

Yeovil Crematorium & Cemetery Committee



Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 25th November 2020 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
Graham Oakes	South Somerset District Council (from 6:06pm)
Rob Stickland	South Somerset District Council (Chairman)
Clive Wakely	Funeral Directors' Representative
Peter Herridge	Humanist Celebrants' 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
John Ranger	Specialist Operational Management – Bereavement Services

There were no members of the press or public present.

Public Comment

6:00pm - the meeting commenced.

(1) ELECTION OF CHAIRMAN

It was proposed by Cllr N Clark, and seconded by Cllr P Lock, that Cllr R Stickland be elected to serve as the Chairman for the ensuing year.

RESOLVED: that Cllr R Stickland be elected to serve as the Chairman for the ensuing year.

(2) ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr R Stickland, and seconded by Cllr P Lock, that Cllr N Clark be elected to serve as the Vice-Chairman for the ensuing year.

RESOLVED: that Cllr N Clark be elected to serve as the Vice-Chairman for the ensuing year.

(3) APOLOGIES FOR ABSENCE

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

RESOLVED: to accept the apologies

At this point, Cllr R Stickland gave thanks to former Specialist Operational Management – Bereavement Services - Paul Rayson for his work and commitment over the years.

(4) DECLARATION OF INTEREST

There were no declarations made at this time.

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

Cllrs P Lock; M Lock; T Lock; G Oakes and R Stickland are all members of both South Somerset District Council, Yeovil Town Council and Yeovil Without Parish Council.

(5) MINUTES OF PREVIOUS MEETING

RESOLVED: that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 8th January 2020 be signed by the Chairman as a correct record.

6:06pm – Cllr G Oakes joined the meeting.

(6) BUDGET MONITORING 202/21

Cllr R Stickland welcomed Hannah Brown (Finance Specialist – South Somerset District Council).

The Committee considered the report of the Finance Specialist and the budget monitoring report for the period April to September 2020/21.

RESOLVED: to note the budget monitoring report for the period April to September 2020.

(7) 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 (subject to approval from Yeovil Town Council and Yeovil Without Parish Council) and charges for 2020/21; and (5) to note the Reserve Balances.

(8) UPDATE ON PERFORMANCE AT YEOVIL CEMETERY

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

RESOLVED: to note the report.

(9) UPDATE ON FIVEWAYS LAND

The Clerk to the Committee gave a verbal update regarding the land at Fiveways. A tier one hydrogeological risk assessment was carried out to assess whether the land at Fiveways was suitable for burial purposes. The risk assessment highlighted that a survey over the winter of 2020/21 will need to be conducted in order to ascertain this.

RESOLVED: (1) to note the verbal report; and (2) that the winter survey be carried out to ascertain whether the Fiveways Land was suitable for burial purposes.

(10) CREMATORIUM UPDATE

Cllr R Stickland welcomed John Ranger (Specialist Operational Management – Bereavement Services).

The Committee considered the report from the Specialist Operational Management – Bereavement Services. He stated that COVID-19 risk assessments had been carried out for both the Cemetery and Crematorium and was reviewed regularly.

Questions were raised about the ATI cremator.

RESOLVED: to note the report.

(11) STATISTICS: APRIL – OCTOBER 2020

The Committee considered the report of the Specialist and Operational Management – Bereavement Services.

RESOLVED: to note the report.

(12) TERMS OF REFERENCE

The Clerk to the Committee suggested that the Terms of Reference for this Committee should be drafted.

The Chair of the Committee asked that the role and responsibilities of the Chairman be included.

RESOLVED: that a Terms of Reference be drafted by the Clerk to the Committee, the Environment Services Manager and the Manager of the Crematorium.

(13) DATES OF FUTURE MEETINGS

13th January 2021

(14) ANY OTHER BUSINESS

Questions were raised regarding the refurbishment of the crematorium.

Cllr N Clark said it would be useful that those attending the Committee Meeting had their job role and who they were representing with their name using the zoom functionality.

RESOLVED: (1) that an update regarding the refurbishment be e-mailed; and (2) that those attending in future show their job role and who they were representing.

7:07pm – the meeting closed.

Signed: (Chairman)

Date: