

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee**
held in the Council Chamber, Town House, 19 Union Street, Yeovil on
Wednesday 15 April 2009

(7.00pm – 8.00pm)

Present:

Ruth Kendall	Chairman
J Vincent Chainey	South Somerset District Council
Julian Freke	South Somerset District Council
John Hann	Yeovil Town Council
Alf Hill	Yeovil Without Parish Council
Barbara Strong	Yeovil Without Parish Council
Mary Thomas	Brympton Parish Council
Reverend Ed Bangay	Clergy Representative (non-voting)

Also Present:

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

(1) Public Comment

There were no comments from the public.

(2) Minutes

The minutes of the previous meeting held on 21 January 2009, 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 Dave Gooding, David Recardo, Alan Smith and Clive Wakely.

(4) Declarations of Interest

There were no declarations of interest.

(5) Crematorium Capital Programme

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

Members were advised that the new automated doors would be installed in the Waiting Room within the next six weeks.

- RESOLVED:** (1) that the progress made in the implementation of the Capital Programme be noted; and
- (2) that approval be given to carrying forward any unspent allocations in the 2008/09 Programme to the 2009/10 Programme - to help fund agreed schemes, and the application of any unallocated funds be determined by the Committee.
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(6) Cemetery Capital Programme

The Committee considered the reports of the Property Management Team Leader (agenda item 5 and 6 refer).

The Property Management Team Leader drew attention to the planned repairs to the Willow Road Boundary Wall and circulated details of an anchor system designed to stabilise retaining walls. He explained that this solution would avoid the use of buttresses and that the specialist contractor whom he had approached, who had carried out similar work for other public authorities in the area, offered a 100-year guarantee.

He also circulated a proposed plan showing DDA compliant improved access to the Cemetery Lodge and indicated that, on the basis of a quantity surveyor assessment, the estimated cost of implementation would be £20,000.

During the ensuing discussion, Members expressed their support for the anchor system approach; the cost of which it was noted had yet to be evaluated. However, it was noted that funds had been set aside to meet the anticipated costs of a buttress solution.

The Committee also gave their support, in principle, to the improved Cemetery Lodge access improvements and agreed that the funding options be discussed at the next meeting when the costs of the retaining wall repair works would be known.

Attention was drawn to the decision made at the last meeting to include the Cemetery Lodge internal improvement and modernisation works, at a revised estimated cost of £5,800, in the 2009/10 Capital Programme. It was noted that the circulated spreadsheet omitted this scheme.

Reference was also made to the outcome of a recent tendering exercise for the procurement of a replacement tractor, the lowest quotation for which amounted to £5,750 (including VAT).

- RESOLVED:** (1) that the matters be noted;
- (2) that the progress being made in the repair of a section of the Cemetery boundary wall be noted and supported and approval be given to the use of an anchor system to stabilise the wall subject to the Property Management Team Leader obtaining alternative quotations for the work involved, if practicable, and the costs involved being contained within the allocated budget;
- (3) that approval in principle be given to the proposed access improvements to the Cemetery Lodge, and the funding options be presented to the next meeting by the Property Management Team Leader and the Corporate Accountant;
- (4) that the Capital Programme be amended to include the agreed Cemetery Lodge internal improvement and modernisation works at an estimated cost of £5,800 – the cost of which to be met from the Cemetery Reserve Fund; and
- (5) that the outcome of the recent tendering exercise for the procurement of a replacement tractor be noted, and the £750 shortfall be met by way of a carried forward underspend in the 2008/09 Capital Programme.

(7) Disposal of Cremated Remains

The Committee considered the report of the Administration Manager (agenda item 7 refers).

Reference was made at the meeting to the role of funeral directors and Crematorium staff in explaining the options available to families.

RESOLVED: that the matter be noted.

(8) Cemetery Risk Assessment

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

RESOLVED: that the developments and proposals set out in the above report be noted and endorsed.

(9) Statistics – April 2008 to March 2009

The Committee considered the report of the Administration Manager (agenda item 9 refers).

RESOLVED: that the matter be noted.

(10) Exclusion of Press and Public

RESOLVED: that the press and public be excluded from the meeting for consideration of the following items 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.

(11) Quaker Burial Ground

The Committee considered the confidential report of the Property Management Team Leader (agenda item 10 refers).

Reference was made at the meeting to legal advice sought on the matter, and the estimated costs involved.

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that the Clerk to the Committee be requested to discuss the matter further with the owners of the Quaker Burial Ground with a view to seeking an equitable solution at an early date; and
 - (3) that the Committee's share of the costs be met from the Cemetery Reserve Fund.
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(12) Headstone Repair

The Committee considered the report of the Clerk to the Committee (agenda item 11 refers).

RESOLVED: that approval be given to the proposals set out in the above report.

Chairman.....