

# Yeovil Crematorium & Cemetery Committee



**Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 8<sup>th</sup> January 2020 at 6:00pm at Town House, 19 Union Street, YEOVIL.**

**Present:**

Nicola Clark	South Somerset District Council (Vice Chairman)
Pauline Lock	Yeovil Town Council (arrived 6:04pm)
Mike Lock	Yeovil Town Council
Tony Lock	Yeovil Town Council
Graham Oakes	South Somerset District Council
Rob Stickland	South Somerset District Council (Chairman)
Clive Wakely	Funeral Directors' Representative
Peter Herridge	Humanist Celebrants' Representative
Peter Down	Clergy Representative

**In Attendance:**

Barbara Appleby	Yeovil Without Parish Council Clerk
Amanda Card	Yeovil Town Council/Clerk to the Committee
Ross Eaton	Finance Specialist – South Somerset District Council
Glenn Ford	Operational Section Lead - Cemetery
Paul Rayson	Specialist Operational Management – Bereavement
Paula Taylor	Registrar/Admin Manager

There were no members of the press or public present.

**Public Comment**

*6:01pm - the meeting commenced.*

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**(1) Apologies for Absence**

Cllrs R Brown.

**RESOLVED:** to accept the apologies

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## **(2) Declarations 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 South Somerset District Council, Yeovil Town Council and Yeovil Without Council

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## **(3) Minutes of the Previous Meeting**

**RESOLVED:** that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 9<sup>th</sup> October 2019 be signed by the Chairman as a correct record.

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## **(4) Cemetery and Crematorium Budget 2020/21**

The Committee considered the report from the Finance Specialist regarding the Draft Cemetery and Crematorium Budget 2020/21. The Finance Specialist identified some changes to the draft fees in Appendix G.

Members asked some questions relating to the budget. They would like to see the effect of fee increases to the income budget (taking into account the frequency of use of services) so that they can see the impact of any decisions made. Also, comparisons for fees at other Crematoriums. A question was also raised regarding whether the income from the photovoltaic panels is netted off the electricity costs.

**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 Budgets; (2) the allocation of the cemetery deficit for inclusion in the Parish Precepts when setting the 2020/21 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; (5) to note the Reserve Balances; (6) to include comparisons for fees at other Crematoriums and impact of fee increases in future years budget reports; and (7) to report on photovoltaic panels at a future meeting.

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## **(5) Update on Performance at Yeovil Cemetery**

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

**RESOLVED:** to note the report.

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## **(6) Yeovil Cemetery – Available Burial Spaces**

The Specialist Operational Management – Bereavement presented an update on the progress made with the cemetery records and the investigations of the unpurchased graves. He lighted the extent of the work carried out by the Operational Section Lead –

Cemetery and the Registrar/Admin Manager. He stated that this work would allow the life of the cemetery to be extended, revenue to be increased and allow families to be buried in the same cemetery.

**RESOLVED:** (1) to note the report; and (2) to thank both the Operational Section Lead – Cemetery and the Registrar/Admin Manager for their hard work.

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**(8) Statistics: October 2019 – December 2019**

The Committee considered the report of the Registrar/Admin Manager.

**RESOLVED:** to note the report.

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**(9) Dates of Future Meetings**

**RESOLVED:** to agree the following dates:  
22<sup>nd</sup> April 2020  
22<sup>nd</sup> July 2020 (to be held at Yeovil Crematorium)  
14<sup>th</sup> October 2020  
13<sup>th</sup> January 2021

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**(10) Any other Business**

Questions were raised regarding the refurbishment of the crematorium. The builders had now been commissioned and works were due to commence in March 2020. It was estimated that the works would take 21 months and that the crematorium can remain open during this period.

**RESOLVED:** to submit a progress report to the next meeting.

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*6:40pm – the meeting closed.*

Signed: ..... (Chairman)

Date: .....