

Yeovil Crematorium & Cemetery Committee



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The Meeting... **Yeovil Crematorium and Cemetery Committee**

The Time... **7.00pm**

The Date... **Wednesday 15 April 2009**

The Place... **Town House, 19 Union Street, Yeovil**

If you need this information in large print, Braille, audio or another language, please ring 01935 382424

Alan Tawse

Alan Tawse
Clerk to the Committee

06 April 2009

Please contact Alan Tawse at the Town House for more information about this meeting

Yeovil Crematorium and Cemetery Committee

**To: All Members of Yeovil Crematorium and Cemetery
Committee**

J Vincent Chainey

Julian Freke (Vice-Chairman)

Dave Gooding

John Hann

Alf Hill

Ruth Kendall (Chairman)

David Recardo

Alan Smith

Barbara Strong

Mary Thomas

Clergy Representative – Rev Ed Bangay (Co-opted non-voting)

Funeral Directors' Representative – Clive Wakely (Co-opted non-voting)

A G E N D A

Public Comment

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 21 January 2009 (previously circulated).

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CAPITAL PROGRAMME - CREMATORIUM**

PAGE

2 - 3

5. **CAPITAL PROGRAMME - CEMETERY**

4 - 5

6. **CEMETERY BOUNDARY WALL**

6

7. **DISPOSAL OF CREMATED REMAINS**

7

8. **CEMETERY RISK ASSESSMENT**

8 - 9

9. **STATISTICS - APRIL 2008 TO MARCH 2009**

10 - 11

EXCLUSION OF PRESS AND PUBLIC

The Committee will be requested to pass a resolution excluding the press and public from the remainder of the meeting 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.

10. **QUAKER BURIAL GROUND**

12

11. **HEADSTONE REPAIR**

13

4. CAPITAL PROGRAMME - CREMATORIUM

1.00 CREMATORIUM

1.01 Enhanced Car Park Lighting

Work is continuing on the upgrading of the wiring systems to the external street lighting.

This work should be almost complete by the time the committee meets in April.

1.02 DDA Requirements: Waiting Room Doors

1.03 The order has been placed for this work and as the design work has progressed, many design meetings have had to be held on site to iron out technical difficulties of installing the replacement doors and the manner in which the automation will be carried out.

1.04 There are some monies to be committed to building work which will expend the remaining part of this budget.

1.03 Windows

The quotation for the Waiting Room Doors also includes the work in replacing and enhancing the windows to a double glazed standard, in the Waiting Room, the Hall of Remembrance and the Interview Room.

1.04 Cremator Works

The planned maintenance work with Facultative Technologies is complete for this year.

1.05 Rooflight Replacement

Some rooflights remain to be replaced and the remaining budget needs to be carried forward to 2009/10.

1.06 Budgets Remaining Unspent

The Committee is asked to consider that any budgeting projects remaining unspent are carried forward to the contingency sum.

Resolved to Recommend

1. To note the contents of this report.
2. To allow the expenditure of the Contingency sum to be agreed between the Chairman and the Clerk and then reported at the budget setting committees.

(Ian Johns, Property Management Team Leader – 01935 462579)

Crematorium Ten Year Plan

		Year 2													
		2008/09	Actual	2008/09	2008/09	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 10+	
Project	Officer Comments	Estimated Spend	Spend to 31/03/2009	Remaining Budget	Committed (Orders)	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17		
External															
1	Enhanced Car Park Lighting	17,400	4,119	13,281	10,679			2,430		2,820					
2	Enhancement of paths/new paths	2,535	2,535	0		2,750	3,030		3,340	3,680			4,058		
3	External redecorations						1,145								
4	New Front & Rear Gates	3,195	3,195	0											
5	Replacement Garages							32,210							
6	Green Burials					39,000	40,000								
Building															
7	Roof insulation to chapel						7,000								
8	DDA requirements - upgrade doors/windows	19,000		19,000	16,782			7,140					9,120		
9	Enhanced windows					6,620									
10	New upgraded roof to Cloisters					19,400									
11	Rooflight replacement	1,500		1,500			1,500								
12	New seating for chapel	630	630	0											
13	Internal Alterations									11,530					
14	Rainwater holding tank					6,000									
Cremator works															
15	Replacement parts	15,000	12,212	2,788		22,030	20,410	34,280	38,990	33,500	35,180	36,940	38,790		
16	New replacement cremator													200,000	
Electrical works															
17	Ext & Int Lighting - high efficiency replacement luminaries									10,720					
18	Emergency lighting						1,860					2,370			
19	Lightning protection - upgrade system					4,000	2,000		2,000						
Mechanical works															
20	Refurbish mains cold water supply					3,000		3,040							
21	Cold water - refurbish pipework system & upgrade insulation					2,000		1,150							
22	Cold water - replacement of low flow outlets									8,040					
23	Hot water - high efficiency heaters										3,100				
24	Hot water - refurbish pipework system & upgrade insulation					2,000		1,150							
25	Hot water - replacement of low flow outlets									5,090					
26	Enhance refrigeration systems for body store						4,630								
27	Upgrade local ventilation plant - heat recovery units					2,620			1,660						
28	Contingency					24,314									
Annual totals		59,260	22,691	36,569		133,734	81,575	81,400	45,990	68,880	44,780	39,310	51,968	200,000	
Add Consultants costs (5%)		2,963	1,135	1,828		6,687	4,079	4,070	2,300	3,444	2,239	1,966	2,598	10,000	
Add VAT (17.5%)		7,326	57	7,269		24,574	14,989	14,957	8,451	12,657	8,228	7,223	9,549	36,750	
Gross annual totals		69,549	23,882	45,666	0	164,994	100,643	100,427	56,740	84,981	55,247	48,499	64,116	246,750	
Division of Funding															
South Somerset District Council		61,898	21,255	40,643		146,845	89,572	89,380	50,499	75,633	49,170	43,164	57,063	219,608	
Yeovil Without Parish Council		7,650	2,627	5,023		18,149	11,071	11,047	6,241	9,348	6,077	5,335	7,053	27,143	
		69,549	23,882	45,666	0	164,994	100,643	100,427	56,740	84,981	55,247	48,499	64,116	246,750	

5. CAPITAL PROGRAMME - CEMETERY

2.00 CEMETERY

2.01 Access Ramp to Cemetery Lodge Offices

Details of the proposed access range to the Cemetery Lodge Offices, together with an estimate of costs, will be presented to the meeting.

(Ian Johns, Property Management Team Leader – 01935 462579)

Cemetery Ten Year Plan

YB002

Mar-09

		Year 2				Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Project	Officer Comments	2008/09 Estimated Spend	Actual Spend to 31/03/2009	2008/09 Remaining Budget	2008/09 Committed (Orders)	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
External													
1	Resurface entrance bellmouth												58,590
2	Resurfacing of footpaths/slabs												
3	Repairs to boundary walls	20,940	10,594	10,346		30,460	2,720		3,000		3,310		3,650
Lodge													
4	Reslate roof, timber repairs	90	90	0									
5	DDA requirements						6,300						
Chapels													
6	Repairs to stonework												
7	Renew gutters					2,250	2,600	2,860		3,150		3,480	
8	Reslate roofs							21,880		4,020			4,660
9	Repair plaster to storage chapel						2,500						27,930
10	Redecorate main chapel						11,030			13,400			
Mess building													
11	Reroof					4,410							
Garages													
12	Replacement garages						14,610	15,340					
13	Tractor					5,000							
	Chapel Extension		1,156										
Annual totals		21,030	11,840	9,190	0	42,120	39,760	40,080	3,000	20,570	3,310	3,480	94,830
Add Consultants costs (2.5%)		526	296	230	0	1,053	994	1,002	75	514	83	87	2,371
Add VAT (17.5% on unrecoverable max of 3%)		97	55	42	0	227	214	216	16	111	18	19	510
Gross Annual Totals		21,653	12,191	9,462	0	43,400	40,968	41,298	3,091	21,195	3,411	3,586	97,711
Total for Year 2 to Year 10 incl Consultant costs and VAT													£276,311

6. CEMETERY BOUNDARY WALL

The purpose of this report is to report progress so far, on the walling on the Willow Road Boundary.

1.01 Initial Proposal

The initial proposal by Structural Engineers called for the installation of buttresses to support the walling.

This work can only be carried out in this manner if the adjoining owners are in agreement.

1.02 Adjoining Land

1.02.1 The highway authority have raised no objections to the construction proposals. All we have to do is to obtain a licence under Section 171 of the Highways Act, although this land is in fact freehold to SSDC.

1.02.2 The initial discussions with the owner of No. 24 Preston Road are that subject to certain conditions, they would be amendable to the proposals.

These would include:

- Payment of their legal costs for any legal agreement
- The extension of their driveway, with a tarmac finish right up to the new buttresses, and the reinstatement of the raised flowerbed (with natural stone finish) between the buttresses.

1.03 Technical Solutions

In order to ascertain whether or not the buttressing solution will work the Structural Engineering has advised that it will be necessary to carry out future ground investigation work within the garden of No.24 Preston Road

Unfortunately the additional trial holes required cannot be safely excavated without an extensive temporary supporting structure to support the walls in case of any collapse.

Both this and the wish of the adjoining owners to extend the driveway over to the buttresses (which may mean that the wall requires underpinning) has led us to review the technical solution for solving the challenge this wall represents.

It is now proposed to consider the use of extensive ground anchors, which will hold the walling in place without the need for buttresses.

Further updated information will be presented to the meeting.

Resolved to Recommend

To note the content of the reports.

(Ian Johns, Property Management Team Leader – 01935 462579)

7. DISPOSAL OF CREMATED REMAINS

It has been requested that I supply information of options available for the disposal of cremated remains, following cremation at Yeovil Crematorium.

Approximately 22% (360) of cremated remains are retained, to be interred uncontained (an alternative to scattering) in the Garden of Remembrance at the Crematorium. Of those, 43% (156) are re-interments (interred with spouse/partner). There is no charge for this interment.

A memorial tablet may be purchased to mark the location of the ashes interred.

Alternatively a grave may be purchased at the Cemetery where ashes can be buried in a casket. A headstone large enough to take a substantial inscription with flower holder can be purchased to mark the grave.

If the family decide to remove the cremated remains from the Crematorium, several choices for disposal are available to them.

The Committee is **RECOMMENDED** to note the matter.

(Joy Coombs, Administration Manager - 01935 476718)

8. **CEMETERY RISK ASSESSMENT**

Risk assessment work continues to be carried out at the Cemetery in accordance with the strategy adopted by the Committee.

It is just over six years since the inspection/testing work began and last April the Committee agreed that progress be reviewed in April 2009.

As previously reported, a total of 12,136 memorials have been assessed of which 2,320 (19%) have been classed as unstable – which is consistent with similar tests carried out elsewhere in the UK.

The work involved in fitting temporary supports to the unstable headstones was completed in April 2002 when all 2,320 were secured on a temporary basis - pending permanent repairs being carried out by their respective owners. The results of the testing were fully documented.

To date, 732 (720) of these headstones have been repaired and 4 (6) jobs are in hand – giving a total of 736 (726) completed/arranged repairs. This represents 32% (31%) of unstable memorials. The figures in brackets relate to the position in April 2008.

Experience has shown that a significant number of relatives visit their loved one's graves on a particular anniversary or occasion. In addition, some repairs are delayed until a second interment has taken place.

Bearing these factors in mind and taking into consideration the fact that the initial inspection/testing work and the fitting of the temporary supports has been carried on a phased basis, the Committee agreed last April to wait a further twelve months before deciding on a long-term strategy to deal with the remaining unstable memorials.

In the meantime, and in line with the Committee's wishes, advisory notices have continued to be placed in each section of the Cemetery - to ensure that all visitors were aware of the adopted approach.

It was recognised that such an approach should not present any practical difficulties as the temporary supports are made from treated timber and the Cemetery Foreman was confident that they would continue to provide the necessary security over this period.

Two years ago arrangements were made for all 12,136 memorials to be retested - in line with the 5-year risk management strategy - and the documentation updated.

The situation has since been further reviewed by the Cemetery Foreman. The review included an assessment of the timber supports, all of which are still in good condition. Taking this factor into consideration, it is suggested that the adoption of a long-term strategy for the remaining memorials be deferred a further year until April 2010, and that the advisory notices be amended accordingly.

This approach is in line with the advice and guidance of the Local Government Ombudsman who has emphasised the need to avoid laying down memorials, and advice subsequently issued by the Department for Constitutional Affairs. It is also consistent with the risk-based proportionate approach advocated in practical advice issued by the Ministry for Justice earlier this year for dealing with unstable memorials.

In the case of larger memorials (the vast majority of which are in the oldest section of the Cemetery) specialist advice on the options available to the Committee will be sought at an appropriate time.

At present, those classed as unstable have been cordoned off and warning signs erected. The age of these memorials make it unlikely that they will be repaired by their owners and their size requires a different approach to be taken. However, the acquisition of a mechanical digger has increased the options available to Cemetery Staff to deal with these memorials.

The Committee is **RECOMMENDED** to note these developments and to endorse the above-outlined proposals.

(Alan Tawse, Town Clerk - 01935 382424)

9. STATISTICS – APRIL 2008 TO MARCH 2009

Cremations for the period April 2008 to March 2009 were 1668 compared to 1580 for the same period in the last financial year, an increase of 88 cremations.

The number of burials over this period was 66 compared to 47 over the same period during the previous year, an increase of 19 burials.

A breakdown of income is attached at page 11.

