

Yeovil Crematorium & Cemetery Committee



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The Meeting... **Yeovil Crematorium and Cemetery Committee**

The Time... **6.00pm**

The Date... **Wednesday 21st October 2015**

The Place... **Waiting Room, Yeovil Crematorium, Bunford Lane, Yeovil**

The Committee will be discussing all the items listed overleaf

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John Furze Fellow ILCM
Locum Clerk
to the Committee

Please contact John Furze at the Town House for more information about this meeting

Yeovil Crematorium and Cemetery Committee

To: All Members of Yeovil Crematorium and Cemetery Committee

Bob Brookes

Roger Brown

Philip Chandler (Vice-Chairman)

Nigel Gage

Alf Hill

Graham Oakes

Manny Roper (Chairman)

Alan Smith

Clive Wakely (Funeral Directors' Representative - co-opted non-voting)

Peter Herridge (Humanist Celebrants' Representative - co-opted non-voting)

Vacancy (Clergy Representative - co-opted non-voting – awaiting nomination)

AGENDA

Public Comment

1. **APOLOGIES FOR ABSENCE**

Garry Green (SSDC) – Holiday

2. **DECLARATIONS OF INTEREST**

3. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 24th June 2015 (previously circulated).

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4. **AMENDMENTS TO COMMITTEE CONSTITUTION**

Revenue budget process crematorium and cemetery.

Earlier this year it was determined there was no up-to-date legal agreement covering the revenue setting and associated processes for the Crematorium and Cemetery. In order to improve, and bring clarity to the governance of this aspect of the constitution, SSDC's Head of Legal Services in conjunction with the Chief Finance Officer have drawn up the attached document. This document will act as the basis for all future revenue setting processes of the Crematorium and Cemetery.

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5. **REPORT – on the meeting with the local Funeral Directors**

Locum Clerk will be a verbal report on the meeting held on Tuesday 13th October 2015.

6. **CREMATORIUM MANAGEMENT**

By Alasdair Bell

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7. **REVENUE AND CAPITAL BUDGET MONITORING – 2015/16**

By Alasdair Bell

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8. **CEMETERY AND CREMATORIUM – WORKS PLAN**

By Alasdair Bell

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9. **ORIGINAL BUDGET ESTIMATES 2016/17**

By Alasdair Bell

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10. **CEMETERY MANAGEMENT**

Future of Yeovil Cemetery verbal update by Locum Clerk

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11. **STATISTICS**

Report by Alasdair Bell

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12. **ANY OTHER BUSINESS**

4. **AMENDMENTS TO COMMITTEE CONSITUTION**

REVENUE BUDGET PROCESS CREMATORIUM AND CEMETERY

NOTE

The following amendments to the constitution improve the Governance for budget setting and year end surpluses and deficits for the Joint Burial Committee. It enables a period of consultation for the sovereign authorities to assess the impact on their own budgets. It also enables the sovereign authorities to have more of a structured input into the budget matters that affect them individually. The overall budget setting and monitoring will still remain with the Joint Burial Committee but will ensure that the needs of the Cemetery and Crematorium also meet with the needs of the Partnering Authorities.

ANNUAL BUDGET – CEMETERY In relation to the Cemetery the “Partner Authorities” means Yeovil Town Council, Brympton Parish Council, and Yeovil Without Parish Council or either of them as the context requires.

1. No later than 31st October in each Financial Year the Clerk to Yeovil Town Council and Management Accountant will present a draft Annual Budget including fee setting to the Joint Burial Committee in respect of the following Financial Year;
2. No later than 31st October in each Financial Year the Joint Burial Committee will approve the draft Annual Budget;
3. No later than 30th November in each Financial Year the Partner Authorities will submit a report to its respective elected members to obtain approval for the draft Annual Budget and consider whether the draft Annual Budget should be included in its medium term financial plan;
4. No later than 31st December in each Financial Year the Partner Authorities will provide any comments or proposed amendments (if any) to the draft Annual Budget to the Joint Burial Committee;
5. No later than 31st December in each Financial Year the Partner Authorities will approve or reject any amendments to the draft Annual Budget;
6. The Joint Burial Committee will approve the Annual Budget by no later than 31st January in each Financial Year.
7. If the Partner Authorities or the Joint Burial Committee are unable to approve the draft Annual Budget for a Financial Year before 31st January in any year, the Joint Burial Committee shall continue with the approved Annual Budget for the previous Financial Year until agreement can be reached with the exception of fee setting.
8. Fee setting once agreed by the Partner authorities for the Cemetery must be implemented by the Joint Burial Committee.
with effect from the date specified or the following 1st April whichever is the sooner

