

# Yeovil Crematorium & Cemetery Committee



**Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 13<sup>th</sup> January 2021 at 6:00pm held by video-conferencing using Zoom meeting software.**

## **Present:**

Nicola Clark	South Somerset District Council (Vice Chairman)
Iris Coton	Yeovil Without Parish Council
Pauline Lock	Yeovil Town Council
Mike Lock	Yeovil Town Council
Tony Lock	Yeovil Town Council (from 6:28pm)
Graham Oakes	South Somerset District Council
Rob Stickland	South Somerset District Council (Chairman)
Clive Wakely	Funeral Directors' Representative

## **In Attendance:**

Hannah Brown	Finance Specialist – South Somerset District Council
Amanda Card	Yeovil Town Council/Clerk to the Committee
Chris Cooper	Environmental Services Manager
Dan Ledger	Yeovil Without Parish Council Clerk (from 6:21pm)
John Ranger	Specialist Operational Management – Bereavement Services

There were no members of the press or public present.

## **Public Comment**

*6:03pm - the meeting commenced.*

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## **(1) APOLOGIES FOR ABSENCE**

Glenn Ford (Operational Section Lead – Cemetery) and Paula Taylor (Specialist and Operational Management – Bereavement Services).

**RESOLVED:** to accept the apologies

The Clerk to Committee read an e-mail from Peter Herridge (Humanist Celebrants' Representative - co-opted non-voting) who could no longer be taking Humanist funeral ceremonies. He passed on his best wishes to the Committee members in their on-going deliberations about the service to the local community. The Committee expressed their thanks to Peter Herridge.

**RESOLVED:** that the Clerk to the Committee respond to Peter Herridge thanking him for his time and contributions to the work of the Committee.

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## **(2) DECLARATION OF INTEREST**

There were no declarations made at this time.

**RESOLVED:** that the following would be an on-going declaration of interest:

<b>Councillor</b>	<b>Reason</b>	<b>Interest</b>
Cllr P Lock Cllr M Lock Cllr G Oakes Cllr R Stickland	Member of: South Somerset District Council Yeovil Town Council Yeovil Without Parish Council	Personal
Cllr T Lock	Member of: South Somerset District Council Yeovil Town Council	Personal

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## **(3) MINUTES OF PREVIOUS MEETING**

**RESOLVED:** that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 25<sup>th</sup> November 2021 be signed by the Chairman as a correct record.

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## **(4) CEMETERY AND CREMATORIUM DRAFT BUDGET 2021/22**

The Committee considered the report from the Finance Specialist regarding the Draft Cemetery and Crematorium Draft Budget 2021/22.

**RESOLVED:** to approve and recommend to Yeovil Town Council, Yeovil Without Parish Council and South Somerset District Council as appropriate (1) the Cemetery and Crematorium draft Budgets; (2) the allocation of the draft cemetery deficit for inclusion in the Parish Precepts when setting the 2021/22 Council Tax; (3) the proposed fee increases for the cemetery and the crematorium; (4) the Cemetery and Crematorium Service Level Agreement (the Clerk to the Committee to forward an electronic copy to the Chairman) and charges for 2021/22; and (5) to note the Reserve Balances.

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## **(5) UPDATE ON PERFORMANCE AT YEOVIL CEMETERY**

The Committee considered the report from the Operational Section Lead - Cemetery.

The Specialist Operational Management – Bereavement Services updated the Committee on burial service numbers for December 2020.

Month	New graves	Re-open	Ashes	Child
November	2	0	0	0
December	1	3		
January	1* to date			

The Clerk and the Specialist Operational Management – Bereavement Services verbally updated the Committee regarding the survey that would need to be carried out over the winter months to ascertain whether the land at Fiveways would be suitable for burial purposes. A procurement process had been carried out for a contractor to carry out this assessment, and Earth Science Partnership had been appointed. It was anticipated that a report as to the suitability would be available at the beginning of Summer. However, an interim report of any findings would be presented at the next meeting of this Committee.

**RESOLVED:** (1) to note both the written report and verbal report, and (2) that an interim report of any findings regarding the suitability of the land at Fiveways for burial purposes would be presented at the next meeting of this Committee.

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6:21pm – Dan Ledger (Yeovil Without Parish Council Clerk) joined the meeting.

6:28pm – Cllr T Lock joined the meeting.

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## **(6) CREMATORIUM UPDATE**

The Committee considered the report from the Specialist Operational Management – Bereavement Services. He emphasised the measures that were being taken to address the issues of service resilience against COVID-19 and the well-being of staff.

Clive Wakely had some concerns regarding the availability of funeral times and the lack of consultation on the proposed changes. He was concerned about the impacts to families.

**RESOLVED:** (1) to note the report; and (2) that an off-line meeting take place between the Environmental Manager, the Specialist Operational Management – Bereavement Services and the Funeral Directors' Representative to find a solution suitable for all.

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## **(7) STATISTICS**

The Committee considered the report of the Registrar/Administration Manager at the Crematorium.

**RESOLVED:** to note the report.

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**(8) DATES OF FUTURE MEETINGS**

- RESOLVED:** 14<sup>th</sup> April 2021  
14<sup>th</sup> July 2021  
13<sup>th</sup> October 2021  
12<sup>th</sup> January 2022

**(9) ANY OTHER BUSINESS**

There was no other business.

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*6:53pm – the meeting closed.*

Signed: ..... (Chairman)

Date: .....