(Joy Coombs, Administration Manager – 01935 476718)

Yeovil Crematorium Revenue Report April 2008 - Mar 2009

	No of		other							Tree		Rose			
Month	Crem.	Cremation	Revenue	Donations	P & P	Tab.Right	Tablet	B.o R.	Urns	Plaques	Misc.	Right	Rose	TOTAL	
April	143	62920.00	802.00	39.73	0.00	1136.00	2942.00	768.00		42.00	0.00	100.00	200.00	68949.73	
May	118	51920.00	546.00	74.07	0.00	710.00	1824.00	565.00	17.00	0.00	0.00	50.00	100.00	55806.07	plus 2 NRF
June	123	53680.00	384.00	32.40	0.00	568.00	1701.00	1184.00	68.00	0.00	0.00	200.00	400.00	58217.40	plus 1 baby
July	131	57640.00	837.00	50.25	0.00	923.00	1921.00	585.00	64.00	0.00	0.00	150.00	300.00	62470.25	plus 1 NRF
Aug.	117	51040.00	459.00	39.67	0.00	568.00	1065.00	735.00	85.00	0.00	0.00	0.00	0.00	53991.67	inc. 1 child plus 1 NRF
Sept.	125	54560.00	497.00	22.72	0.00	781.00	1898.00	1051.00	30.00	30.00	0.00	50.00	100.00	59019.72	inc. 1 child plus 2 NRF
Oct.	136	59840.00	492.00	76.20	0.00	781.00	1564.00	336.00	60.00	0.00	0.00	250.00	400.00	63799.20	
Nov.	111	48400.00	90.00	62.77	0.00	497.00	984.00	611.00	17.00	0.00	0.00	50.00	100.00	50811.77	inc. 1 child plus 2 NRF
Dec.	172	75680.00	132.00	105.48	0.00	284.00	894.00	695.00	60.00	57.00	0.00	150.00	300.00	78357.48	plus 1 NRF
Jan.	206	90640.00	674.00	24.63	0.00	710.00	2151.00	601.00	0.00	0.00	11.60	100.00	200.00	95112.23	inc. 1 child plus 1 NRF
Feb.	144	63360.00	562.00	35.13	0.00	923.00	2204.00	913.00	51.00	0.00	0.00	150.00	300.00	68498.13	plus 1 NRF
Mar.	142	62480.00	661.00	58.30	0.00	1562.00	3414.00	1293.00	252.00	0.00	0.00	50.00	100.00	69870.30	plus 1 baby
Total	1668	732160.00	6136.00	621.35	0.00	9443.00	22562.00	9337.00	704.00	129.00	11.60	1300.00	2500.00	784903.95	
Yeovil Cemetery Revenue April 2008 - March 2009															
	No of		Burial of												
Month	Burials	Interm.	Ashes	Purch.	Mems.	Total									
April	6	1980.00	459.00	1087.00	190.00	3716.00									
May	4	1320.00	459.00	756.00	290.00	2825.00									
June	4	1320.00	459.00	2388.00	100.00	4267.00									
July	4	1320.00	612.00	1608.00	350.00	3890.00									
Aug.	4	1320.00	0.00	455.00	240.00	2015.00									
Sept.	6	1980.00	306.00	1215.00	170.00	3671.00									
Oct.	5	1650.00	1224.00	1608.00	200.00	4682.00									
Nov.	7	2310.00	612.00	1388.00	500.00	4810.00									
Dec.	1	330.00	612.00	1570.00	310.00	2822.00									
Jan.	13	4290.00	153.00	1674.00	280.00	6397.00									
Feb.	7	2310.00	306.00	2678.00	370.00	5664.00									
Mar	5	1650.00	306.00	1627.00	410.00	3993.00									
Total	66	21780.00	5508.00	18054.00	3410.00	48752.00									
Number of Cremations							Number of Burials								
Month	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	Month	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09		
April	150	155	157	131	127	143	April	4	3	8	4	2	6		
May	147	113	126	130	123	118	May	4	5	2	7	7	4		
June	120	144	124	118	119	123	June	2	2	4	5	5	4		
July	124	143	133	123	124	131	July	9	4	7	7	3	4		
Aug.	109	121	137	93	122	117	Aug.	7	5	4	0	2	4		
Sept.	116	123	113	128	101	125	Sept.	6	2	3	5	0	6		
Oct.	153	119	123	126	129	136	Oct.	7	6	6	8	10	5		
Nov.	125	140	143	134	149	111	Nov.	3	1	3	6	4	7		
Dec.	128	117	151	135	121	172	Dec.	4	1	6	7	1	1		
Jan.	175	145	185	169	191	206	Jan.	8	3	14	0	7	13		
Feb.	125	128	141	138	153	144	Feb.	5	7	5	7	2	7		
March	146	155	165	150	121	142	March	4	7	4	4	4	5		
Total	1618	1603	1698	1575	1580	1668	Total	63	46	66	60	47	66		