

Yeovil Crematorium & Cemetery Committee



**Town House
19 Union Street
Yeovil
Somerset
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The Meeting... Yeovil Crematorium and Cemetery Committee

The Time... 6.00pm

The Date... Wednesday 19th April 2017

The Place... Town House, 19 Union Street, Yeovil

The Committee will be discussing all the items listed overleaf

If you need this information in large print, Braille, audio or another language, please ring 01935 382424

Amanda Card
Clerk to the Committee
11th April 2017

Please contact Amanda Card at the Town House for more information about this meeting

Yeovil Crematorium and Cemetery Committee

To: All Members of Yeovil Crematorium and Cemetery Committee

Roger Brown

Philip Chandler

Gye Dibben

Nigel Gage

Alf Hill

Graham Oakes

Manny Roper

Tony Lock

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

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

Peter Down (Clergy Representative - co-opted non-voting)

A G E N D A

Public Comment (at the Chairman's discretion up to 15 minutes)

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATION OF INTEREST**

3. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 18th January 2017 (previously circulated).

4. **EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of item 10 and 11, 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*

5. **UPDATE ON PERFORMANCE IN YEOVIL CEMETERY**

To note the report from the Streetscene Manager at SSDC attached at pages 3 to 4.

6. **CREMATORIUM – CREMATORIUM MANAGEMENT**

To consider the report from the Environmental Health and Crematorium Manager at SSDC attached at pages 5 to 6.

7. **STATISTICS JANUARY 2017 – MARCH 2017**

To note the report from the Registrar/Admin Manager at Yeovil Crematorium attached at pages 7 to 8.

8. **LEASE AGREEMENT AT CEMETERY LODGE**

To consider the verbal report from the Town Clerk.

9. **ANY OTHER BUSINESS**

Public Comment (at the Chairman's discretion up to 15 minutes)

The Committee will consider 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 IT SYSTEM

To consider the report from the General Manager and the Environmental Health and Crematorium Manager at SSDC attached at pages 9 to 10.

11. FUTURE PLANS OF THE CREMATORIUM AND CEMETERY

To note the verbal report from the Environmental Health and Crematorium Manager at SSDC.

5 UPDATE ON PERFORMANCE IN YEOVIL CEMETERY

Lead Officer: Glenn Ford Cemetery Foreman
Chris Cooper Streetscene Manager
Contact Details: glenn.ford@southsomerset.gov.uk or (01935) 423742
chris.cooper@southsomerset.gov.uk or (01935) 462840

Purpose of the Report

To update and inform the Committee on the performance of the Cemetery team in the period January – April 2017

Recommendation

Members are invited to comment on the report and agree the recommendation to engage a temporary position to carry out the cemetery data inputting of existing information onto a computer based system.

Report

The major focus of the service so far for this period, are listed below.

- Routine grave digging and grounds maintenance

Since the January 2017, we have carried out the following burial services;

- 8 New Graves
- 9 Reopeners
- 12 Ashes internment
- 0 Baby Graves

This leaves the projected current cemetery capacity at 41 grave spaces of which 23 would be machine accessible and 18 would require hand digging.

In order to realise the available space, further removal of hedges took place during the winter period in order to gain access to this potential grave space. This was carried out during the winter operations as at this time of year it minimised the risk to wildlife.

In the last report we informed members that we had received indications that Somerset County Council Property Team were still willing to discuss a potential cemetery extension on the 'Fiveways' site. Since this time it has come to light that an assessment of the potential capacity that could be made available on existing paupers graves, could remove the need to purchase any additional land. This work will be carried out and members informed in due course.

In order to accurately assess the available capacity and address serious weaknesses in the security of the cemetery information, we need to prioritise the inputting of existing cemetery data onto a recording system. We realise members concerns regarding the potential implications of the transformation process at SSDC, however as this process is likely to continue to the end of 2018, I believe that we need to act prior to this and prioritise the budget to employ a data inputting position on a temporary basis.

The team has continued to follow the annual work schedule and completed the program on target within existing budgets; early indications are that following the removal of a full time post, a saving of approximately £28k is achievable on an ongoing basis.

In addition to this the Cemetery Foreman has identified 100 potential ashes plots that could be offered for use and in turn enable local residents to access the cemetery service whilst raising revenue for the cemetery.

In the coming year we are making arrangements to access the Streetscene quad bikes to assist with operations around the cemetery and further improve our efficiencies.

We are continuing to focus on monument security across the cemetery and Glenn is currently assessing old memorials and identifying potentially unstable monuments that may require attention. We have done 14 'S' sections of the cemetery completed & 3 sections are remaining, likely completed by end of May. Once done we can get quotes on the various options that we will bring to committee.

What's coming next?

- Continue to assess the security of our current stock of headstones and obtain quotations for remedial work.
- Assess the potential capacity associated with paupers graves
- Spring and summer maintenance programmes as laid out in the work schedule.
- Updating cemetery records

Financial Implications

All of the matters highlighted in the report have been achieved within the services' projected budget.

Implications for Corporate Priorities

**Continue to deliver schemes with local communities that enhance the appearance of their local areas.*

Background Papers

Progress reports to the Committee on the Performance of the Cemetery Service

6 CREMATORIUM MANAGEMENT

1. **Recycling of metals.** Members will recall the decision to enter the UK crematoria metal recycling scheme. We are pleased to advise members that the first cheque for a charity donation has been received. The cheque for the sum of £5000.00 will be presented to St Margaret's Hospice, Yeovil. Just to remind members that there is no commercial gain for the authority from participating in the scheme the primary advantages relate to the environment, saving space and supporting charities.
2. **Pampas grass.** The crematorium has had six of the large pampas grasses removed. Over many years these had become rather overgrown and unsightly and there are more pampas grasses scattered around the crematorium and they too will gradually be removed.
3. **Tree works.** Some essential tree maintenance work will shortly be carried out with some dead branches in one of the oak trees being removed. It is planned to plant extra tree where the pampas grass has been removed.
4. **Grass mounds.** Quotations are being received to move the two grass mounds near the entrance car park. Siting them on the location of the felled conifer trees will afford more privacy and reduce noise from the busy road, they will also be aesthetically better placed.
5. **Cremation times.** Following consultation with the funeral directors and crematorium staff the service now offers an early morning delivery option, also, cremation only service times of 8.30 and 8.45 and the 4.00pm service time. Members may already be aware that Saturday funerals are now available upon request.
6. **Stone plinths.** Again following consultation with the funeral directors three stone plinths will be removed from the floral tribute area. This will provide greater space for mourners exiting the chapel to view floral tributes.
7. **Staffing.** Due to previously reported staff shortages in the crematorium office a temporary part time clerical officer position was approved and post holder, Mary Huntington, appointed. This position was agreed for a twelve month contract. John Warnes will be retiring on 2nd June.
8. **Staff training.** Crematorium Chapel staff have attended an on-site manual handling training course specifically designed to help them whilst bearing and manoeuvring coffins. Some crematoria staff will be visiting other crematoria to gain knowledge of different facilities and services provided. Staff training with both First Aider and Defibrillator training is continuing.

- 9. General improvements.** A coin operated hot drinks machine has been provided in the waiting room. Pedestals containing floral tributes are now provided to decorate the chapel and waiting areas. Memorial scatter tubes are now being sold from the crematorium office.
- 10. Crematorium IT System.** As separately reported the crematorium needs to replace its existing administrative software system. The office staff has been receiving demonstrations of alternative systems available.
- 11. Backdated cremation records.** The crematorium office staff continue to enter backdated cremation records into the databases.
- 12. Backdated burial records.** A disc enabling backdated burial records to be entered into the main system has been provided and the database installed at the Town Council House. It is available for installation at Lufton.
- 13. Common graves Yeovil cemetery.** Following on from the report at the previous meeting research has shown that there are common graves available for further use. However the registers have been poorly maintained so it is recommended to have the burial records fully entered into the burial database to ensure accuracy before proceeding further.

14. Future plans for the Crematorium and Cemetery

Following the production of the report by Rose Project Management, presented to the last committee meeting, further work was commissioned to work up detailed business cases on the potential future options. Much work has also been carried out by Alasdair and our own accountants on the various options

Alasdair will give a confidential verbal update to members at the end of the meeting.

As can be seen work is on-going on a number of fronts and regular updates will continue to be presented to the committee at future meetings.

RECOMMENDATIONS

- 15.** That the committee note all of the above.

*Alasdair Bell, Environmental Health and Crematorium Manager
Paul Rayson, General Manger Yeovil crematorium
April 2017*

7 STATISTICS JANUARY 2017 – MARCH 2017

The number of cremations for year January 2017 – March 2017 were 516 compared to 466 for the same period last year.

The number of burials for year January 2017 – March 2017 were 17 compared to 9, and ashes burials were 12 compared to 8, for the same period last year.

Cremations: April 2016 – March 2017, the totals were 1782 compared to 1670 in the previous year

Burials: April 2016 – March 2017, the totals were 52 burials and 40 Ashes, compared to 47 burials and 36 ashes in the previous year

CREMATORIUM & CEMETERY REVENUE

See attached.

Paula Taylor Registrar/Admin. Manager 01935 476718

Crematorium Revenue		April 2016 - March 2017																							
Month	No Crem	Cremation	Other reven	Donations	Tab.Right	Tablet	B.o R.	Urns	Vase	Misc.	Rose right	Rose	TOTAL												
April	156	102,360.00	519.00	33.00	612.00	2,647.00	573.00	-	20.00	-	-	-	106,764.00	4	NRFS										
May	122	79,986.00	308.00	41.10	704.00	3,488.00	370.00	-	42.50	-	180.00	480.00	85,599.60	3	NRFS										
June	144	94,902.00	1,027.00	37.61	616.00	3,501.00	274.00	-	22.50	-	180.00	480.00	101,040.11	3	NRFS										
July	127	84,074.00	1,117.00	31.90	616.00	4,422.00	381.00	-	37.50	-	60.00	160.00	90,899.40	2	x Baby										
Aug	130	86,726.00	1,164.40	29.50	616.00	4,242.00	583.00	-	27.50	-	60.00	292.00	93,740.40	1	NRF										
Sept	157	105,466.00	290.00	44.90	616.00	1,786.00	475.00	-	17.50	-	60.00	428.36	109,183.76												
Oct	131	86,638.00	1,200.50	66.54	1,144.00	7,168.00	878.00	15.00	40.00	-	204.00	320.00	97,674.04	1	x NRF, 1 x Baby										
Nov	156	104,382.00	974.40	132.13	704.00	3,897.00	385.00	15.00	17.50	22.00	120.00	320.00	110,969.03	1	x NRF										
Dec	143	94,411.00	506.00	85.82	264.00	2,022.00	325.00	54.00	40.00	47.00	-	120.00	97,874.82	2	x NRF, 1 x BP										
Jan	177	118,902.00	953.40	52.10	528.00	3,277.00	278.00	39.00	32.50	41.60	120.00	502.00	124,725.60												
Feb	164	109,774.00	1,141.00	30.20	704.00	3,302.00	1,189.00	54.00	10.00	24.00	120.00	444.00	116,792.20	1	x Child										
Mar	175	116,558.00	1,917.10	46.05	1,056.00	6,616.00	1,575.00	79.00	17.50	36.50	180.00	480.00	128,561.15	2	x NRF										
Total	1782	1,184,179.00	11,117.80	630.85	8,180.00	46,368.00	7,286.00	256.00	325.00	171.10	1,284.00	4,026.36	1,263,824.11												
Cemetery Revenue		April 2016 - March 2017																							
No of																									
Month	Burials	Interm.	Chapel	Purch.	Ashes	Memorials	Total																		
April	5	473.00	99.00	294.00	1,000.00	514.00	2,380.00	4	x re-open																
May	6	2,365.00	99.00	848.00	200.00	741.00	4,253.00	2	x re-open																
June	6	946.00	99.00	921.00	800.00	298.00	3,064.00	4	x re-open																
July	10	4,151.00	198.00	2,800.00	1,122.00	82.00	8,353.00	6	x re-open			inc 1 Baby													
Aug	10	2,365.00	99.00	921.00	522.00	1,523.00	5,430.00	5	x re-open			inc 1 Baby													
Sept	11	1,892.00	198.00	2,560.00	783.00	216.00	5,649.00	3	x re-open			inc 2 Babies													
Oct	4	946.00	-	1,142.00	400.00	648.00	3,136.00																		
Nov	3	1,419.00	99.00	424.00	-	648.00	2,590.00	2	x re-open																
Dec	8	2,365.00	396.00	1,142.00	522.00	432.00	4,857.00	3	x re-open																
Jan	7	4,257.00	297.00	1,896.00	-	257.00	6,707.00	2	x re-open																
Feb	8	1,892.00	-	294.00	800.00	-	2,986.00	4	x re-open																
Mar	14	2,365.00	297.00	718.00	1,261.00	689.00	5,330.00	3	x re-open																
Total	92	25,436.00	1,881.00	13,960.00	7,410.00	6,048.00	54,735.00																		
Number of Cremations								Number of Burials																	
Month	2010/11	2010/11	2011/12	2012/13	2014/15	2015/16	2016/17	Month	2010/11	2011/12	2012/13		2013/14	2014/15		2015/16		2016/17							
											B	A	B	A	B	A	B	A	B	A					
April	149	149	110	146	128	154	156	April	7	2	6	2	6	2	6	6	3	2	1	4					
May	105	105	154	135	145	132	122	May	7	5	6	4	4	3	6	4	6	2	5	1					
June	128	128	121	103	128	129	144	June	4	4	4	1	4	4	4	2	6	4	2	4					
July	147	147	110	125	108	150	127	July	5	3	3	3	0	3	2	5	5	5	6	4					
Aug.	121	121	109	130	124	98	130	Aug.	4	8	4	4	4	5	2	1	4	4	5	5					
Sept.	120	120	122	121	117	141	157	Sept.	1	8	1	7	1	1	2	4	3	4	6	5					
Oct.	132	132	121	142	136	131	131	Oct.	4	3	6	4	2	2	2	3	3	1	2	2					
Nov.	139	139	122	143	126	129	156	Nov.	6	3	5	4	5	5	3	4	2	1	3	0					
Dec.	145	145	88	112	135	140	143	Dec.	4	5	4	4	2	1	3	2	6	5	5	3					
Jan.	180	180	161	159	190	159	177	Jan.	7	6	4	0	6	1	7	1	1	0	7	0					
Feb.	143	143	109	131	167	167	164	Feb.	4	2	1	2	2	4	5	5	5	3	5	3					
March	162	162	143	159	169	140	175	March	9	5	7	4	2	2	8	4	3	5	5	9					
Total	1671	1671	1470	1606	1673	1670	1782	Total	62	54	51	39	38	33	50	41	47	36	52	40					