

Yeovil Crematorium & Cemetery Committee



Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 18th October 2017 at 6:00pm at Town House, 19 Union Street, Yeovil.

Present:

Alf Hill Yeovil Without Parish Council
Graham Oakes South Somerset District Council
Manny Roper Yeovil Town Council (Chairman)

In Attendance:

Amanda Card Clerk to the Committee
Barbara Appleby Clerk to Yeovil Without Parish Council
Alasdair Bell Environmental Health Manager, South Somerset District Council
Chris Cooper Streetscene Manager, South Somerset District Council
Glenn Ford Cemetery Foreman, Yeovil Cemetery
Paul Rayson Manager, Yeovil Crematorium
Clive Wakely Funeral Directors' Representative

Public Comment

There were no members of the public or press present.

6:22pm - the meeting commenced.

(1) Election of Vice-Chairman

There were no nominations. This item will be deferred until the next meeting.

RESOLVED: to defer until the next meeting.

(2) Apologies for Absence

Cllr R Brown; Cllr N Gage; Cllr T Lock and Peter Herridge.

RESOLVED: to accept the apologies

(3) Declarations of Interest

There were no declarations made at this time.

(4) Minutes of the Previous Meeting

RESOLVED: that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 19th July 2017 be signed by the Chairman as a correct record.

(5) Exclusion of Press and Public

Due to the confidential nature of the business of item 14 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

RESOLVED: That agenda item 14 be heard with the public and press excluded.

(6) Revenue and Capital Budget Monitoring for 6 months ended September 2017/18

The Committee considered the Revenue and Capital Monitoring for the 6 months ended September 2017/18, prepared by the Management Accountant.

RESOLVED: to note the Revenue and Capital Monitoring for the 6 months ended September 2017/18.

(7) Cemetery and Crematorium Budget 2018/19

The Committee considered the draft Cemetery and Crematorium Budget for 2018/19.

RESOLVED: to note the draft Cemetery and Crematorium Budget for 2018/19.

(8) Crematorium Refurbishment Scheme

The Environmental Health Manager gave a verbal update regarding the refurbishment of Yeovil Crematorium. Opportunities for the tender of both Architecture and Design: and the Supply, installation, commissioning and maintenance of new cremators, abatement equipment and control systems, have been logged on the supplyingthesouthwest.org.uk Procurement Portal. There will be separate process for project management and work for the access to the road at the back of the site. The Project Board will meet to open tenders, shortlist and invite potential organisations for interview.

The Environmental Health Manager reported that the project was on target. He also gave an update regarding management roles following phase 1 of the Transformation Programme.

RESOLVED: to note the verbal report from the Environmental Health Manager.

(9) Update on the Performance in Yeovil Cemetery

The Streetscene Manager introduced the report. Work was underway to assess the potential capacity that could be available on existing common grave plots. Testing the area with a probe has not been possible, so the test holes have had to be dug. This assessment has increased the potential capacity within the boundaries of the Cemetery, lengthening the live of the cemetery and increasing potential income.

Work on monument safety will commence over the winter period. The work funded by the £6,000 (agreed to be used from reserves) would help inform a total project cost and budgeted for accordingly in the following years as required.

RESOLVED: (1) to note the report; and (2) that the total project cost be calculated and budgeted for accordingly in the following years as required.

(10) Staffing Arrangements at Yeovil Crematorium

The Committee considered the report regarding staffing arrangements at Yeovil Crematorium.

RESOLVED: (1) to recommend to the relevant Councils to approve appointing 2 part time Cremator Operator/Chapel Attendant/Gardeners; (2) to recommend to the relevant Councils to allow the General Manager to amend the structure (within budget) once the staff take retirement; and (3) to recommend to the relevant Councils to approve appointing a temporary Cremator Operator/Chapel Attendant/Gardener.

(11) Charity Nomination

The Committee considered the report regarding charity nominations for the recycling of metals recovered after cremations.

RESOLVED: to note the report.

(12) Statistics July 2017 – September 2017

The Committee considered the report of the Registrar/Admin Manager at Yeovil Crematorium.

RESOLVED: to note the report.

(14) Backdated Records at Yeovil Cemetery

The Clerk to the Committee informed the Committee that 2 temporary Data Entry Administrators had been appointed on a job share basis. They would commence employment once the new system database was ready.

RESOLVED: to note the verbal report.

(14) Any other business

There was no other business.

7:05pm – Alasdair Bell, Paul Rayson and Clive Wakely left the meeting and did not return.

The Committee passed a resolution (see item 5) 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.

(15) Future Plans of the Cemetery

The Clerk to the Committee gave a verbal update concerning potential land at the Cemetery.

Discussions were held in other plans of the cemetery.

RESOLVED: to note the report; and (2) to agree a course of action regarding plans for the cemetery provision.

7:30pm – the meeting closed

Signed: (Chairman) Date: