

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Waiting Room, Yeovil Crematorium, Bunford Lane, Yeovil on **Wednesday 15 July 2009**

(6.00pm – 7.25pm)

Present:

Ruth Kendall	Chairman
Julian Freke	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
John Hann	Yeovil Town Council
David Recardo	South Somerset District Council
Alan Smith	Yeovil Town Council
Barbara Strong	Yeovil Without Parish Council
Reverend Ed Bangay	Clergy Representative (non-voting)
Clive Wakely	Funeral Directors' 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
Donna Parham	Head of Financial Services
Paula Jeffery	Management Accountant

(1) Public Comment

There were no comments from the public.

(2) Election of Chairman

It was proposed, seconded and

RESOLVED: that Ruth Kendall be elected Chairman of the Committee for the Municipal Year 2009/10.

(3) Appointment of Vice-Chairman

It was proposed, seconded and

RESOLVED: that Julian Freke be appointed Vice-Chairman of the Committee for the Municipal Year 2009/10.

(4) Minutes

The minutes of the previous meeting held on 15 April 2009, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(5) Apologies for Absence

Apologies for absence were received from Dave Gooding.

(6) Declarations of Interest

There were no declarations of interest.

(7) Final Accounts 2008/09

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

The Management Accountant drew attention at the meeting to the following two items of committed Cemetery capital expenditure in 2009/10, which had been inadvertently omitted from the Cemetery Reserve Fund table:

<i>Retaining Wall repairs (including fees and VAT)</i>	<i>£10,836</i>
<i>Internal Improvement and Modernisation Works</i>	<i>£5,800</i>

Taking this committed expenditure into consideration increased the overall budgeted expenditure for 2009/10 from £43,400 to £60,036 and reduced the anticipated Reserve Fund closing balance from £76,539 to £59,903.

During the ensuing discussion, Members requested clarification of a variety of issues to which the officers responded.

Attention was drawn to the financial provision made for future payments to be made towards the Government's burden-sharing scheme (CAMEO) to help offset the cost of a selected number of crematoria which had chosen to install mercury abatement equipment to help achieve a national reduction figure.

- RESOLVED:** (1) that the matter be noted;
- (2) that, subject to the inclusion of the above-identified items of committed Cemetery capital expenditure totalling £16,636 and a corresponding adjustment in the closing balance of the Cemetery Reserve Fund in

2009/10, and clarification of the definition of the £1,156 movement in the Cemetery Reserve Fund during 2008/09, the draft Statement of Accounts be approved;

- (3) that the Audit Commission return – in particular Section 1 on the Statement of Accounts and Section 2 on the Statement of Annual Governance - be approved;
- (4) that the independent audit report which accompanied Section 3 of the Audit Commission return be noted;
- (5) that the transfer of the general underspend which occurred in the Cemetery's budget to the reserve, be noted;
- (6) that the transfer of the general underspend which occurred in the Crematorium's budget to the South Somerset District Council reserve (89%) and to the Yeovil Without Parish Council reserve (11%), be noted;
- (7) that the capital expenditure on the Cemetery and Crematorium be noted;
- (8) that the capital programmes for 2009/10 onwards be noted; and
- (9) that in future, an explanatory note outlining the Crematoria Abatement of Mercury Emissions Organisation (CAMEO) scheme be added to the annual accounts.

(8) Crematorium Capital Programme

The Committee considered the report of the Property Management Team Leader (agenda item 7 refers).

RESOLVED: that the matter be noted.

(9) Cemetery Capital Programme

The Committee considered the report of the Property Management Team Leader (agenda item 8 refers).

Members expressed their support for the proposals for securing the stability of the retaining wall, which it was noted would result in an anticipated saving in the region of £10,000.

It was suggested that this saving could be used to help meet the costs of the proposed new access ramp to the Cemetery Lodge.

The Committee drew attention to the £5,800 commitment agreed in January 2009 to meet the costs of carrying out various internal improvement and modernisation works at the Cemetery Lodge, and expressed concern at the delays in undertaking these works.

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that approval be given to the acceptance of the quotation from Westpointe Ltd in the overall sum of £29,000 for the works involved in securing the stability of the retaining wall, it being noted that the Property Management Team Leader had complied with the procedure agreed at the previous meeting (Minute 6 refers) regarding the possible procurement of alternative quotations;
 - (3) that the estimated savings of £10,000 in this project be noted, and further consideration be given at the next meeting to the possible allocation of these savings towards the costs of the proposed new access ramp to the Cemetery Lodge;
 - (4) that, in the meantime, the Property Services Management Team Leader be requested to obtain three quotations for this work in preparation for an early start on the scheme should the Committee allocate the necessary funds;
 - (5) that the Committee's concern at the delays in undertaking various internal improvement and modernisation works at the Cemetery Lodge be noted, and the Property Management Team Leader be urged to take the necessary steps to expedite the completion of this scheme as a matter of priority; and
 - (6) that an up-to-date Cemetery Capital Programme incorporating all the committed schemes for 2009/10 onwards and identified savings/underspends be submitted by the Property Management Team Leader and Management Accountant to the next meeting.
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(10) Service Times

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

The Clerk circulated a revised list of proposed appointments at the meeting, which took into consideration the completion of the daily cremation process following the last suggested appointment.

During the ensuing discussion, Members expressed their support for the extended service intervals, which it was noted had been successfully introduced at a number of crematoria in the area.

- RESOLVED:** (1) that the matter be noted;
- (2) that approval be given to the request of the funeral directors and members of the clergy for the intervals between services at the Crematorium being lengthened from 30 to 40 minutes;
- (3) that the following schedule of weekday appointments be introduced in early September 2009 for an initial one year trial period:

9.20am
10.00am
10.40am
11.20am
12 Noon
12.40pm
1.20pm
2.00pm
2.40pm
3.20pm

- (4) that to ensure that the flexibility of the new arrangements are fully realised, all funeral directors and members of the clergy be advised of the need for services to be kept to a maximum of 25 minutes; and
- (5) that the effectiveness of the new arrangements be monitored and formally reviewed six months after their introduction.

(11) Statistics – April 2009 to June 2009

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) Quaker Burial Ground

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

Details of the response of the owners of the Burial Ground to the proposals agreed at the last meeting were outlined to the Committee.

RESOLVED: that the Property Management Team Leader be authorised to seek and accept the lowest of three quotations for the repair of the boundary wall between the Quaker Burial Ground and the Cemetery, the costs of which to be met from the Cemetery Reserve Fund.

Following the Committee's tour of the Crematorium and the Cemetery, Members expressed their thanks to all the staff for all their hard work in maintaining the facilities at both locations to a high standard.

Chairman.....