

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Waiting Room, Yeovil Crematorium, Bunford Lane, Yeovil on **Wednesday 18 June 2014**

(6.00pm – 6.35pm)

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
Manny Roper	Yeovil Town Council

Also Present:

Helen Ferdinand	Assistant Town Clerk, Yeovil Town Council
Glenn Ford	Cemetery Foreman
Paula Jeffery	Management Accountant
Paula Taylor	Administration Manager

(1) Public Comment

There were no comments from the public.

(2) Election of Chairman

It was proposed, seconded and

RESOLVED: that Alan Smith be elected Chairman of the Committee for the Municipal Year 2014/15.

(3) Appointment of Vice-Chairman

It was proposed, seconded and

RESOLVED: that David Recardo be appointed Vice-Chairman of the Committee for the Municipal Year 2014/15.

(4) Minutes

The minutes of the previous meeting held on 16 April 2014, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(5) Apologies for Absence

Apologies for absence were received from Garry Green, Tom Pullin, Alan Tawse, David Recardo, and Clive Wakely.

(6) Declarations of Interest

There were no declarations of interest.

(7) Final Accounts 2013/14

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

The Management Accountant informed Members of two amendments to the report: a) Reserve Funds (p.7) the final column headings should all be 2014/15, and b) in the Notes to the Core Financial Statements (p.16-17) the heading 'Debtors' should be item 5, 'Investments' item 6, 'Creditors' item 7 and 'Receipts in Advance' item 8.

During the ensuing discussion, Members requested clarification of a couple of points to which the Management Accountant responded.

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that, subject to above amendments, the draft Statement of Accounts be approved;
 - (3) that the Audit Commission return – in particular Section 1 on the Statement of Accounts and Section 2 on the Statement of Annual Governance - be approved;
 - (4) that the independent audit report which accompanied Section 3 of the Audit Commission return be noted;
 - (5) that the balance that occurred in the Cemetery's budget which has been transferred to the reserve, be noted;
 - (6) that the general underspend which occurred in the Crematorium's budget, which has been split with 11% transferred to the Yeovil Without Parish Council reserve, and 89% transferred to South Somerset District Council, be noted;

- (7) that the amendment of the reserves to document the Crematoria Abatement of Mercury Emissions Organisation (CAMEO) scheme reserve held by South Somerset District Council be noted; and
 - (8) that the capital expenditure on the Cemetery and Crematorium be noted.
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(8) Cemetery Works Plan

The Committee considered the report of the Property and Engineering Services Manager (agenda item 7 refers).

Members raised and discussed the issue of the trees at the top of the bank adjacent to the Preston Road. The Cemetery Foreman explained that the cutting back of the trees was on the programme roster, but the extent of the works was dependent on the advice of the District Council.

Reference was made to the re-slating of the roofs at the Cemetery. The Foreman advised that he was monitoring their condition, but informed Members that whilst their condition was acceptable at the moment, work would need to be carried out on the roofs at some stage.

RESOLVED: that the matters be noted.

(9) Crematorium Works Plan

The Committee considered the report of the Property and Engineering Services Manager (agenda item 8 refers).

The Management Accountant advised Members that the Property and Engineering Services Manager was seeking to move elements of the capital expenditure back to the following year. For instance, depending on the advice of the engineer at the annual service, the replacement of the boiler could possibly be moved to the following year. Also, some discussion took place regarding the replacement of the tractor. It would require a major service next year when an assessment would be carried out to decide whether it needs to be replaced or not.

Reference was made to the proposal for the fish pond to be replaced, and again, whether it could be moved back to the following year.

Members also discussed the performance of the photovoltaic panels and commented on the monthly variation. A request was made that the performance figures be shown on a graph for comparison purposes and to allow an assessment to be made of the peaks and troughs.

- RESOLVED:** (1) that the matters be noted;
- (2) that the merits and timing of the proposed replacement of the fish pond be investigated by the Property and Engineering Services Manager and the outcome be reported to a future meeting; and
- (3) that the Property and Engineering Services Manager to provide the PV System Report in the form of a graph.
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(10) Statistics

The Committee considered the report of the Administration Manager (agenda item 9 refers).

RESOLVED: that the matter be noted.

(11) 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.

(12) Staffing Issues

The Committee considered the confidential report of the Clerk to the Committee (agenda item 10 refers).

RESOLVED: that the matter be noted;

Following the Committee's tour of the Crematorium and the Cemetery, Members expressed their thanks to all the staff for all their hard work in maintaining the facilities at both locations to a high standard.

Chairman.....