

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 15 January 2014**

(6.00pm – 7.40pm)

**Present:**

Alan Smith (Chairman)	Yeovil Town Council
Mary Evered	Brympton Parish Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Maurice Lamb	Yeovil Without Parish Council
David Recardo	South Somerset District Council
Manny Roper	Yeovil Town Council

**Also Present:**

Alan Tawse	Clerk to the Committee
Glenn Ford	Cemetery Foreman
Garry Green	Property and Engineering Services Manager
Paula Jeffery	Management Accountant
Tom Pullin	Operations 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 16 October 2013, 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 Graham Oakes, Paula Taylor and Clive Wakely.

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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).

Members were advised of a recent partial collapse of the foul drainage system at the Cemetery Lodge, which was being investigated with a view to early repair works being carried out. It was anticipated that the costs would be met from an underspend in the boundary walls repair allocation.

During the ensuing discussion, reference was made to the method by which capital works at the Cemetery were funded on a rolling basis, and the possibility of capping the Reserve Fund.

Whilst it was acknowledged that there was sufficient in the Reserve Fund to meet the estimated costs of the existing ten-year programme, it was pointed out that this was based on forecasted prices and that adequate provision also needed to be made for unforeseen and inescapable works that would inevitably arise from time to time given the age and nature of the premises. The Fund was also used to meet the cost of any unexpected revenue budget shortfalls that might arise.

Attention was drawn to the surveys that were carried out by a qualified surveyor on a periodic basis with a view to identifying any new works and revaluing any identified works that were already included in the Works Plan and their recommended implementation dates.

The Management Accountant expressed her support for the current approach taken by the Committee, which involved making annual revenue contributions to the Reserve Fund. This ensured that sufficient resources were available for the Committee to meet its legal obligations and to carry out any agreed improvements on an ongoing basis.

It was noted that in past years the level of reserves had been significantly reduced as a result of unforeseen and inescapable works that needed to be carried out as a matter of urgency, and that the present arrangements represented a more robust and prudent approach.

**RESOLVED:** that the matters 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).

During the ensuing discussion, reference was made to the works that had recently been completed to extend the Memorial Rose Garden area, which had created an additional 33% of available space.

In response to a query, the Operations Manager undertook to arrange for sufficient cover to be put in place to ensure the ongoing maintenance of the memorial roses to a high standard.

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

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**(7) Original Budget Estimates 2014/15**

The Committee considered the report of the Management Accountant (agenda item 6 refers).

In response to a query, the Management Accountant agreed to undertake a cost recovery analysis of the charges for erecting memorial headstones or vases and to include her findings in next year's budget estimates report.

During the ensuing discussion, reference was made to the need to ensure that fees were set at an appropriate level, which took into account the anticipated impact of various developments identified in the report; the costs of delivering and improving services and the present economic climate.

- RESOLVED:**
- (1) that approval be given to the 2014/15 budget estimates – including the fees and charges (attached as Appendix A);
  - (2) that the allocation of the Cemetery deficit (attached as Appendix B) be approved;
  - (3) that approval be given to the proposed memorial tablet fees;
  - (4) that the Service Level Agreements with South Somerset District Council for 2014/15 be approved and signed; and
  - (5) that the current position of the reserves be noted.
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**(8) Statistics – October 2013 to December 2013**

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

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

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**(9) Future Meetings**

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

**RESOLVED:** (1) that meetings of the Committee be held on the following dates in 2014/15 at the times and venues indicated:

- Wed 16 April 2014 (6.00pm – at the Town House)
- Wed 18 June 2014 (6.00pm – at Yeovil Crematorium)
- Wed 15 October 2014 (6.00pm – at the Town House)
- Wed 14 January 2015 (6.00pm – at the Town House)

(2) that arrangements be made for an inspection of the Crematorium and the Cemetery to be undertaken by Members of the Committee immediately following the June meeting.

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**(10) 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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**(11) Crematorium Access**

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.

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Chairman.....

## APPENDIX A

### YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

#### FEES OPERATIVE FROM 1ST APRIL 2014 AT YEOVIL CEMETERY

The fees listed below are applicable to the residents (Parishoners) of Yeovil, ie the parishes of Yeovil Town, Yeovil Without and Brympton.

For Non-Parishoners, ie residents of the Yeovil area but not within the above Parishes, the fees are doubled. If the deceased moved in to a residential care home outside of the Yeovil area, less than 12 months prior to the date of death, the fee will remain at the standard rate.

Net Fee	INTERMENT FEES	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£390.00	The burial of the body of a person whose age at the time of death exceeded sixteen years	£400.00	No VAT	£400.00
£174.00	The burial of cremated remains	£180.00	No VAT	£180.00
£51.00	The scattering of cremated remains (uncontained burial)	£53.00	No VAT	£53.00
£82.00	The use of the chapel	£84.00	No VAT	£84.00
	Please note there is no charge for the interment of babies and children up to the age of sixteen			
Net Fee	BURIAL AND MEMORIAL RIGHTS	Net Fee	VAT	Total Charge
2013/14	(for a period of 75 years - subject to review)		20%	2014/15
£62.00	The purchase of burial and memorial rights - in the childrens section	£64.00	No VAT	£64.00
£368.00	in the remainder of the cemetery	£377.00	No VAT	£377.00
£521.00	in a selected site	£533.00	No VAT	£533.00
£255.00	in a grave for cremated remains only	£261.00	No VAT	£261.00
Net Fee	MEMORIAL APPROVAL FEES	Net Fee	VAT	Total Charge
2013/14	(applicable for Parishoner and Non-Parishoner)			2014/15
£113.00	For the right for the erection of a memorial or vase	£116.00	No VAT	£116.00
£31.00	Additional subscription to existing memorial	£32.00	No VAT	£32.00
Net Fee	SEARCHING REGISTERS	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£31.00	For a period of not more than one year	£32.00	No VAT	£32.00
£21.00	For each additional year	£22.00	No VAT	£22.00
£21.00	Certificate of entry in the burial register	£22.00	No VAT	£22.00

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#### FEES OPERATIVE FROM 1ST APRIL 2014 AT YEOVIL CREMATORIUM

Net Fee	CREMATION FEES	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£520.00	The cremation of the body of a person whose age at the time of death exceeded sixteen years	£540.00	No VAT	£540.00
£56.50	The cremation of body parts	£59.00	No VAT	£59.00
£148.00	For extended time for use of the chapel or the use of the chapel only	£150.00	No VAT	£150.00
	Please note there is no charge for the cremation of babies and children up to the age of sixteen			
Net Fee	DISPERSAL FEES	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£41.00	For burying cremated remains where cremation did not take place at Yeovil Crematorium	£42.00	No VAT	£42.00
£21.00	Temporary deposit of cremated remains per month (first month free of charge)	£22.00	No VAT	£22.00
£51.00	For the removal of cremated remains from the Garden of Remembrance (under Home Office Licence)	£53.00	No VAT	£53.00
£31.00	Witnessing the interment of cremated remains	£32.00	No VAT	£32.00
Net Fee	CONTAINERS	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£21.00	Baby Urn (white)	£22.00	No VAT	£22.00
£26.00	Urn	£27.00	No VAT	£27.00
£41.00	Casket	£42.00	No VAT	£42.00
	If the Funeral Director does not supply a suitable container for the removal of cremated remains, a polytainer will be provided without charge			
Net Fee	OTHER CHARGES	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£54.00	Forwarding cremated remains via Securicor (inc. P&P)	£56.00	No VAT	£56.00
£21.00	Certificate of cremation (the first is issued free of charge)	£22.00	No VAT	£22.00
£21.00	Certified extract from the cremation register	£22.00	No VAT	£22.00
Net Fee	MEMORIAL FEES	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£140.00	Rose bush and plaque to include 5 year maintenance	£150.00	£30.00	£180.00
£50.00	Renewal of rose bush maintenance for 5 year term	£60.00	£12.00	£72.00
	There are five varieties of rose available and the cast bronze plaque can accommodate up to 45 letters, spaces or characters			

## APPENDIX B

### YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

#### ALLOCATION OF CEMETERY DEFICIT

		<b>2013-14 Original Estimate £</b>	<b>2014-15 Original Estimate £</b>
Total Deficit		<b><u>126,700</u></b>	<b><u>129,230</u></b>
Gross Expenditure		185,770	185,380
Less: Fees		<u>-59,070</u>	<u>-56,150</u>
		126,700	129,230
Less Debt Charges by YTC		<u>-</u>	<u>-</u>
		<b><u>126,700</u></b>	<b><u>129,230</u></b>
80% by 2 Parishes based on electorate @ Jan 14		101,360	103,384
	Y.T.C	23,290	80,800
	Y.W.P.C	<u>5,951</u>	<u>20,560</u>
		<b><u>29,241</u></b>	<b><u>101,360</u></b>
			<b><u>103,384</u></b>
20% by 3 Parishes based on electorate @ Jan 14		25,340	25,846
	Y.T.C	23,290	16,964
	Y.W.P.C	5,951	4,316
	B.P.C.	<u>5,593</u>	<u>4,060</u>
		<b><u>34,834</u></b>	<b><u>25,340</u></b>
			<b><u>25,846</u></b>
<b>Allocation of Deficit</b>			
	Y.T.C	<b>97,764.00</b>	<b>99,624</b>
	Y.W.P.C	<b>24,876.00</b>	<b>25,456</b>
	B.P.C.	<b><u>4,060.00</u></b>	<b><u>4,150</u></b>
		<b><u>126,700</u></b>	<b><u>129,230</u></b>