

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in The Town House, 19 Union Street, Yeovil on **Wednesday 18th January 2017**.

(6.00pm – 7.33pm)

Present:

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

Also Present:

Amanda Card	Clerk to the Committee
Chris Cooper	Streetscene Manager, South Somerset District Council
Glenn Ford	Cemetery Foreman
Alasdair Bell	Environmental Health Manager, South Somerset District Council
Paula Jeffery	Management Accountant, South Somerset District Council
Paul Rayson	Manager, Yeovil Crematorium
Peter Herridge	Humanist Celebrants' Representative
Peter Down	Clergy Representative

Public Comment

There were no members of the public or press present.

(1) Apologies for Absence

Cllr Bob Brookes
Garry Green
Tom Pullen
Paula Taylor
Barbara Appleby
Clive Wakley

RESOLVED: to accept the apologies

(2) Declarations of Interest

There were no declarations made at this time.

(3) Minutes of the Previous Meeting

The Clerk to the Committee notified the Committee of one amendment: Cllr Graham Oakes represented South Somerset District Council and not Yeovil Without Parish Council as written in the draft minutes. The Minutes of the meeting held on 19th October 2016 were agreed as correct and signed by the Chairman.

RESOLVED: (1) that the amendment be noted; and (2) that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 19th October 2016 be signed by the Chairman as a correct record.

(4) Exclusion of Press and Public

Due to the confidential nature of the business of items 13 and 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 13 and 14 be heard with the Public and Press excluded.

(5) Cemetery and Crematorium Budget – 2017/18

The committee considered the report from the Management Accountant to set the budget for the Cemetery and Crematorium for the financial year 2017/18.

RESOLVED: to recommend to the relevant Council(s) to approve where appropriate (1) the Cemetery and Crematorium budgets; (2) the allocation of the cemetery deficit; (3) the proposed Cemetery fees; (4) the proposed crematorium fees; and (5) the Joint Burial Service Level Agreement and charges for 2017/18.

(6) Matters arising from July 2016 Committee Meeting

The committee considered the report from the Management Accountant in relation to questions raised at July 2016 Committee meeting regarding pre-purchased burials.

RESOLVED: to note the responses given to the questions raised at July 2016 Committee meeting regarding pre-purchased burials.

(7) External Examination Report in relation to 2015/16 Burial Accounts

The committee considered the report from the Management Accountant in relation to the management responses made to the recommendations contained within the External Examination Report.

RESOLVED: to note the management responses made to the recommendations contained within the External Examination Report.

(8) Update on performance in Yeovil Cemetery

The committee considered the report from the Streetscene Manager regarding the performance of the of the cemetery service.

RESOLVED: to note report from the Streetscene Manager regarding the performance of the of the cemetery service.

(9) Computerisation of Statutory Records

The committee considered the report from the General Manager at Yeovil Crematorium regarding computerisation of over 25,000 burial records and the funding of a data input officer.

The committee supported that the records needed to be digitised but felt that employing an additional member of staff at this time was not prudent. It was suggested that a report be brought back to the next Committee appraising all the available options. In the interim the Clerk to the Committee highlighted that there could be some capacity at Yeovil Town Council to input data.

RESOLVED: (1) to note report from the General Manager at Yeovil Crematorium; (2) to bring another report to the next Committee appraising all the available options; and (3) that the Clerk to the Committee investigate whether there was capacity at Yeovil Town Council to input data.

(10) Statistics October 2016 – December 2016

The Registrar/Admin Manager submitted a written report setting out the statistics for the period October 2016 to December 2016.

RESOLVED: to note the report.

(11) Charity Nomination

The committee considered the report from the General Manager at Yeovil Crematorium regarding the charity nomination. It was highlighted that any fund raised from the metals recovered and recycled were to be donated to a charity that was connected to a service for the bereaved.

RESOLVED: (1) to note the report; (2) the decision be delegated to the General Manager at Yeovil Crematorium with the condition that any recipient charity has not received a donation in the two years prior; and (3) that (2) would be reviewed if there was a change to the administration of the Crematorium and Cemetery Committee.

(12) Dates of future meetings

RESOLVED: (1) to note the dates of future meetings as being 19th April 2017, 19th July 2017, 18th October 2017 and 17th January 2018.

6:45pm Peter Down left the meeting and did not return.

The Committee passed 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.

(12) Crematorium – Crematorium Management

The Committee considered the report from the Environmental Health Manager. It was noted that there had been a lot of change at the cemetery in the past year but there had been significant improvements on areas that needed addressing.

RESOLVED: to note the report.

(13) Yeovil Cemetery common graves

The committee considered the report from the General Manager at Yeovil Crematorium regarding common graves.

RESOLVED: (1) to note the report; and (2) to recommend to the relevant Councils to approve to undergo a 3 month testing period as detailed in the report, the findings of which to be reported at the next meeting of the Crematorium and Cemetery Committee.

(13) Any Other Business

The Clerk to the Committee read out an e-mail from Bob Brookes which passed on his best wishes to the Yeovil Crematorium and Cemetery Committee following Brympton Parish Council's decision to withdraw from membership of the committee.

Signed:

Dated: