

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 20 January 2010**

(7.00pm – 8.45pm)

**Present:**

Ruth Kendall	Chairman
Peter Dutton	Brympton Parish Council
Julian Freke	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Barbara Strong	Yeovil Without Parish Council
Clive Wakely	Funeral Directors' Representative (non-voting)

**Also Present:**

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

**(1) Public Comment**

There were no comments from the public.

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**(2) Minutes**

The minutes of the previous meeting held on 14 October 2009, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

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**(3) Apologies for Absence**

Apologies for absence were received from Rev Ed Bangay, Dave Gooding, John Hann and Alan Smith.

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**(4) Declarations of Interest**

There were no declarations of interest.

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## **(5) Crematorium Capital Programme**

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

During the ensuing discussion, reference was made to the planned cremator relining works and the importance of ensuring that future replacement cremators were designed to meet the needs of the changing population.

Attention was also drawn to planned investigations into cost effective ways of reducing the noise impact of heavy rainfall on the Chapel roof.

- RESOLVED:** (1) that the capital work carried out to date during 2009/10 be noted;
- (2) that approval be given to the reprofiled Capital Programme; and
- (3) that the Property Services Team Leader and Management Accountant prepare a joint report on the proposed funding of replacement cremators in the future to facilitate the budgeting for such works.
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## **(6) Cemetery Capital Programme**

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

Members were advised at the meeting that the quotations had now been received for the re-roofing of the Mess building, the lowest of which was in the sum of £2,700. Whilst this was £1,224 higher than the estimate, it was indicated that the additional cost could be met from savings arising in the costs of carrying out planned improvements to the Cemetery Lodge.

- 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) Original Budget Estimates 2010/11**

The Committee considered the report of the Management Accountant (agenda item 6 refers).

During the ensuing discussion, reference was made to the recharging procedure adopted by the Crematoria Abatement of Mercury Emissions Organisation (CAMEO) and the financial impact which this national initiative had on contributing authorities.

The Management Accountant undertook to prepare an explanatory note on the year-on-year anticipated budget/outturn projections and the internal FRS17 adjustments.

- RESOLVED:**
- (1) that approval be given to the 2010/11 budget estimates – including the proposed fees and charges (attached as Appendix A);
  - (2) that the allocation of the Cemetery deficit (attached as Appendix B) be noted;
  - (3) that the Service Level Agreements with South Somerset District Council for 2010/11 be approved and signed;
  - (4) that the current position of the reserves set out in the report, be noted; and
  - (5) that the recent nationally agreed increase in the CAMEO recharge of £10 per cremation be noted, and the effective date of this increase and its impact on the CAMEO reserve funds be investigated by the Management Accountant and reported back to Members along with the matters referred to in the above-mentioned explanatory note.
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## **(8) Bunford Lane – Pedestrian Crossing**

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

Members were informed at the meeting that the Highway Authority had now agreed to install a vehicle movement counter on Bunford Lane, which would help assess the case for a pedestrian crossing.

- RESOLVED:**
- (1) that the matter be noted; and
  - (2) that the planned installation of a vehicle movement counter be supported and further consideration be given to the matter at the next meeting when the results of the measurement exercise were expected to be known.
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**(9) Statistics – April 2009 to December 2009**

The Committee considered the report of the Administration Manager (agenda item 8 refers).

**RESOLVED:** that the matter be noted.

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**(10) Future Meetings**

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

**RESOLVED:** that meetings be held at 7.00pm in the Town House, 19 Union Street, Yeovil on the following dates in 2010/11:

Wednesday 14 April 2010

Wednesday 30 June 2010 (6.00pm: followed by Committee Inspection)

Wednesday 20 October 2010

Wednesday 19 January 2011

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**(11) 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.

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**(12) Memorial Tablets**

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

A copy of the tenders received was circulated at the meeting and samples of the stone materials available were displayed.

**RESOLVED:** (1) that the matter be noted; and

(2) that the contract be awarded to the Company referred to in the report for a three-year period in respect of the following stone materials:

Black granite

Marina granite

Nabresina marble

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**(13) Contingency Planning**

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

- RESOLVED:** (1) that the matter be noted; and
- (2) that approval be given to the proposals set out in the report.
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**(14) Emission Testing**

The Committee considered the confidential report of the Property Management Team Leader (agenda item 12 refers).

- RESOLVED:** (1) that the matter be noted; and
- (2) that in view of the specialist nature of the works, approval be given to the waiving of Standing Orders with Respect to Contracts to enable a single price quotation to be accepted from the existing supplier of the service.
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**(15) Staffing Issues**

The Committee considered the confidential report of the Clerk to the Committee (agenda item 13 refers).

- RESOLVED:** that the matter be noted.
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**(16) Cemetery Lodge**

The Committee considered the confidential report of the Clerk to the Committee (agenda item 14 refers).

During the ensuing discussion, reference was made to impending internal works and the disruption these would cause to the occupiers of the premises.

- RESOLVED:** (1) that the matters be noted; and
- (2) that approval be given to the recommendations set out in the above report, subject to the new tenancy agreement coming into effect at an early date and the revised rent being introduced from 1 April 2010.

Chairman.....

**YEOVIL CREMATORIUM AND CEMETERY COMMITTEE****FEES OPERATIVE FROM 1st APRIL 2010 AT YEOVIL CEMETERY**

THE TERM 'PARISHIONER' WHERE USED IN THIS TABLE REFERS TO AN INHABITANT OF THE FORMER BOROUGH OF YEOVIL, THE PARISH OF YEOVIL WITHOUT OR THE PARISH OF BRYMPTON, THE CHARGES FOR INTERMENT, BURIAL AND MEMORIAL RIGHTS AND FOR MEMORIAL APPROVAL ARE SHOWN AS PARISHIONER RATE. IN THE CASE OF A NON PARISHIONER THESE CHARGES WILL BE DOUBLED WHERE INDICATED

**INTERMENT FEES**

Fees for interment apply where the person to be interred is, or immediately before death was a parishioner. In all other cases the fee will be doubled UNLESS the burial and memorial rights were originally purchased at parishioner rate.

For the burial of the body of: -	£
(i) a person whose age at the time of death exceeded sixteen years .....	363.00
(ii) for the burial of cremated remains .....	162.00
(iii) for the scattering of cremated remains (uncontained burial) .....	40.00

**PLEASE NOTE THERE IS NO CHARGE FOR THE INTERMENT OF BABIES AND CHILDREN UP TO THE AGE OF SIXTEEN YEARS**

**BURIAL AND MEMORIAL RIGHTS (for a period of 75 years – subject to review)**

Fees for burial and memorial rights apply where the person to whom the right is granted is a parishioner, in all other cases the fee will be doubled EXCEPT when the rights are purchased by a non parishioner in respect of a parishioner burial, in which case a parishioner fee will apply.

For the purchase of burial and memorial rights: -	
(i) in the children's section .....	50.00
(ii) in the remainder of the cemetery .....	340.00
(iii) in a selected site .....	480.00
(iv) in a grave for cremated remains only .....	230.00

**MEMORIAL APPROVAL FEES**

(i) For the erection of a memorial or vase .....	102.00
(ii) For any inscription on a memorial after the first .....	20.00

**FEES FOR THE MAINTENANCE OF GRAVES inc.VAT**

(i) Grass cutting only .....	42.00
(ii) Grass cutting and planting twice a year .....	60.00

**USE OF THE CEMETERY CHAPEL (PER SERVICE)**..... 74.00

**SEARCHING REGISTERS** for a period of not more than one year ..... 21.00  
for each additional year ..... 17.00

**CERTIFICATE OF ENTRY IN THE BURIAL REGISTER** ..... 17.00

**YEOVIL CREMATORIUM AND CEMETERY COMMITTEE****FEES OPERATIVE FROM 1st APRIL 2010 AT YEOVIL CREMATORIUM****1. CREMATION FEES**

For the cremation of the body of: -	£
(i) A person whose age at the time of death exceeded sixteen years .....	480.00
(ii) For extended time for use of chapel or use of chapel only ..	136.00
(iii) For the cremation of body parts .....	51.00

**PLEASE NOTE - THERE IS NO CHARGE FOR THE CREMATION OF BABIES AND CHILDREN UP TO THE AGE OF 16 YEARS.**

**2. DISPERSAL FEES**

(i) For burying cremated remains where cremation did not take place at Yeovil Crematorium .....	36.00
(ii) Temporary deposit of cremated remains per month (first month free of charge)....	16.00
(iii) For the removal of cremated remains from the Garden of Remembrance (under Home Office Licence) .....	47.00
(iv) Witnessing the interment of cremated remains .....	27.00

**3. CONTAINERS**

(i) Baby urn (white) .....	18.00
(ii) Urn .....	22.00
(iii) Casket .....	33.00

**Note: - if the Funeral Director does not supply a suitable container for the removal of cremated remains, a polytainer will be provided without charge,**

4. Forwarding cremated remains Via Securicor (inc. P&P) .....	49.00
5. Certificate of cremation (the first is issued free of charge) .....	16.00
6. Certified extract from the cremation register .....	16.00

**7. MEMORIAL FEES**

(i) Rose Bush and Plaque to include 5 year maintenance .....	150.00
(ii) Renewal of Rose Bush maintenance for 5 year term .....	50.00

**YEOVIL CREMATORIUM AND CEMETERY COMMITTEE****ALLOCATION OF CEMETERY DEFICIT**

		<b>2009-10 Original Estimate £</b>	<b>2010-11 Original Estimate £</b>
Total Deficit		<b><u>120,170</u></b>	<b><u>120,170</u></b>
Gross Expenditure		170,590	174,950
Less: Fees		<u>-50,420</u>	<u>-54,780</u>
		120,170	120,170
Less Debt Charges by YTC		<u>-</u>	<u>-</u>
		<u>120,170</u>	<u>120,170</u>
80% by 2 Parishes based on electorate @ Jan '09		96,136	96,136
	Y.T.C	22,939	77,204
	Y.W.P.C	<u>5,632</u>	<u>18,932</u>
		<u>28,571</u>	<u>96,136</u>
20% by 3 Parishes based on electorate @ Jan 09		24,034	24,034
	Y.T.C	22,939	16,195
	Y.W.P.C	5,632	3,971
	B.P.C.	<u>5,471</u>	<u>3,868</u>
		<u>34,042</u>	<u>24,034</u>
<b>Allocation of Deficit</b>			
	Y.T.C	<b>93,398.27</b>	<b>93,380.56</b>
	Y.W.P.C	<b>22,903.70</b>	<b>22,926.86</b>
	B.P.C.	<b>3,868.03</b>	<b>3,862.58</b>
		<b><u>120,170</u></b>	<b><u>120,170</u></b>