

# Yeovil Crematorium & Cemetery Committee



**Minutes of the hybrid meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 8<sup>th</sup> December 2021 at 6:00pm held by video-conferencing using Zoom meeting software; and in the Town House, 19 Union Street, Yeovil BA20 1PQ**

**Present (in person):**

Pauline Lock      Yeovil Town Council  
Mike Lock        Yeovil Town Council  
Graham Oakes    South Somerset District Council  
Colin Rose        Yeovil Without Parish Council  
Rob Stickland    South Somerset District Council (Chair)

**Present (virtually):**

Nicola Clark      South Somerset District Council  
Tony Lock        Yeovil Town Council

**In Attendance (in person):**

Amanda Card    Yeovil Town Council Clerk/Clerk to the Committee  
Dan Ledger      Yeovil Without Parish Council Clerk

**In Attendance (virtually):**

Paul Matravers    Lead Specialist Finance – South Somerset District Council  
John Ranger      Specialist Bereavement Services – South Somerset District Council  
Cheryl Summers   Specialist Finance – South Somerset District Council

There were no members of the press or public present.

**Public Comment**

*6:00pm - the meeting commenced.*

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**(1) APOLOGIES FOR ABSENCE**

Clive Wakely

**RESOLVED:** to accept the apologies

## **(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 N Clark	Member of: South Somerset District Council	Personal
Cllr M Lock Cllr P 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: Somerset County Council South Somerset District Council Yeovil Town Council	Personal
Cllr C Rose	Member of: Yeovil Without Parish 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 13<sup>th</sup> October 2021 be signed by the Chair as a correct record.

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

The Lead Specialist – Finance explained the changes within the Finance Department at South Somerset District Council and stated that both Emily Wilce and Cheryl Summers would be the Specialists who would be working on the Yeovil Crematorium and Cemetery Committee from this point forward. This would help build resilience and continuity.

The Committee considered the report from the Specialist - Finance regarding the Draft Budget for 2022/23. She had conducted an in-depth review of all the budget lines. This included examining the historical expenditure, considering the current situation and also regarding the inflationary increases over the coming year – specifically for fuel costs. The Specialist - Finance went through the budget by a line-by-line basis and gave an explanation to any significant changes.

Questions were raised regarding the contracts for utilities, which was managed by Property Services at South Somerset District Council.

The Management Agreements/Expenses increase of £9,000 that is shown in this budget has now been removed. The £2,400 mentioned, was the increase in the overall Administration costs (the original £11,400 increase as printed in the agenda less the £9,000 increase – which is no longer necessary).

The costs of utilities will be continuously reviewed and it will be reported to this Committee should costs increase and create overspends. It was agreed that officers would investigate the contracts and look at the impact of the solar panels.

Queries were raised regarding the rose garden. The Specialist - Bereavement Services confirmed that no orders had been taken for the past couple of years and the Specialist – Finance committed to reviewing this budget line again next year.

It was recognised that with the capital expenditure for the refurbishment has revenue implications. A request was made that the capital scheme be brought to the next meeting so that the relationship between capital and revenue could be fully understood. This would be under confidential session due to commercial sensitivity.

Members questioned the significant increase in the Wesley Tributes and why the Committee had not been made aware of the change of system to “Obitus” and the substantial revenue costs involved. A report at the next meeting was requested.

**RESOLVED:** (1) 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 for inclusion in the Parish Precepts when setting the 2022/23 Council Tax; (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; (2) that the utility contracts and the impact of the solar panels would be investigate and reported back to the next meeting of this Committee; (3) that a report on the refurbishment including capital costs and the revenue implications be submitted to the next meeting of this Committee; and (4) that a report on the new Obitus system be submitted to the next meeting of this Committee.

*6:40pm – the meeting closed.*

Signed: ..... (Chair)

Date: .....