

# Yeovil Crematorium & Cemetery Committee



**Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 12<sup>th</sup> July 2023 at 6:00pm at Yeovil Crematorium, Bunford Lane, Yeovil.**

## **Present:**

Vyvyenne Burt	Yeovil Without Parish Council
Nicola Clark	Somerset Council (until 6:30pm)
Graham Oakes	Somerset Council
Colin Rose	Yeovil Without Parish Council
Ashley Richards	Yeovil Town Council
Jeny Snell	Yeovil Town Council (from 6:02pm)
Rob Stickland	Yeovil Without Parish Council
Clive Wakely	Funeral Directors' Representative (co-opted non-voting) (until 6:55pm)

## **In Attendance:**

Amanda Card	Yeovil Town Council Clerk/Clerk to the Committee
John Ranger	Specialist Bereavement Services –Somerset Council

## **Public Comment**

There was no public comment.

*6:00pm - the meeting commenced.*

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## **(1) ELECTION OF CHAIR**

The Clerk to the Committee called for nominations for Chair.

It was proposed by Cllr C Rose, and seconded by Cllr N Clark, that Cllr R Stickland be elected to serve as the Chair for the ensuing year.

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

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## **(2) ELECTION OF VICE CHAIR**

It was proposed by Cllr R Stickland, and seconded by Cllr G Oakes, that Cllr N Clark be elected to serve as the Vice Chair for the ensuing year.

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

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## **(3) APOLOGIES FOR ABSENCE**

Cllrs T Lock and L Watts and Paul Matravers (Lead Specialist – Somerset Council); Glenn Ford (Operational Section Lead – Cemetery) and Barbara Appleby (Clerk to Yeovil Without Parish Council).

**RESOLVED:** to accept the apologies

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## **(4) DECLARATION OF INTEREST**

There were no declarations made at this time.

<b>Councillor</b>	<b>Reason</b>	<b>Interest</b>
Cllr N Clark	Member of: Somerset Council	Personal
Cllr T Lock Cllr G Oakes Cllr J Snell	Member of: Somerset Council Yeovil Town Council	Personal
Cllr R Stickland	Member of: Yeovil Town Council Yeovil Without Parish Council	Personal
Cllr A Richards Cllr L Watts	Member of: Yeovil Town Council	Personal
Cllr V Burt Cllr C Rose	Member of: Yeovil Without Parish Council	Personal

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

**RESOLVED:** that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 8<sup>th</sup> March 2023 be signed by the Chair as a correct record.

## **(6) OUTTURN REPORT FOR 2022/23**

The Committee considered the Outturn Report 2022/23 from the Finance Specialist – Somerset Council which was introduced by the Clerk to the Committee.

**RESOLVED:** to note the Outturn Report 2022/23.

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## **(7) FINANCIAL STATEMENTS 2022/23**

The Committee considered the Financial Statements 2021/22 from the Finance Specialist – Somerset Council which was introduced by the Clerk to the Committee.

**RESOLVED:** (1) to approve the Financial Statements 2022/23; and (2) that the Chair sign the Financial Statements 2022/23 as approved.

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## **(8) CEMETERY UPDATE**

The Bereavement Specialist at Somerset Council presented the Operational Section Lead's report. He informed the Committee that the Operational Section Lead would be retiring on 3<sup>rd</sup> September 2023. Before recruiting for his replacement, the role would have to be evaluated through Somerset Council's Job Evaluation process. Questions were raised by the Committee about this process since it was Yeovil Town Council and Yeovil Without Parish Council who funded the position. Cllr G Oakes and Cllr N Clark agreed to liaise with the portfolio holder for Human Resources on this matter.

It was recognised that there was about 3 years of burial available on the current site, and that the Committee would need to think about the future of the service and appropriate site locations. It was agreed to have an agenda item at the next meeting on this matter.

**RESOLVED:** (1) to note the report; (2) that the matter be taken by Somerset Council representatives to the portfolio holder for Human Resources; and (3) to have an agenda item at the next meeting about the future of the Cemetery.

*6:30pm – Cllr N Clark left the meeting and did not return.*

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## **(9) CREMATORIUM UPDATE**

The Bereavement Specialist at Somerset Council presented his report. He explained how the crematorium had been using energy more efficiently and there had been a significant reduction in energy consumption.

The alternative provision to interments in the Memorial garden were discussed: the Sanctum Garden; the Woodland Avenue; the Infinity Garden and the Meadow.

The Funeral Directors' representative raised concerns regarding the lack of consultation with the Funeral Directors as they were the customer facing service provider.

A question was raised as to what the process was for change. The Bereavement Specialist stated he generated the ideas that were implemented. Discussions were further held regarding the role of this Committee and that there was a preference to become a decision-making body.

**RESOLVED:** (1) to note the report; (2) to note the comments of the Funeral Directors' representative; and (3) that the Clerk to the Committee investigate how this Committee could become a decision-making body.

*6:35pm – Clive Wakely left the meeting and did not return.*

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**(10) FORWARD PLAN**

The Committee considered the Forward Plan. The forward plan should now include at the next meeting an item regarding the future of the Cemetery as discussed in agenda item 8 of this meeting.

**RESOLVED:** to agree the Forward Plan with the addition of future of the Cemetery.

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**(11) ANY OTHER BUSINESS**

The Committee considered increasing the membership of the non-voting members on the Committee. This was to include a clergy representative and an additional funeral director as this would strengthen the value of the funeral directors.

**RESOLVED:** (1) that the Clerk to the Committee invite the Vicar of Holy Trinity to represent the Clergy; and (2) that the Clerk to the Committee e-mail all Funeral Director's for them to decide who the additional representative should be.

*7:26pm – the meeting closed.*

Signed: ..... (Chair)

Date: .....