

# Yeovil Crematorium & Cemetery Committee



**Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 18<sup>th</sup> July 2018 at 6:00pm at Yeovil Crematorium, Bunford Lane, Yeovil.**

**Present:**

Manny Roper      Yeovil Town Council (Chairman)  
Tony Lock         Yeovil Town Council  
Rob Stickland     South Somerset District Council (Vice Chairman)

**In Attendance:**

Barbara Appleby Clerk to Yeovil Without Parish Council  
Amanda Card     Clerk to the Committee  
Ross Eaton       Management Accountant, South Somerset District Council  
Glenn Ford       Cemetery Foreman, Yeovil Cemetery  
Peter Down       Clergy Representative  
Peter Herridge   Humanist Celebrants' Representative  
Paul Rayson       Manager, Yeovil Crematorium

There were no members of the public or press present.

*6:02pm - the meeting commenced.*

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**(1) Election of Chairman**

It was proposed by Cllr R Stickland, and seconded by Cllr T Lock, 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 T Lock, that Cllr R Stickland be elected to serve as the Vice-Chairman for the ensuing year.

**RESOLVED:** that Cllr R Stickland be elected to serve as the Vice-Chairman for the ensuing year.

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

Apologies were received from: Cllr G Oakes, Chris Cooper (Environmental Services Manager at South Somerset District Council) and Clive Wakely (Funeral Director Representative).

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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**

**RESOLVED:** that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 18<sup>th</sup> March 2018 be signed by the Chairman as a correct record.

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### **(6) External Audit Examination Report 2017/18 and Internal Audit Examination Report 2017/18**

The Committee considered the External Audit Examination Report 2017/18 and were satisfied and reassured with the management responses to the recommendations made by the External Auditor.

The Internal Audit Examination Report 2017/18 was circulated. Nine out of the ten audit assurances required were satisfactory. The Committee were satisfied and reassured with the response to the recommendation to the audit findings of the audit assurance that was not satisfactory.

**RESOLVED:** to note both the External Audit Examination Report 2017/18 and the Internal Audit Examination Report 2017/18.

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### **(7) Outturn Report 2017/18**

The Committee considered the Outturn Report 2017/18 from the Management Accountant at South Somerset District Council. He explained that the Cemetery Budget was over spent by £5,927 which was because of the cost of addressing the backdated records. The Crematorium Budget was in surplus by £86,038 because of increased cremation and other sales.

**RESOLVED:** to note the Outturn Report 2017/18.

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### **(8) Final Statements 2017/18**

The Committee considered the Financial Statements 2017/18 from the Management Accountant at South Somerset District Council.

**RESOLVED:** to note the Financial Statements 2017/18.

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

The Committee considered the report by the Environmental Services Manager at SSDC. The Cemetery Foremen explained that the large Monterey cypress was wood chipped and is now being used in the cemetery. He added that the securing of monuments would continue throughout the winter with a view to completion in April 2019. Work is continuing with the paupers graves which will increase the number of grave spaces available.

Cllr M Roper stated that the judges for the South West in Bloom visited the Cemetery and were very impressed with its presentation. Cllr Roper passed his thanks onto the Cemetery Foreman and team.

**RESOLVED:** to note the report.

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**(10) Statistics: April 2018 – June 2018**

The Committee considered the report of the Registrar/Admin Manager. It was noted that the Crematorium had been very busy with cremations increasing. Comments were made by both the Clergy Representative and the Humanist's Celebrant Representative that the services continued to be calm and dignified and that services never feel rushed.

Discussions were held on staffing and it was noted that a member of staff would be retiring. The Committee asked that their thanks be passed to this person.

**RESOLVED:** to note the report.

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**(11) Backdated Records at Yeovil Cemetery**

The Clerk gave a verbal update to the Committee. She highlighted that there was just one and a half ledgers left to complete and that between them the data entry inputters had input over 30,000 records.

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

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**(12) Any Other Business**

Cllr Roper commented on the condition of the fountain at the Crematorium. The Crematorium Manager stated that the fountain had been cleaned but it would not be there once the Crematorium had been refurbished.

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*6:35pm – the meeting closed*

Signed: ..... (Chairman)

Date: .....