9. At any time within a Financial Year the Joint Burial Committee may agree by a majority vote amendments to the Annual Budget for that Financial Year to accommodate any unforeseen change in circumstances.
10. Where the Board is to consider amendments in accordance with **paragraph 9** above, the Clerk to Yeovil Town Council shall forthwith notify the Responsible or Chief Finance Officer of the Partner Authorities of the proposed amendments to the Annual Budget. The Partner Authorities shall have a period of 20 Business Days from receipt of the proposed amendments in which to consider them and to notify the Clerk to Yeovil Town Council that such amendments require the approval of the Partner Authority.
11. Where none of the Partner Authorities serve notice (in accordance with **paragraph 10**) on the Clerk to Yeovil Town Council the Joint Burial Committee may implement such proposed amendment.
12. Where the Partner Authorities has notified the Clerk to Yeovil Town Council that it needs to approve the proposed amendments, the Joint Burial Committee shall not implement such proposed amendments unless and until the Partner Authorities has approved the proposed amendments and informed the clerk to Yeovil Town Council that it has approved such proposed amendments.
13. Spend can be authorised outside of the budget process in an emergency by the Clerk to Yeovil Town Council. A report for noting must then be submitted to the next Joint Burial Committee.
14. The Partner Authorities shall each pay their contribution of the Annual Budget to SSDC in two payments of equal instalments with the first being paid on the 30th September and the second being paid on 28th February in each year.
15. All surpluses and deficits at the end of each Financial Year shall be identified by the Joint Burial Committee and the Committee will allocate any surplus and deficits to the Partner Authorities' Earmarked Reserve Account based on September electorate numbers for each Council.
16. Deficits in the Earmarked Reserve Accounts must be cleared by the 30th September each year once the Statement of Accounts is published. This will be raised as an invoice annually by SSDC.
17. The Partnering Authorities can request a payment of surpluses from their Earmarked Reserve Account by giving SSDC 10 day's written notice in writing subject to holding a minimum amount as described in **paragraph 18** below.
18. The Joint Burial Committee will agree annually with the Partner Authorities the amount required in Earmarked Reserve Accounts to meet any in year financial risks. The Earmarked Reserve Accounts should not reduce beyond this requirement.

ANNUAL BUDGET – CREMATORIUM - In relation to the Crematorium the "Partner Authorities" means South Somerset District Council ("SSDC") and Yeovil Without Parish Council or either of them as the context requires.

19. No later than 31st October in each Financial Year the Environmental Health Manager and Management Accountant in consultation with Yeovil Without Parish Council will present a draft Annual Budget including fee setting to the Joint Burial Committee in respect of the following Financial Year but by way of clarification and for the avoidance of doubt it is SSDC acting through its Environmental Health Manager and Management Accountant who shall determine the level of fees to be charged for the services at the Crematorium should the Partner Authorities be unable to reach agreement on the fees to be charged during the following financial year;
20. No later than 31st October in each Financial Year the Joint Burial Committee will approve the draft Annual Budget;
21. No later than 30th November in each Financial Year the Partner Authorities will submit a report to its respective elected members to obtain approval for the draft Annual Budget and consider whether the draft Annual Budget should be included in its medium term financial plan;
22. No later than 31st December in each Financial Year the Partner Authorities will provide any comments or proposed amendments (if any) to the draft Annual Budget to the Joint Burial Committee;
23. No later than 31st December in each Financial Year the Partner Authorities will approve or reject any amendments to the draft Annual Budget;
24. The Joint Burial Committee will approve the Annual Budget by no later than 31st January in each Financial Year.
25. If the Partner Authorities or the Joint Burial Committee are unable to approve the draft Annual Budget for a Financial Year before 31st January in any year, the Joint Burial Committee shall continue with the approved Annual Budget for the previous Financial Year until agreement can be reached with the exception of fee setting. The fees that will apply from the following 1st April will be those which have been identified pursuant to paragraph 19 above or where subsequently amended by SSDC pursuant to paragraph 22 above
26. Fee setting once agreed by the Partner Authorities or determined by SSDC as appropriate for the Crematorium must be implemented by the Joint Burial Committee with effect from the date specified or the following 1st April whichever is the sooner.
27. At any time within a Financial Year the Joint Burial Committee may agree by a majority vote amendments to the Annual Budget for that Financial Year to accommodate any unforeseen change in circumstances.
28. Where the Joint Burial Committee is to consider amendments in accordance with **paragraph 27** above, the Environmental Health Manager shall forthwith notify the Finance Officer of the Partner Authorities of the proposed amendments to the Annual Budget. The Partner Authorities shall have a period of 20 Business Days from receipt of the proposed amendments in which to consider them and to notify the Environmental Health Manager that such amendment require the approval of the Partner Authorities.

29. Where neither of the Partner Authorities serves notice (in accordance with **paragraph 28**) on the Environmental Health Manager the Joint Burial Committee may implement such proposed amendment(s).
30. Where the Partner Authorities has notified the Environmental Health Manager that it needs to approve the proposed amendments, the Joint Burial Committee shall not implement such proposed amendments unless and until the Partner Authorities has approved the proposed amendments and informed the Environmental Health Manager that it has approved such proposed amendments.
31. Spend can be authorised outside of the budget process in an emergency by the Chief Executive of SSDC. A report for noting must then be submitted to the next Joint Burial Committee.
32. The Partner Authorities shall each pay their contribution of the Annual Budget to the SSDC in two payments of equal instalments with the first being paid on the 30th September and the second being paid on 31st March in each year.
33. All surpluses and deficits at the end of each Financial Year shall be identified by the Joint Burial Committee and the Committee will allocate any surplus and deficits to the Partner Authorities' Earmarked Reserve Account with 89% allocated to SSDC and 11% to YWPC.
34. Deficits in the Earmarked Reserve Accounts must be cleared by the 30th September each year. This will be raised as an invoice annually by SSDC.
35. The Partner Authorities can request a payment of surpluses from their Earmarked Reserve Account by giving SSDC 10 day's written notice in writing subject to holding a minimum amount as described in **paragraph 36** below.
36. The Joint Burial Committee will agree annually with the Partner Authorities the amount required in Earmarked Reserve Accounts to meet any in year financial risks. The Earmarked Reserve Accounts should not be reduced beyond this requirement.

6. Crematorium Management

Since the last meeting the on-going review of all operational and managerial arrangements at the crematorium has continued. Members will recall that an extensive programme of works was outlined and much progress has been made although there is still a considerable amount to do. The more one examines the operation of the crematorium however the more that comes to light that needs doing. The following matters are currently either under consideration, in progress or completed, and Members are asked to note this report.

The Crematorium buildings

1. Cleaning arrangements. New in-depth daily cleaning has been introduced to improve the cleaning of all public areas including the toilets. This appears to be working well.
2. All old plants and trays etc have been removed from public areas.
3. Floors-the floor covering to the main toilets has been renewed and we are finalising arrangements to renew most of the carpeting in the main reception room and the room used by the pall bearers. The flooring in the staff canteen has also been renewed and the floors in the public toilets adjacent the pall bearer's room will also be renewed.
4. Redecoration-prices have been obtained to redecorate the areas accessed by the public, including the toilets, the walls in the Chapel of Remembrance and the room used by the pall bearers. Particular attention is being paid to the colours used for walls, floors etc to ensure a good overall appearance place. It is planned to do this work at weekends where possible or we may close the crematorium for a week next summer during the quietest period of operation to allow this and other essential work to be done. .
5. New pictures are being sourced to hang in the main public reception area. It is intended that these will be updated regularly to provide variety.
6. The room used by the pall bearers is to be provided with a new table and a water dispenser/coffee machine.
7. In the previous report it was suggested that we would renew the most worn chairs in the reception area. This was considered to be false economy and it has instead been decided to renew all the chairs in a new colour to compliment the new floor covering.

8. New prayer books have been provided to replace the old ones that were worn.
9. All lines on the car parks have been repainted.
10. The façade of the building has been cleaned to improve the overall appearance.
11. New extract ventilation has been installed in the reception office.
12. New IT/pc connections have been put in the small office adjacent the reception office.
13. A review of all documentation/literature available to the public is being undertaken with the view of updating and reprinting all literature. New photographs have been taken of the facilities for inclusion in the new literature.

Operational Equipment

14. Following the recent PPC inspection of the emission equipment on the cremators it became apparent that the monitoring apparatus on the stacks were not performing as required. Discussions are taking place with the engineering manager and the equipment supplier in order to try and resolve the situation.

Grounds maintenance

15. During the recent summer period of heavy demand for services, the regular staff have found it difficult to maintain the grounds to the standard they would wish to see. Extra teams of gardeners have been brought in from the council's Lufton Depot to help out with the grounds maintenance. Many of the beds near the reception area have been thinned and tidied up. The intention is to ensure that all areas where the public have immediate access look very well cared for, and that all grounds maintenance is carried out to a high standard.
16. Discussion is taking place with Chris Cooper, the manager of the Lufton Depot about providing an on-going grounds maintenance service to the crematorium. Extra funding has been built into the budget from next year to meet the cost. Quotes have been received and we are in discussion with Chris about costs etc. In the immediate future it is planned to fell some Leylandii trees behind the small pond in the cloisters area and replant the area. It is also planned to re-turf some banks near the car park.
17. With the input of Councillor Manny Roper and the council's Horticultural officer it is intended to draw up a 5 year grounds management plan to cover all tree and flower planting and grounds maintenance. Meetings have taken place with Phil Paulton, the council's arboriculture officer and we are planning to remove several

trees that are coming to the end of their life or are crowded out. It is planned to replace these with other appropriate specimen trees. An assessment is being made of all trees, hedges and bushes to determine what felling, thinning or new planting is required.

18. Plans are in hand to refurbish the pond in the Cloisters area. A specialist pond maintenance company has been contacted and a price has been obtained to drain and clean the pond. It is also leaking and will need to be relined. The fountains also need to be cleaned and refurbished. It is intended to restock the pond with fish and provide new water plants and lilies. This work will take a week so it is planned to carry out this work next summer during the period when the crematorium is closed.

The Poppy Field

19. As part of the review of the crematorium grounds the future of the Poppy Field has been considered. With the agreement of the SSDC Portfolio Holder for the crematorium and cemetery it has been decided that the Poppy Field will remain as is and not be used for burial purposes. We are looking to improve the maintenance and planting in the field and for instance to provide new poppies where lacking.

IT/Website

20. Work is in hand to link the crematorium's computer system to the main SSDC operational system. This will improve the operational ability of the system and well as back up and resilience. A review of the CAS booking system will also be undertaken.
21. Following approaches from several local undertakers it has been decided in principle to install the Wesley audio/camera system. This system allows staff to download any music to be played at services for the benefit of clients. It also allows services to be filmed for immediate transmission across the world if need be.
22. Website. A new separate website is currently being designed to allow easier access by the public.
23. A consultation event has taken place with the funeral directors/chaplains and other service users to establish their needs and wishes in order to improve service delivery. The results from this exercise are being analysed.

As can be seen there is a considerable amount to be done. It will be some months before everything is completed, and regular updates will be presented to the committee at future meetings.

*Alasdair Bell, Environmental Health and Crematorium Manager
September 2015*

8. CEMETERY AND CREMATORIUM – WORKS PLAN

CEMETERY

Details of the various ongoing planned and capital works are set out below. The spreadsheet detailing future works are included in the updated Ten Year rolling programme including 15/16 as attached.

Revenue

All identified works completed

Capital works

All identified works completed. However, there is a sum of money in this years' programme for the redecoration of the Main Chapel but these works are to be appraised and the need for the works revisited.

Grass Storage area

There is a requirement to tidy up and improve the grass cutting storage area which at present is located adjacent to the mess room and garage backing fronting on to Preston Road

Access to this area is not favourable and it is timing consuming to remove the grass cuttings to the main access road through the cemetery to be taken away via skips

An alternative location has been looked at adjacent to the tractor store container at the northern end of the site. To provide a concrete base, secure fencing and gates to form a compound to house a skip so that the grass cuttings can be deposited easily would cost £12,000. The skip can then be collected and replaced more economically

The access gate from the northern part of the site leading off Southway Crescent is narrow and the road alignment within the site does not make access easy for the skip deliveries.

The gate needs widening to avoid damage to the fencing and this would cost in the region of £3,000

Members comments and a decision are required on whether to proceed with the above works and approve funding.

Potential Burial Ground at the Fiveways Site owned by SCC

Following the soils investigation works the laboratory test results and report have been received and the findings are that the site would be suitable for burial usage.

A report on the burial ground provision and the use of the Poppy Fields at the Crematorium is under a separate report within the agenda

The Committee is **RECOMMENDED** to note the above matters

(Garry Green, Property & Engineering Services Manager – 01935 462066)

CREMATORIUM

Details of the various ongoing planned and capital works are set out below. The spreadsheet detailing future works are included in the updated Ten Year rolling programme including 15/16 as attached.

Revenue

The roof and cladding has been power washed and cleaned and cleared of moss and growth along with the drains cleared out as well

The loft hatches in the office and front toilets need to be made fire resistant. Still outstanding

The parking and road markings refurbishment have been completed

Works to redecorate the public areas and replace the flooring and matting have been agreed and final costs are awaited before the orders for the works are placed. This work will be carried out over the weekend period when authorised. The refurbishment of the public toilets is complete

Capital works

Specialist contractors have been appointed to look at the replacement and enhancement of the fishponds. This work has been deferred until next August when a closedown period is to be agreed

The DDA requirements following an audit are ongoing and under review.

Works to enhance the Ventilation System above the Cremators has been completed and an additional supplementary fan installed as back up

Other identified works for 15/16 to be programmed and scheduled during the financial year

Installation of PV Panels

Attached are the progress reports for June, July, August, and September 2015

The system at the Crematorium is performing at 101.8% of the projected design output for 15/16 up to the end of September 2015.

The Committee is **RECOMMENDED** to note the above matters

(Garry Green, Property & Engineering Services Manager – 01935 462066)

NEW GRAVE SPACES REMAINING AT YEOVIL CEMETERY.

The cemetery as of October 2015 has a maximum of 111 new grave spaces left for burial, this number of graves will give us a time-line of about 3 years.

The cemetery has now stopped selling pre-purchased plots so as to keep the 3 year availability.

Having stopped selling pre-purchased graves this will impact on the income of the cemetery in the coming years.

When a new Cemetery extension is found a decision will have to be made as to if we're introduce this service or not bearing in mind the size of the site and the total number of plots available. For instance, the Fiveways site could accommodate 419 new plots. This equates to approximately 14 years supply, but only as next in line burials.

Glenn Ford

Cemetery Foreman

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11. STATISTICS JUNE 2015 – SEPTEMBER 2015

The number of cremations for June – September 2015 were 518 compared to 477, for the same period in the previous financial year, this is an increase of 41

The number of burials for year June – September 2015 were 18 compared to 10, for the same period in the previous financial year this is an increase of 8. The burial of ashes were 17 compared to 12, an increase of 5.

CREMATORIUM & CEMETERY REVENUE

See attached.

Paula Taylor Registrar/Admin. Manager 01935 476718