (5) to note the capital expenditure on the Cemetery and Crematorium; and (6) to provide the answers to the questions set out above as a matter of urgency.

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

The committee considered the report of the Streetscene Manager at SSDC.

Members were invited to take part in the routine performance monitoring with officers to assess whether the revised ways of working provided acceptable outcomes.

**RESOLVED:** (1) to note the report; and (2) to accept the invitation to take part in the routine performance monitoring with officers.

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### **(8) 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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### **(9) 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 stated that a working party would need to be set up to discuss the reports carried out by Rose Consultants. The report will be circulated in due course.

The Environmental Health and Crematorium Manager expressed his thanks to both Tom and Paula for providing cover during a time where staff resources had been stretched.

**RESOLVED:** to note the report.

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**(9) Statistics April 2016 – June 2016**

Paula Taylor submitted a written report setting out the statistics for the period April 2016 to June 2016.

**RESOLVED:** to note the report.

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**(12) Any Other Business**

There was no other business.

*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.*

Signed:

Dated: