

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 14 April 2010**

(7.00pm – 8.05pm)

Present:

Ruth Kendall	Chairman
Peter Dutton	Brympton Parish Council
Julian Freke	South Somerset District Council
Dave Gooding	Yeovil Town Council
John Hann	Yeovil Town Council
Alf Hill	Yeovil Without Parish Council
David Recardo	South Somerset District Council
Alan Smith	Yeovil Town Council
Barbara Strong	Yeovil Without Parish Council

Also Present:

Alan Tawse	Clerk to the Committee
Joy Coombs	Administration Manager
Tom Pullin	Operations Manager
Ian Johns	Property Management Team Leader
Paula Jeffery	Management Accountant
Glenn Ford	Cemetery Foreman

(1) Public Comment

There were no comments from the public.

(2) Minutes

The minutes of the previous meeting held on 20 January 2010, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(3) Apologies for Absence

Apologies for absence were received from Rev Ed Bangay and Clive Wakely.

(4) Declarations of Interest

There were no declarations of interest.

(5) Cemetery Capital Programme

The Committee considered the report of the Property Management Team Leader (agenda item 4 refers).

- RESOLVED:** (1) that the capital work carried out to date during 2009/10 be noted; and
- (2) that approval be given to the reprofiled Capital Programme.
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(6) Crematorium Capital Programme

The Committee considered the report of the Property Management Team Leader (agenda item 5 refers).

During the ensuing discussion, attention was drawn to the planned cremator relining work, the budget for which had been re-profiled to meet the anticipated costs involved during the relevant future years.

Reference was made to planned investigations into cost effective ways of reducing the noise impact of heavy rainfall on the Chapel roof, the outcome of which would be reported to a future meeting.

Following on from the last meeting, the Management Accountant indicated that she had almost completed her investigation into the Crematorium Reserves matters raised by representatives of Yeovil Without Parish Council, and would soon be writing to the Clerk of that Parish Council to outline the options available.

- RESOLVED:** (1) that the capital work carried out to date during 2009/10 be noted; and
- (2) that approval be given to the reprofiled Capital Programme.
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(7) Crematorium Chapel

The Committee considered the report of the Property Management Team Leader (agenda item 6 refers).

The Operations Manager indicated at the meeting that the number of large funerals that could not be accommodated in the Chapel over the past year was 8.2%. However, it was acknowledged that the temporary closure of St John's Church in Yeovil had put additional pressure on the Crematorium Chapel over this period.

During the ensuing discussion, reference was made to the practical difficulties of moving the stained glass screen that currently separated the Chapel from the Entrance area.

It was also felt that in view of the estimated costs involved and in light of the relatively small number of occasions when a larger capacity was required, it would be prudent to await the planned report on the cost of replacement cremators before committing any funds towards a Chapel extension.

Attention was also drawn to the need for any extension to include a sound lobby to ensure that the operation of the Chapel did not conflict with the use of the adjoining Waiting Room by gathering mourners.

- RESOLVED:** (1) that the matter be noted;
- (2) that consideration of a possible extension to the Crematorium Chapel be deferred pending consideration of the planned report on the replacement of the existing cremators; and
- (3) that, in the meantime, the Property Management Team Leader consider other options for increasing the capacity of the Chapel, and report his findings to a future meeting.
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(8) Service Times Review

The Committee considered the report of the Clerk to the Committee (agenda item 7 refers).

During the ensuing discussion, Members noted the success of the new arrangements and the unanimous support for their continuation amongst the funeral directors and members of the clergy who had responded to a recent survey.

- RESOLVED:** (1) that the success of the new arrangements and their universal support amongst the responders to the recent survey be noted;
- (2) that, in light of this success, the new arrangements be implemented on a permanent basis; and
- (3) that all funeral directors and members of the clergy be reminded of the need for services to be kept to a maximum of 25 minutes – to ensure that the benefits of the greater interval between services may be achieved.
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(9) Bunford Lane – Pedestrian Crossing

The Committee considered the report of the Clerk to the Committee (agenda item 8 refers).

Members were informed that the Highway Authority had indicated that speed data, which had recently been collected from vehicles using Bunford Lane, was only one of many issues that had to be considered for either a zebra or a light controlled crossing. The Authority had further advised that this data would not in itself preclude a crossing at this location, but would have to be considered in association with many other factors, details of which were set out in a copy email circulated at the meeting.

During the ensuing discussion, Members referred to the increasing difficulties faced by pedestrians wishing to cross Bunford Lane in the vicinity of the Crematorium entrance. As well as Crematorium visitors, this included members of the public using the nearby supermarket and children attending local schools.

To progress matters, it was suggested that the attention of the Highway Authority Transport Implementation Programmer be drawn to the findings of the recent speed study, and the growing number of pedestrians having to cross Bunford Lane in the vicinity of the Crematorium entrance, and the support of the Highway Authority be sought on the early implementation of a pedestrian crossing in this area.

- RESOLVED:** (1) that the matter be noted; and
- (2) that the Clerk to the Committee, in consultation with the Chairman, make representations to the Highway Authority, on behalf of the Committee, along the above-outlined lines.
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(10) Annual Return

The Committee considered the report of the Clerk to the Committee (agenda item 9 refers).

- RESOLVED:** (1) that the matter be noted;
- (2) that the recommendations set out in the table included in the report be endorsed; and
- (3) that the draft Risk Management Strategy be adopted.
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(11) Statistics – April 2009 to March 2010

The Committee considered the report of the Administration Manager (agenda item 10 refers).

RESOLVED: that the matter be noted.

(12) Exclusion of Press and Public

RESOLVED: that the press and public be excluded from the meeting for consideration of the following item in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

(13) Replacement Cremators

The Committee considered the confidential report of the Property Management Team Leader (agenda item 11 refers).

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that, in view of the specialist nature of the works involved, Standing Orders with respect to contracts be waived to enable the single price quotation of £1,500 from Houghton and Greenlee to be accepted, the costs of which to be met from Contingencies; and
 - (3) that the findings and conclusions of the planned study be reported to a future meeting along with details of estimated costings and the anticipated time span for the project.
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(14) Staffing Issues

The Committee considered the confidential report of the Clerk to the Committee (Agenda item 12 refers).

RESOLVED: that the matter be noted.

Chairman.....