

Minutes of a meeting of Yeovil Crematorium and Cemetery Committee
held in the Council Chamber, Town House, 19 Union Street, Yeovil on
Wednesday 21 January 2009

(7.00pm – 8.05pm)

Present:

Ruth Kendall	Chairman
J Vincent Chainey	South Somerset District Council
Julian Freke	South Somerset District Council
Dave Gooding	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
Mary Thomas	Brympton Parish Council

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.

(2) Minutes

The minutes of the previous meeting held on 15 October 2008, 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, John Hann 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 Services Team Leader (agenda item 4 refers).

Further to the last meeting, potential savings of £24,314 had been identified as a result of reprofiling the existing Capital Programme and included as a proposed contingency for 2009/10. It was indicated that these savings could be used towards the costs of possibly extending the Chapel, which had been estimated at £176,426 (including VAT and fees).

- RESOLVED:**
- (1) that the capital work carried out to date during 2008/09 be noted;
 - (2) that approval be given to the reprofiled Capital Programme; and
 - (3) that the potential savings of £24,314 be retained as a contingency for 2009/10 and ringfenced pending a decision being made on whether to extend the Chapel.
-

(6) Cemetery Capital Programme

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

The Property Services Team Leader gave an update at the meeting on the progress that had been made in repairing a section of the Cemetery boundary wall and the next stages of the project.

He added that the Capital Programme had been reprofiled to accommodate the potential estimated overall cost of £50,000, which would be partly offset by the savings/underspends/specific provision of £20,940 in the 2008/09 Capital Programme that had been identified and agreed at the last meeting of the Committee.

During the ensuing discussion, Members expressed their support for the work undertaken to date in undertaking the above-mentioned repair works and the plans for their completion.

Reference was also made to the need to include the Cemetery Lodge internal improvement and modernisation works, identified at the last meeting at a revised estimated cost of £5,800, in the 2009/10 Capital Programme.

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that the progress being made in the repair of a section of the Cemetery boundary wall be noted and supported;

- (3) that approval be given to the reprofiled Capital Programme subject to the addition of the proposed 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
 - (4) that the proposed installation of a DDA ramp into the Lodge be further investigated by the Property Services Team Leader, in consultation with the Conservation Architect, and a costed report setting out the options available be submitted to the next meeting.
-

(7) Original Budget Estimates 2009/10

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

Attention was drawn to the substantial increase in gas charges and the intention to include this service provision within the District Council's supply contract from 2011, when the present agreement ended, to help secure a reduced cost.

Reference was also made to an apparent significant increase in water charges, and the need to clarify the reason.

- RESOLVED:**
- (1) that approval be given to the 2009/10 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 2009/10 be approved and signed;
 - (4) that the current position of the reserves set out in the report, be noted; and
 - (5) that the apparent significant increase in water charges be investigated and the reason be reported back to the next meeting.
-

(8) Audit Commission Annual Return

The Committee considered the report of the Corporate Accountant (agenda item 7 refers).

- RESOLVED:** (1) that the matter be noted;
- (2) that the recommendations of the External Auditor be endorsed; and
- (3) that the action being taken in response to these recommendations be supported.
-

(9) Car Park Lighting

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

RESOLVED: that the matter be noted.

(10) Statistics – April 2008 to December 2008

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

RESOLVED: that the matter be noted.

(11) Future Meetings

The Committee considered the report of the Clerk to the Committee (agenda item 10 refers).

RESOLVED: that meetings be held at 7.00pm in the Town House, 19 Union Street, Yeovil on the following dates in 2009/10:

Wednesday 15 April 2009

Wednesday 15 July 2009 (6.00pm - followed by Committee Inspection)

Wednesday 14 October 2009

Wednesday 20 January 2010

Chairman.....

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE**FEEES OPERATIVE FROM 1st APRIL 2009 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	356.00
(ii) for the burial of cremated remains	159.00
(iii) for the scattering of cremated remains (uncontained burial)	36.00

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	49.00
(ii) in the remainder of the cemetery	329.00
(iii) in a selected site	473.00
(iv) in a grave for cremated remains only	229.00

MEMORIAL APPROVAL FEES

(i) For the erection of a memorial or vase	100.00
(ii) For any inscription on a memorial after the first	20.00

FEEES FOR THE MAINTENANCE OF GRAVES inc.VAT

(i) Grass cutting only	41.00
(ii) Grass cutting and planting twice a year	58.00

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 2009 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	461.00
(ii) For extended time for use of chapel or use of chapel only ..	133.00
(iii) For the cremation of body parts	50.00

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	35.00
(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)	46.00
(iv) Witnessing the interment of cremated remains	26.00

3. CONTAINERS

(i) Baby urn (white)	18.00
(ii) Urn	22.00
(iii) Casket	32.00

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)	48.00
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**

		2008-09 Original Estimate £	2009-10 Original Estimate £
Total Deficit		<u>120,170</u>	<u>120,170</u>
Gross Expenditure		164,820	170,590
Less: Fees		<u>44,650</u>	<u>50,420</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 @ Dec '08		96,136	96,136
	Y.T.C	22,885	77,169
	Y.W.P.C	<u>5,612</u>	<u>18,967</u>
		<u>28,497</u>	<u>96,136</u>
20% by 3 Parishes based on electorate @ Dec '08		24,034	24,034
	Y.T.C	22,885	16,180
	Y.W.P.C	5,612	3,977
	B.P.C.	<u>5,466</u>	<u>3,877</u>
		<u>33,963</u>	<u>24,034</u>
Allocation of Deficit			
	Y.T.C	93,349.00	93,398.27
	Y.W.P.C	22,944.00	22,903.70
	B.P.C.	3,877.00	3,868.03
		<u>120,170.00</u>	<u>120,170.00</u>