

# Yeovil Crematorium & Cemetery Committee



**Minutes of the special meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 19<sup>th</sup> July 2017 at 6:00pm in Waiting Room, Yeovil Crematorium, Bunford Lane, Yeovil, BA20 2EG.**

## **Present:**

Roger Brown	Yeovil Without Parish Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Manny Roper	Yeovil Town Council (Chairman)
Tony Lock	Yeovil Town Council

Peter Down      Clergy Representative (co-opted non-voting) (from 6:11pm)

## **In Attendance:**

Amanda Card	Clerk to the Committee
Barbara Appleby	Clerk to Yeovil Without Parish Council
Jayne Beevor	Management Accountant, South Somerset District Council
Alasdair Bell	Environmental Health Manager, South Somerset District Council
Glenn Ford	Cemetery Foreman, Yeovil Cemetery
Paul Rayson	Manager, Yeovil Crematorium

## **Public Comment**

There were no members of the public or press present.

*6:00pm - the meeting commenced.*

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## **(1) Election of Chairman**

It was proposed by Cllr T Lock, and seconded by Cllr N Gage, 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**

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

**RESOLVED:** to defer until the next meeting.

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

Cllr P Chandler  
Cllr G Oakes  
Clive Wakely  
Chris Cooper

**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**

**RESOLVED:** that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 21<sup>st</sup> June 2017 be signed by the Chairman as a correct record.

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## **(6) Exclusion of Press and Public**

Due to the confidential nature of the business of items 16 and 17 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 16 and 17 be heard with the public and press excluded.

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## **(7) Internal Audit Findings 2016/17**

The committee considered the Internal Audit Findings 2016/17 which was introduced by the Management Accountant at South Somerset District Council. A question was raised with concerning the significant risks and when risk assessments for risks relating to the

crematorium would be completed. The Crematorium Manager indicated that about 20 to 30 risk assessments had been input onto the Council's online Risk Management system.

**RESOLVED:** to note the findings of the Yeovil Cemetery and Crematorium Internal Audit Findings 2016/17 report.

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### **(8) External Examination Report 2016/17**

The Committee considered the External Examination Report 2016/17 which identified one high priority, one medium priority and one item for information.

**RESOLVED:** to note the findings of the External Examination Report 2016/17.

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### **(9) Final Accounts 2016/17**

The Committee considered the Outturn Report and the Statement of Accounts 2016/17.

A question was raised concerning the increase of income for the cemetery in 2016/17 compared with 2015/16; asking whether the increase was due to increased burials, increased charges or a mixture. The Management Accountant fed back after the meeting that the 23 % increase in Burial Income from £45,134 in 2015/16 to £55,546 in 2016/17 is due in equal proportion to the increase in the number of burials from 83 to 92 and an increase in fees from £430 to £473 in 2016/17.

In addition, the Management Accountant asked the Committee to take into account that Brympton Parish Council were no longer members of the Yeovil Crematorium and Cemetery Committee and that they were due a share of the Cemetery Reserve.

**RESOLVED:** (1) to note the Outturn Report and the Statement of Accounts 2016/17; (2) that the Committee approve the Statement of Accounts; (3) that the Chairman of the Yeovil Crematorium and Cemetery Committee sign the Statement of Accounts to confirm that they have been approved by this Committee; (4) to note that the balance of the surplus that occurred in the Cemetery budget has been transferred to the reserve; (5) to note that the general underspend which occurred in the Crematorium's budget has been split with 11% transferred to Yeovil Without Parish Council's reserve and 89% transferred to South Somerset District Council; (6) to note the capital expenditure on the Cemetery and Crematorium; and (7) to submit a report to the meeting of the Committee regarding the share of Cemetery Reserve payable to Brympton Parish Council.

*6:15pm – Jayne Beevor, Management Accountant left the meeting and did not return.*

### **(10) Update on the Performance in Yeovil Cemetery**

The Cemetery Foreman introduced the report. He indicated that the costs within the report related to the South section of the cemetery. It was noted that there were alternative methods that would address the issues of memorial security. Discussions were raised over the urgency and how long this project would take.

**RESOLVED:** (1) to note the report; and (2) to lower the burial headstones into the ground (where applicable) following the required procedure.

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### **(11) Crematorium Management**

The Environmental Health and Crematorium Manager at South Somerset District Council gave a verbal update regarding the refurbishment and development of Yeovil Crematorium.

The new Board have met and the project is being tendered following South Somerset District Council's procurement procedures. He highlighted that the tender documentation was being prepared alongside the specification of the works.

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

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### **(12) Statistics April 2017 – June 2017**

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

**RESOLVED:** to note the report.

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### **(13) Staffing Arrangements at Yeovil Crematorium**

This report was deferred to the next meeting of the Committee.

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### **(14) Backdated Records at Yeovil Cemetery**

The report from the Clerk to the Committee was considered.

**RESOLVED:** (1) to note the report; (2) that a temporary member of staff, employed by Yeovil Town Council was the favourable option; (3) to recommend to Yeovil Town Council

and Yeovil Without for approval, the option as per (2) with the cost implications for each Council respectively.

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**(14) Any other business**

There was no other business.

*6:55pm – Peter Down, Clergy Representative left the meeting and did not return.*

*The Committee passed a resolution (see item 6) 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) Staffing at Yeovil Cemetery**

There was nothing further to add regarding Staffing at Yeovil Cemetery which had not already been mentioned under (10) Update on the Performance in Yeovil Cemetery

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**(14) 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:** (1) to note the report; (2) that testing is carried out in the common graves area urgently and (3) that a report be submitted detailing the findings of this testing.

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*7:06pm – the meeting closed*

Signed: ..... (Chairman) Date: .....