

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 30 June 2010**

(6.00pm – 6.55pm)

Present:

Ruth Kendall	Chairman
Peter Dutton	Brympton Parish Council
John Hann	Yeovil Town Council
Alf Hill	Yeovil Without Parish Council
Alan Smith	Yeovil Town Council
Barbara Strong	Yeovil Without 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) Election of Chairman

It was proposed, seconded and

RESOLVED: that Ruth Kendall be elected Chairman of the Committee for the Municipal Year 2010/11.

(3) Appointment of Vice-Chairman

It was proposed, seconded and

RESOLVED: that Alan Smith be appointed Vice-Chairman of the Committee for the Municipal Year 2010/11.

(4) Minutes

The minutes of the previous meeting held on 14 April 2010, 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 Julian Freke and Clive Wakely.

(6) Declarations of Interest

There were no declarations of interest.

(7) Final Accounts 2009/10

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

The Management Accountant drew attention at the meeting to a number of matters including the liability for VAT that had arisen during the year.

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

- RESOLVED:**
- (1) that the matter be noted;
 - (2) that 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 South Somerset District Council (89%) and to the Yeovil Without Parish Council reserve (11%), be noted;

- (7) that the amendment of the reserves to document the Crematoria Abatement of Mercury Emissions Organisation (CAMEO) scheme reserve held by South Somerset District Council be noted;
 - (8) that the capital expenditure on the Cemetery and Crematorium be noted; and
 - (9) that the capital programmes for 2010/11 onwards be noted.
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(8) Cemetery Capital Programme

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

Members were advised that the construction of the new access ramp to the Cemetery Lodge was due to begin in August/September this year, and would be completed prior to the planned increase in the rate of VAT.

During the ensuing discussion, reference was made to the need for the Cemetery Office and other internal accommodation on the ground floor of the Cemetery Lodge to be redecorated in the near future, with the cost involved being met from the repairs and maintenance budget.

- RESOLVED:**
- (1) that the matters be noted;
 - (2) that the position concerning the new access ramp to the Cemetery Lodge be noted and the Property Management Team Leader be authorised to proceed with acceptance of the lowest quotation previously received provided that the contractor is willing to adhere to their original submitted price; and
 - (3) that approval be given to the redecoration of the Cemetery Office and other internal accommodation on the ground floor of the Cemetery Lodge in the near future, with the cost involved being met from the repairs and maintenance budget.
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(9) Crematorium Capital Programme

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

A breakdown of proposed chapel extension works totalling £64,155 was circulated at the meeting. This included the repositioning of the dividing stained glass screen and the installation of an electronically operated sliding folding partition in its place.

The Management Accountant indicated that there was currently no provision in the Capital Programme to meet the costs involved, and it was noted that if the Committee wished to proceed with the project, it would be necessary to either review the commitments in the existing Programme or to seek additional funds from the relevant authorities.

Details of the estimated costs of installing a rainwater holding tank totalling £11,844 were also circulated at the meeting.

During the ensuing discussion, reference was made to the possibility of reducing the costs of the proposed chapel extension works by disposing of the stained glass screen.

Members considered the merits of the proposed rainwater holding tank and the likely financial savings that would accrue from its installation.

- RESOLVED:** (1) that the matters be noted; and
- (2) that further consideration be given to the proposed projects and funding options at the next meeting of the Committee.
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(10) Bunford Lane – Pedestrian Crossing

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

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

(12) Staffing Issues

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

RESOLVED: that the developments be noted.

Following the Committee's tour of the Cemetery and the Crematorium, 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.....