

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in The Town House, 19 Union Street, Yeovil on **Wednesday 19<sup>th</sup> April 2017**.

(6.00pm – 7.25pm)

**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

**Also Present:**

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

**Public Comment**

There were no members of the public or press present.

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**(1) Apologies for Absence**

Cllr Graham Oakes  
Clive Wakley

**RESOLVED:** to accept the apologies

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**(2) Declarations of Interest**

There were no declarations made at this time.

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**(3) Minutes of the Previous Meeting**

**RESOLVED:** that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 18<sup>th</sup> January 2017 be signed by the Chairman as a correct record.

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

Due to the confidential nature of the business of items 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

**RESOLVED:** That Agenda Item 10 and 11 be heard with the Public and Press excluded.

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#### **(5) Update on performance in Yeovil Cemetery**

The committee considered the report from the Streetscene Manager regarding the performance of the cemetery service. The committee were informed that work on the common graves had not started due to an issue which had to be given higher priority. Work was underway to digitise the burial records and this work was being carried out by staff at Yeovil Town Council. The committee raised concern over the length of time the inputting of the data would take. A risk with the mapping system was also identified and members agreed that this needed to be addressed as soon as possible as it was business critical.

**RESOLVED:** (1) to note report from the Streetscene Manager regarding the performance of the cemetery service but (2) to submit a report at the next meeting of Yeovil Crematorium and Cemetery Committee regarding a costs of analysis and options appraisal to address the issues of the mapping system and the computerisation of the burial records.

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#### **(6) Crematorium Management**

The Committee considered the report from the Environmental Health Manager and the Crematorium Manager.

**RESOLVED:** to note the report.

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#### **(7) Statistics January 2017 – March 2017**

The Registrar/Admin Manager submitted a written report setting out the statistics for the period January 2017 and March 2017.

**RESOLVED:** to note the report.

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## **(8) Lease Agreement at Cemetery Lodge**

To Clerk to the Committee highlighted an issue with the lease agreement at Cemetery Lodge and offered an option that may resolve this issue.

**RESOLVED:** (1) to note the verbal report given by the Clerk to the Committee; and (2) that the Clerk to the Committee pursue what needs to be done to resolve the issue .

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## **(9) Any other business**

There was no other business.

*6:58pm Peter Herridge left the meeting and did not return.*

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*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.*

## **(10) Crematorium IT system**

The Committee considered the report from the Crematorium Manager regarding the procurement of a new records system.

**RESOLVED:** (1) to note the report and (2) to recommend to the relevant Councils to approve (where appropriate) the procurement of the recommended records systems as indicated by the Crematorium Manager.

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## **(11) Future plans of the Crematorium**

The committee considered the report from the Environment Health Manager at South Somerset District Council and the General Manager at Yeovil Crematorium regarding the proposed alterations to the Crematorium.

**RESOLVED:** (1) to note the report; and (2) to recommend to the relevant Councils to approve (where appropriate) to pursue the proposed alterations to Yeovil Crematorium.

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Signed:

Dated: