

Yeovil Crematorium & Cemetery Committee



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The Meeting... **Yeovil Crematorium and Cemetery Committee**

The Time... **6.00pm**

The Date... **Wednesday 15 October 2014**

The Place... **Town House, 19 Union Street, Yeovil**

The Committee will be discussing all the items listed overleaf

If you need this information in large print, Braille, audio or another language, please ring 01935 382424

Alan Tawse

Alan Tawse
Clerk to the Committee

9 October 2014

Please contact Alan Tawse at the Town House for more information about this meeting

Yeovil Crematorium and Cemetery Committee

To: All Members of Yeovil Crematorium and Cemetery Committee

Nigel Gage

Alf Hill

Kaysar Hussain

Maurice Lamb

Graham Oakes

David Recardo (Vice-Chairman)

Manny Roper

Alan Smith (Chairman)

Clive Wakely (Funeral Directors' Representative - co-opted non-voting)

Vacancy (Clergy Representative - co-opted non-voting – awaiting nomination)

A G E N D A

Public Comment

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 18 June 2014 (previously circulated).

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **REVENUE AND CAPITAL BUDGET MONITORING – 2014/15**

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5. **CEMETERY – WORKS PLAN**

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6. **CREMATORIUM – WORKS PLAN**

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7. **STATISTICS**

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4. REVENUE AND CAPITAL BUDGET MONITORING - 2014/15

Purpose of Report

To update members on the current position of the revenue budgets and the progress of the capital programme.

Recommendation

- The Committee are requested to note the position of the respective revenue budgets and reserves.

CEMETERY – Revenue Budget

Cemetery Budget	2014-15 Original Budget £
Expenditure	185,380
Income	(56,150)
Net deficit	129,230

2014/15 Estimates

Overall, the budget is forecast to have a deficit of £4,095.

Expenditure

Expenditure is expected to be underspent by £1,386, at the year-end.

There are variances on individual budget lines; the most significant are detailed below:

Description	(Under)/Overspend	Comment
Expenditure		
Repairs and Maintenance Buildings	(£1,620)	This budget is underspent, due to fewer repairs being required than in previous years. This may change if any unforeseen repairs are necessary in the second half of the year.
Grounds Maintenance	£2,000	This budget will be overspent. This is as a result of a recent tree inspection indicating the scheme of works, which will need to be carried out in this financial year.

Income		
Fees and Charges	£2,722	Previous year trends indicate that an average of 46% of total fee income is received by the end of quarter 2, forecasting the year-end income on this basis means, that fee income of £48,718 is expected, against a budget of £51,440.

Capital

The updated capital programme is attached detailing the amounts spent until the end of September 2014. Garry Green, Engineering and Property Services Manager will give a verbal update at the meeting on the capital works.

CREMATORIUM – Revenue Budget

Crematorium Budget	2014/15 Original Budget £
Expenditure	614,200
Income	<u>(873,550)</u>
Net Surplus	259,350

2014-15 Estimates

The net surplus is currently predicted to be £33,144.

Expenditure

Overall an under spend of £15,668 is expected on the expenditure budgets by the year-end.

There are variances on individual budget lines, variances of more than £1,000 are detailed below: -

Description	(Under)/Overspend	Comment
Expenditure		
Agency Staff	£1,879	Due to staffing changes it has been necessary to employ the services of agency staff, whilst the recruitment of new staff has taken place.
Salaries	(£6,404)	This budget is underspent due to staff changes and recruitment.

Repairs and Maintenance of Plant	(£1,719)	This budget is based on an analysis of expenditure which has been incurred historically over a 3 year period. Repairs to date have been lower than previous years, but further expenditure may be required by the end of the year due to on-going investigations with the PCME units.
Electricity	(£4,301)	This budget is underspent as energy costs have not incurred any inflation so far this year as predicted, and we are still receiving savings from a change of supplier.
Gas	(£1,408)	This budget is currently underspent; this may change should the demand for services increase.
Income		
Fees and Charges	(£18,064)	Previous years' trends indicate that an average of 55% of cremation fee income is received by the end of quarter 2, forecasting the year-end income on this basis means that fee income of £856,064 is expected, against a budget of £838,000.

Capital

The updated capital programme is attached detailing the amounts spent until the end of September 2014. Garry Green, Engineering and Property Services Manager will give a verbal update at the meeting on the capital works.

(Paula Jeffery, Management Accountant – 01935 462271)

5. CEMETERY – WORKS PLAN

Details of the various ongoing planned and capital works are set out below. The spreadsheet detailing future works are included in the updated Ten Year rolling programme including 2014/15 as attached at page 6.

Revenue

New container has been installed and old one removed off site.

Perimeter repairs to the boundary walls have been completed and no further works identified to date along with stonework repairs to the Chapels

Cleaning of windows and guttering to the Lodge to be arranged.

Capital works

All identified works completed,

Capital works identified for 2015/16 as per attached details

The Committee is **RECOMMENDED** to note the above matters

(Garry Green, Property and Engineering Services Manager – 01935 462066)

Cemetery Ten Year Plan

YB002

Capital Project	Officer Comments	Year 3				Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		2014/15 Estimated Spend	Actual Spend to	2014/15 Remaining Budget	2014/15 Committed (Orders)	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
External												
1	Repairs to boundary walls (including Fencing)	No further works identified as of October 2014.	3,310	571	2,739	3,000	3,650	3,000	3,000	3,000		
2	Resurfacing of footpaths/slabs									51,090		
Chapels												
4	Repairs to external stonework	No further works identified as of October 2014.	3,150		3,150			3,480				
5	Renew gutters						4,660					
7	Redecorate main chapel					13,400						
8	Reslate roofs						27,930					
Vehicles												
9	Dumper	Purchased in 2007									11,750	
10	Digger	Purchased in 2004						15,000				
Annual totals			6,460	571	5,889	16,400	36,240	6,480	18,000	54,090	11,750	
Add Consultants costs (2.5%)			162		147	410	906	162	450	1,352	294	
Add VAT 20%			40		36	101	223	40	111	333	72	
Gross Annual Totals			6,661	571	6,072	16,911	37,369	6,682	18,561	55,775	12,116	

6. CREMATORIUM - WORKS PLAN

Details of the various ongoing planned and capital works are set out below. The spreadsheet detailing future works are included in the updated Ten Year rolling programme including 2014/15 as attached at pages 8 to 9.

Revenue

Works outstanding are as below and have been followed up for completion:

Re positioning radiator in toilet to higher level to avoid splashes and for health and safety reasons

Replacing enclosure to electrical distribution box by fish pond.

Sealing wall lights to prevent water ingress

Re painting railings in car park

Recent identified works are:

Re-decorate Clergy entrance door.

Re-pointing paving slabs towards the office entrance.

Re-pointing paving slabs at rear of Hall of Remembrance.

The entrance matt inside the front waiting room door to be replaced.

The original wall light in the Anniversary Tribute area to be replaced to give better illumination.

The loft hatches in the office and front toilets need to be made fire resistant.

Capital works

The works for upgrading the fault recognition system for the heating are complete. Awaiting software to connect to main system at Brympton Way

A quotation for an extractor fan in the front toilets is being obtained along with an updated quote for the tiling of the Cremator room.

The cremator re line to no. 1 is scheduled for 11th and 12th October and the replacement hearth to cremator no. 2 on the 27th and 28th October.

Other identified works for 2014/15 awaiting start dates

Capital bid details for 2015/16 submitted as per attached details

Installation of PV Panels

Attached at page 10 is the progress report up to August 2014

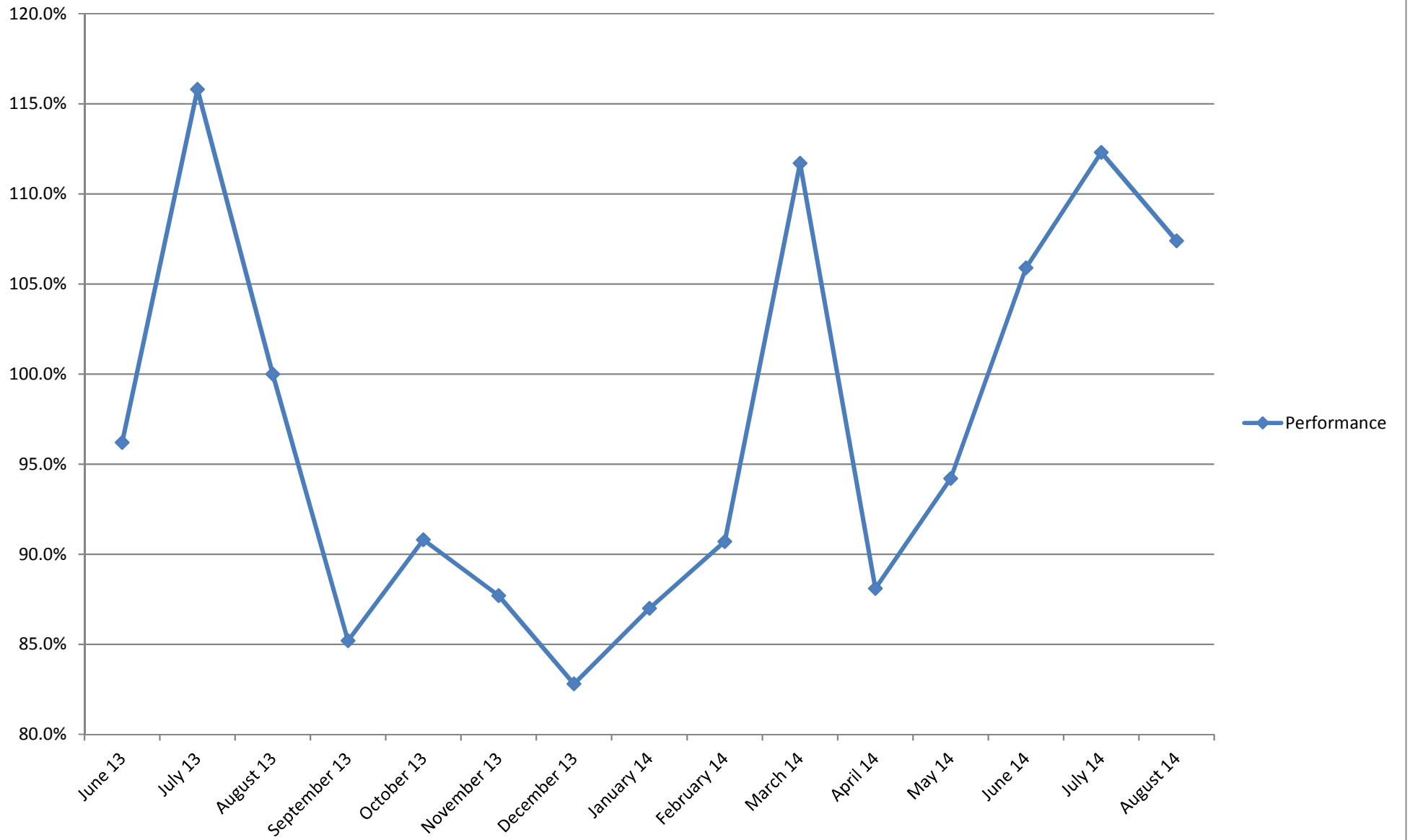
The system at the Crematorium is performing at 112.5% of the projected design output for 2014/15 up to the end of August 2014

The Committee is **RECOMMENDED** to note the above matters

(Garry Green, Property and Engineering Services Manager – 01935 462066)

Ref	Line No.	Location	Officer Comments	Estimated Spend 2014/15	Actual Spend	Year 3 Remaining Budget 2014/15	Commitments 2014/15	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
								2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Exit Waiting Room														
	14	Replacement of hand dryers in waiting area toilets	Re-profiled for 2015/16.					2,110						
Building														
	15	DDA requirements - upgrade doors	Failsafe mechanism for waiting room door. Being assessed by Garry Green and Tom Pullin 2/10/14. DDA survey conducted and allocation of £9,120 is no longer required for 2016/17, so propose future funding is removed.	7,140		7,140								
Mechanical works														
	16	Cold water supply and associated works	£3,243 rolled forward from 2013/14. Being referred to FMC October 2014.	6,343		6,343								
	17	Upgrade ventilation plant - heat recovery units	£2,620 rolled forward from 2013/14. Being referred to FMC October 2014.	4,280		4,280								
	18	Chapel air conditioning	Recommended reprofile to 2020/21										9000	
Rear Service Yard														
	19	Replace of garage roofs	Re-profiled for 2015/16.					1,320						
	20	Demolish and replace existing compost heap bunds							2,730					
	21	Electric roller doors to garages						2,500						
	22	Tractor	Following assessment of tractor, no immediate replacement required. To be re-assessed on an annual basis.						15,000					
		Annual totals		74,633		34,999	39,634	24,430	56,007	34,000			9,000	4,000
		Add Consultants costs (5%)		3,732		3,732		1,222	2,800	1,700			450	200
		Add VAT (20%)		15,673		15,673		5,130	11,761	7,140			1,890	840
		Gross annual totals		94,038		54,404	39,634	30,782	70,569	42,840			11,340	5,040
Division of Funding														
		South Somerset District Council		83,693		48,419	35,274	27,396	62,806	38,128			10,093	4,486
		Yeovil Without Parish Council		10,344		5,984	4,360	3,386	7,763	4,712			1,247	554
				94,038		54,404	39,634	30,782	70,569	42,840			11,340	5,040

Yeovil Crematorium - PV Performance



PV Performance -Yeovil Crematorium

Period	Power Generated (kWh)	Design Output (kWh)	CO2 Saved (kg)	Income £
June 13	1063	1104.5	574.6	201.64
July 13	1213	1047.1	655.7	230.1
August 13	882.6	882.4	477.1	167.44
September 13	531.1	623.5	287.1	100.76
October 13	336.6	370.6	181.9	63.84
November 13	159.9	182.4	86.4	30.33
December 13	92.6	111.8	50	17.56
January 14	122.8	141.2	66.4	23.3
February 14	266.8	294.1	144.2	50.62
March 14	564.9	505.9	305.3	107.16
April 14	710.3	805.9	383.9	138.4
May 14	917.9	974.7	496.2	178.86
June 14	1079.7	1019.5	583.6	210.38
July 14	1108.1	986.9	599	215.91
August 14	799.8	744.7	432.3	155.85

Period	Performance
June 13	96.2%
July 13	115.8%
August 13	100.0%
September 13	85.2%
October 13	90.8%
November 13	87.7%
December 13	82.8%
January 14	87.0%
February 14	90.7%
March 14	111.7%
April 14	88.1%
May 14	94.2%
June 14	105.9%
July 14	112.3%
August 14	107.4%

7. **STATISTICS**

The number of cremations from June 2014 to September 2014 was 477 compared to 469 for the same period in the previous financial year, an increase of 8.

The number of burials was 11 compared to 9 over the same period, which represents an increase of 2. For this period there have also been 12 interments of ashes compared with 13 for the same period last year – a decrease of 1.

A breakdown of income over these two months is attached at page 12.

(Paula Taylor, Registrar/Administration Manager - 01935 476718)

Crematorium Revenue April 2014 - March 2015																									
Month	No Crem	Cremation	Other reven	Donations	Tab.Right	Tablet	B.o R.	Urns	Misc.	Rose right	Rose	TOTAL													
April	128	66960.00	245.00	57.60	581.00	1358.00	79.00	42.00	0.00	0.00	0.00	69322.60	inc 3 NRF & 1 Baby												
May	145	75600.00	834.00	41.07	332.00	986.00	94.00	0.00	0.00	116.00	244.00	78247.07	inc 3 NRF & 2 Baby												
June	128	69120.00	607.00	69.48	1079.00	3282.00	1661.00	0.00	0.00	116.00	244.00	76178.48	inc 1 child												
July	108	57780.00	203.00	50.50	1079.00	3055.00	706.00	0.00	57.00	0.00	0.00	62930.50	inc 1 child												
Aug	124	66960.00	600.00	29.83	1162.00	3612.00	788.00	0.00	0.00	58.00	122.00	73331.83													
Sept	117	61560.00	726.00	25.67	830.00	1469.00	1075.00	0.00	0.00	0.00	0.00	65685.67	inc 2 NRF & 1 Baby												
Oct												0.00													
Nov												0.00													
Dec												0.00													
Jan												0.00													
Feb												0.00													
Mar												0.00													
Total	750	397980.00	3215.00	274.15	5063.00	13762.00	4403.00	42.00	57.00	290.00	610.00	425696.15													
Cemetery Revenue April 2014 - March 2015																									
Month	No of Burials	Interm.	Chapel	Purch.	Ashes	Memorials	Total																		
April	6	2400.00	168.00	1276.00	1080.00	476.00	5400.00																		
May	6	2000.00	252.00	1520.00	720.00	676.00	5168.00																		
June	4	2760.00	252.00	1508.00	0.00	528.00	5048.00																		
July	2	800.00	84.00	377.00	360.00	328.00	1949.00																		
Aug	3	1600.00	252.00	377.00	0.00	641.00	2870.00	inc. 1 Baby																	
Sept	2	800.00	84.00	1548.00	826.00	792.00	4050.00																		
Oct							0.00																		
Nov							0.00																		
Dec							0.00																		
Jan							0.00																		
Feb							0.00																		
Mar							0.00																		
Total	23	10360.00	1092.00	6606.00	2986.00	3441.00	24485.00																		
Number of Cremations								Number of Burials																	
Month	2008/09	2009/10	2010/11	2010/11	2012/13	2013/14	2014/15	Month	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	Burial	Ashes	Burial	Ashes	Burial	Ashes			
April	143	142	149	149	146	165	128	April	2	6	5	7	2	6	2	6	6	2	6	2	6	6			
May	118	154	105	105	135	153	145	May	7	4	5	7	5	6	4	4	3	6	4	6	4				
June	123	139	128	128	103	128	128	June	5	4	3	4	4	4	1	4	4	4	4	2	2				
July	131	138	147	147	125	122	108	July	3	4	3	5	3	3	3	0	3	2	5	5	5				
Aug.	117	108	121	121	130	117	124	Aug.	2	4	4	4	8	4	4	4	5	3	1	1	1				
Sept.	125	127	120	120	121	102	117	Sept.	0	6	2	1	8	1	7	1	1	2	4	4	4				
Oct.	136	136	132	132	142	136		Oct.	10	5	2	4	3	6	4	2	2	2	2	2	2				
Nov.	111	129	139	139	143	160		Nov.	4	7	4	6	3	5	4	5	5	5	5	5	5				
Dec.	172	123	145	145	112	133		Dec.	1	1	9	4	5	4	4	2	1	1	1	1	1				
Jan.	206	180	180	180	159	143		Jan.	7	13	7	7	6	4	0	6	1	1	1	1	1				
Feb.	144	155	143	143	131	114		Feb.	2	7	10	4	2	1	2	2	4	4	4	4	4				
March	142	138	162	162	159	136		March	4	5	5	9	5	7	4	2	2	2	2	2	2				
Total	1668	1669	1671	1671	1606	1609	750	Total	47	66	59	62	54	51	39	38	33	33	23	22	22				