

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 16 April 2014**

(6.00pm – 7.40pm)

**Present:**

Alan Smith (Chairman)	Yeovil Town Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Kaysar Hussain	Yeovil Town Council
Maurice Lamb	Yeovil Without Parish Council
Graham Oakes	South Somerset District Council
David Recardo	South Somerset District Council

**Also Present:**

Alan Tawse	Clerk to the Committee
Glenn Ford	Cemetery Foreman
Garry Green	Property and Engineering Services Manager
Paula Jeffery	Management Accountant
Paula Taylor	Administration Manager

**(1) Public Comment**

There were no comments from the public.

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**(2) Minutes**

The minutes of the previous meeting held on 15 January 2014, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

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**(3) Apologies for Absence**

Apologies for absence were received from Mary Evered, Manny Roper and Tom Pullin.

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**(4) Declarations of Interest**

There were no declarations of interest.

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**(5) Cemetery - Works Plan**

The Committee considered the report of the Property and Engineering Services Manager (agenda item 4 refers).

Reference was made at the meeting to an issue that had recently arisen concerning the need to relocate a water meter, and the anticipated works involved. The Property and Engineering Services Manager indicated that he was working closely with Wessex Water to resolve the matter.

**RESOLVED:** that the report and the above issue be noted.

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**(6) Crematorium - Works Plan**

The Committee considered the report of the Property and Engineering Services Manager (agenda item 5 refers) including the separately circulated Solar PV monthly performance report for March 2014.

During the ensuing discussion, reference was made to the forthcoming replacement of the hearths of the cremators and planned relining works, budget provision for which had been made in 2014/15 and 2015/16.

Members expressed their appreciation of the 99.3% performance of design output to date of the Solar PV panels, which it was noted had generated £1,343 and had saved 3,828kg of carbon dioxide.

**RESOLVED:** that the report be noted.

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**(7) Risk Management Strategy**

The Committee considered the report of the Clerk to the Committee (agenda item 6 refers).

In response to a query, it was confirmed that the Committee's investments were managed by South Somerset District Council in accordance with their adopted policy. It was noted that this policy had been drawn up with the need to balance financial return with appropriate risk avoidance.

The Management Accountant undertook to clarify the definition of personal accident insurance cover, and attention was drawn to a number of minor typographical changes.

**RESOLVED:** (1) that the report be noted; and  
(2) that approval be given to the adoption of the draft amended risk management strategy for 2014/15.

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**(8) Statistics**

The Committee considered the report of the Administration Manager (agenda item 7 refers).

**RESOLVED:** that the matter be noted.

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**(9) Exclusion of Press and Public**

**RESOLVED:** that the press and public be excluded from the meeting for consideration of the following item 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.

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**(10) Storm Damage**

The Committee considered the confidential report of the Clerk to the Committee (agenda item 8 refers).

During the ensuing discussion, Members expressed their appreciation of the work undertaken by the staff at both facilities in response to the exceptional storm in February, and noted the unavoidable costs involved in carrying out the necessary repair work.

**RESOLVED:** that the matter be noted.

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**(11) Land Disposal**

The Committee considered the confidential report of the Clerk to the Committee (agenda item 9 refers).

**RESOLVED:** (1) that the matter be noted; and  
(2) that the recommendation in the report be approved and adopted.

Chairman.....