

Yeovil Crematorium & Cemetery Committee



Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 12th October 2022 at 6:00pm at Yeovil Crematorium, Bunford Lane, Yeovil.

Present:

Vyvyenne Burt Yeovil Without Parish Council
Nicola Clark South Somerset District Council
Ashley Richards Yeovil Town Council
Rob Stickland South Somerset District Council

In Attendance:

Amanda Card Yeovil Town Council Clerk/Clerk to the Committee
Glenn Ford Operational Section Lead – Cemetery
Paul Matravers Lead Specialist - Finance (Deputy S151 Officer) – South Somerset District Council
John Ranger Specialist Bereavement Services – South Somerset District Council

The Committee were given a tour of the Crematorium before the meeting commenced.

Public Comment

6:25pm - the meeting commenced.

(1) APOLOGIES FOR ABSENCE

Cllrs Graham Oakes and Liam Watts.

RESOLVED: to accept the apologies

(2) DECLARATION OF INTEREST

There were no declarations made at this time.

Councillor	Reason	Interest
Cllr N Clark	Member of: Somerset County Council South Somerset District Council	Personal
Cllr R Stickland	Member of: South Somerset District Council Yeovil Town Council Yeovil Without Parish Council	Personal
Cllr A Richards	Member of: Yeovil Town Council	Personal
Cllr V Burt	Member of: Yeovil Without Parish Council	Personal

(3) MINUTES OF PREVIOUS MEETING

It was highlighted that the word “chairman” should be “chair” and Cllr N Clark should not have an ‘e’ on the end. (2) Election of Vice Chair should read that Cllr N Clark be elected to serve as the Vice Chair for the ensuing year.

RESOLVED: that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 13th July 2022 with the above-mentioned amendments be signed by the Chair as a correct record.

(4) AUDIT RECOMMENDATIONS FOLLOWING 2020/21 EXTERNAL AUDIT

The External Auditor has highlighted 2 issues:

- There is not an approved signed copy of the 2019/20 accounts.
- There was an omission of in the 2020/21 original report submitted to the committee of expenses relating to ‘Medical References’ within the figures of the Cemetery Outturn.

RESOLVED: (1) to approve and sign the 2019/20 accounts; (2) that the Clerk to the Committee scan the signed copy and forward to the South Somerset District Council.

(5) CEMETERY AND CREMATORIUM BUDGET MONITORING REPORT 2022/23 (MONTHS 1 -6)

The Committee considered the Budget Monitoring Report 2022/23 for Months 1 to 6 from the Finance Specialist – South Somerset District Council which was introduced by the Lead Specialist - Finance (Deputy S151 Officer) – South Somerset District Council.

He highlighted that staffing costs for both the Cemetery and Crematorium were underspent. This was due to the Cemetery not using agency staff and that no overtime had been paid, and for the Crematorium, due to current vacancies and also no overtime being paid.

The income for the Crematorium looked to be underbudget however this is a timing difference due to invoices being raised in October for service relating to September.

RESOLVED: (1) to note the Budget Monitoring Report 2022/23 for months 1 – 6; and (2) to agree to the appointing of Darkin Miller Limited to carry out the external examination for 2022/23.

(6) CEMETERY AND CREMATORIUM DRAFT BUDGET 2023/24

The Committee considered the report from the Finance Specialist regarding the Draft Budget for 2023/24.

RESOLVED: to approve and recommend to Yeovil Town Council, Yeovil Without Parish Council and South Somerset District Council as appropriate: (a) the Cemetery and Crematorium draft Budgets; (b) the allocation of the draft cemetery deficit (£96,938) for inclusion in the Parish Precepts when setting the 2022/23 Council Tax (£73,638 Yeovil Town Council and £22,760 Yeovil Without Parish Council); (c) the proposed fee increases for the cemetery and the crematorium; (d) the Cemetery and Crematorium Service Level Agreement and charges for 2022/23; and (e) to note the Reserve Balances.

(7) FEES AND CHARGES MID-YEAR REVIEW 2022/23

The Committee considered the report from the Finance Specialist regarding the proposed changes to the Crematorium Fees and Charges for 2022/23. At the previous meeting of this Committee it had already been agreed to recommend the respective Councils (Yeovil Without Parish Council and South Somerset District Council) that the prices for a cremation be increased by £50 and that future changes in prices will follow the market. This has since been agreed at the respective Councils. This means that a standard service will now increase to £875.

The report also proposed increasing the number of morning drop off services from two to four daily slots which would result in a discounted service of £450. The Committee said they would be interested in the take up of that service.

RESOLVED: (1) to note the amended Standard Service price of £875; (2) to note the Drop of Service frequency and price of £450; and (3) to include in future Crematorium Update reports the uptake for the “Drop Off Service”.

(8) CREMATORIUM UPDATE

The Chair thanked the Bereavement Specialist for the Tour of the Crematorium prior to the meeting.

The Bereavement Specialist at South Somerset District Council presented his report, giving a comparison of the gas used for cremating which had reduced due to continuously

developing best practice. The number of cremations had generally increased each month with the exception of June and this was due to the reduction of operating days which had resulted from the new cremators being fitted.

The Committee noted the retirement of a member of staff and requested that thanks was minuted for the commitment of that member of staff.

RESOLVED: to note the report.

(9) CEMETERY UPDATE

The Chair thanked the Operational Section Lead Cemetery for the Tour of the Cemetery that he led on 28th September 2022.

The Operational Section Lead Cemetery introduced the report to the Committee. He informed the Committee that the Common Grave Programme was on schedule. It is estimated that the Cemetery will be full to new burials by 2025. There would be a 50-60 year running time of the Cemetery due to pre-purchases, re-opening and the laying of ashes.

The Clerk to the Committee updated the Committee that she had contacted Somerset County Council to enquire whether they had any land which would be suitable. She had not heard back yet. Cllr N Clark stated that she would also contact Somerset County Council.

RESOLVED: (1) to note the report; (2) that both the Clerk to the Committee and Cllr N Clark contact Somerset County Council to see if there was any suitable land; and (3) that Land Availability be a standing item on the agenda going forward.

(10) DATES OF FUTURE MEETINGS

The Clerk to the Committee proposed the following dates: 11th January 2023; 12th April 2023; 12th July 2023; and 11th October 2023 at 6pm.

It was suggested that the April meeting be brought forward to March since the Unitary Council would have to appoint representatives to the Cemetery and Crematorium Committee from April; and it is unlikely that this would be done as a priority.

RESOLVED: that future meetings will be held 11th January 2023; 8th March 2023; 12th July 2023; and 11th October 2023 at 6pm.

7:02pm – the meeting closed.

Signed: (Chair)

Date: