

Yeovil Crematorium & Cemetery Committee



**Town House
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The Meeting... **Yeovil Crematorium and Cemetery Committee**

The Time... **7.00pm**

The Date... **Wednesday 14 October 2009**

The Place... **Town House, 19 Union Street, Yeovil**

The Committee will be discussing all the items listed overleaf

If you need this information in large print, Braille, audio or another language, please ring 01935 382424

Alan Tawse

Alan Tawse
Clerk to the Committee

8 October 2009

Please contact Alan Tawse at the Town House for more information about this meeting

Yeovil Crematorium and Cemetery Committee

To: All Members of Yeovil Crematorium and Cemetery Committee

J Vincent Chainey

Julian Freke (Vice-Chairman)

Dave Gooding

John Hann

Alf Hill

Ruth Kendall (Chairman)

David Recardo

Alan Smith

Barbara Strong

Mary Thomas

Clergy Representative – Rev Ed Bangay (Co-opted non-voting)

Funeral Director's Representative – Clive Wakely (Co-opted non-voting)

AGENDA

Public Comment

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 15 July 2009 (previously circulated).

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CEMETERY - CAPITAL PROGRAMME**

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5. **CREMATORIUM - CAPITAL PROGRAMME**

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6. **STATISTICS – APRIL 2009 TO SEPTEMBER 2009**

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EXCLUSION OF PRESS AND PUBLIC

The Committee will be requested to pass a resolution excluding the press and public from the remainder of the meeting 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.

7. **GARDEN OF REMEMBRANCE**

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(Confidential report for Members and Officers only)

8. **CEMETERY LODGE**

(Confidential report circulated separately for Members only)

4. CEMETERY - CAPITAL PROGRAMME

(a) Cemetery Lodge Improvement and Modernisation Works

Quotations for the works involved in carrying out alterations to the Ground Floor Kitchen Area, and the modernisation of the bathroom have been received from the following Contractors:

- DJ Callow, in the sum of £6,146
- Morgan Ashurst, in the sum of £ 6,552
- Building Craftsmen (Yeovil), in the sum of £8,946

The lowest quotation from D J Callow has been accepted, and work is programmed to commence within the next 6 weeks.

The Committee is **RECOMMENDED** to note the matter.

(b) DDA Access ramp to the Cemetery Lodge

These proposals have now been agreed with the Conservation Officer, and quotations for this work are currently being sought from three contractors.

These costs together with possible proposals for financing this work will be verbally reported to Committee.

The Committee is **RECOMMENDED** to note the matter.

(c) Stabilisation work to walling on Westfield Boundary.

The Contract for this work has been let to Westpointe Ltd, who have now almost completed the work.

The wall anchors have been successfully inserted and the anchor points faced in natural stone, so that there is very little evidence of their position. In addition most of the walling has been re-pointed in lime mortar.

The Committee is **RECOMMENDED** to note the matter.

(d) Rebuilding of Boundary Walling against Quaker Burial Ground

Quotations for this work have been received from:

- Morgan Ashurst, in the sum of £5,466.82
- DJ Callow, in the sum of £3,831
- Building Craftsmen (Yeovil), in the sum of £5,228

The lowest quotation from D J Callow has been accepted, and the work is programmed to commence in approximately 4 weeks time. Listed Building Consent has been sought for this work.

The Committee is **RECOMMENDED** to note the matter.

(e) Future Capital Programme

As requested at the last meeting the Ten Year Plan has been re-profiled (copy attached at page 4) to include the years up to 2020, effectively laying down a Ten Year Programme from the year starting in April 2010.

The major addition to the programme is the work which now needs to be included for in the continuing repair and maintenance of the Cemetery Boundaries. The issues raised with the Wall Stabilisation project on the Westfield boundary, makes it necessary to survey the remainder of the boundary to the rear of the Westfield Road properties, in order to establish the full extent of the all the repairs needed. The remainder of the boundaries also need to be fully surveyed.

This means that the sums of monies included in the Ten Year Plan for the boundaries are provisional until a detailed and costed survey is carried out.

The Committee is **RECOMMENDED** to note the matter and await a further report following the completion of the planned survey.

(Ian Johns, Property Management Team Leader – 01935 462579)

Cemetery Ten Year Plan		YB002															Oct-09
		Year 3															
Project	Officer Comments	2009/10 Estimated Spend	Actual Spend to 30/09/2009	2009/10 Remaining Budget	2009/10 Committed (Orders)	Year1 2010/11	Year2 2011/12	Year 3 2012/13	Year4 2013/14	Year5 2014/15	Year6 2015/16	Year 7 2016/17	Year8 2017/18	Year9 2018/19	Year 10 2019/20		
External																	
1	Resurface entrance bellmouth																
2	Resurfacing of footpaths/slabs					2500			2,500			2,500			51090		
3	Repairs to boundary walls	40,806	3,222	8,011	29,574	6,000	6,000	3,000	4,500	3,310	3,000	3,650	3000	3000	3000		
Lodge																	
4	Reslate roof, timber repairs																
5	DDA requirements					6,300								3000			
6	Internal Alterations	5,800	0	-346	6,146												
Chapels																	
7	Repairs to stonework					2,600		2,860		3,150				3480			
8	Renew gutters	2,250		-332	2,582				4,020						4,660		
9	Reslate roofs						21,880								27,930		
10	Repair plaster to storage chapel						2,500	2,500									
11	Redecorate main chapel					11,030					13,400						
Mess building																	
12	Reroof and Wall Tie Failure Wall tile failure	4,410		1,476	2,934												
Garages																	
13	Replacement garage Garage Demolition & Container					14,610	15,340										
14	Tractor	5,000	5,000	0													
Annual totals		58,266	8,222	8,808	41,236	43,040	45,720	8,360	11,020	6,460	16,400	38,740	6,480	6,000	54,090		
Add Consultants costs (2.5%)		1,457	206	220	1,031	1,076	1,143	209	276	162	410	969	162	150	1,352		
Add VAT (15% on unrecoverable max of 3%) for 2009/10		269	38	41	190	232	246	45	59	35	88	208	35	32	291		
Gross Annual Totals		59,991	8,465	9,069	42,457	44,348	47,109	8,614	11,355	6,656	16,898	39,917	6,677	6,182	55,733		
Total for Year 3 to Year 10 incl Consultant costs and VAT											£303,481						

Crematorium Ten Year Plan		YB003														September-09
		Year 3														
		2009/10	Actual	2009/10	2009/10	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 10+			
Project	Officer Comments	Estimated	Spend to	Remaining	Committed											
		Spend	30/09/2009	Budget	(Orders)	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17				
Electrical works																
16	Ext & Int Lighting - high efficiency replacement luminaries								10,720							
17	Emergency lighting					1,860					2,370					
18	Lightning protection - upgrade system	4,000		4,000		2,000		2,000								
Mechanical works																
19	Refurbish mains cold water supply	3,000		3,000			3,040									
20	Cold water - refurbish pipework system & upgrade insulation	2,000		2,000			1,150									
21	Cold water - replacement of low flow outlets								8,040							
22	Hot water - high efficiency heaters									3,100						
23	Hot water - refurbish pipework system & upgrade insulation	2,000		2,000			1,150									
24	Hot water - replacement of low flow outlets								5,090							
25	Enhance refrigeration systems for body store					4,630										
26	Upgrade local ventilation plant - heat recovery units	2,620		2,620				1,660								
27	Contingency	24,314		24,314												
Annual totals		131,303	31,939	78,346	21,018	81,575	81,400	45,990	107,880	44,780	39,310	51,968	200,000			
Add Consultants costs (5%)		6,565	1,597	4,968		4,079	4,070	2,300	5,394	2,239	1,966	2,598	10,000			
Add VAT (17.5%)		24,127	80	24,047		14,989	14,957	8,451	19,823	8,228	7,223	9,549	36,750			
Gross annual totals		161,995	33,616	107,361		100,643	100,427	56,740	133,097	55,247	48,499	64,116	246,750			
Division of Funding																
South Somerset District Council		144,176	29,918	95,552		89,572	89,380	50,499	118,456	49,170	43,164	57,063	219,608			
Yeovil Without Parish Council		17,819	3,698	11,810		11,071	11,047	6,241	14,641	6,077	5,335	7,053	27,143			
		161,995	33,616	107,361	0	100,643	100,427	56,740	133,097	55,247	48,499	64,116	246,750			

6. STATISTICS – APRIL 2009 TO SEPTEMBER 2009

Cremations for the period April to September 2009 were 808 compared to 757 over the same period in 2008, an increase of 51.

The number of burials over this period was 22 compared to 28 over the same period last year, a decrease of 6.

A breakdown of income is attached at page 8.

(Joy Coombs, Administration Manager – 01935 476718)

Month	No Crem	Cremation	Other Revenue	Donations	P & P	Tab. Right	Tablet	B o R	Urns	Tree plaques	Misc.	Rose Right	Rose	TOTAL		
April	142	65462.00	792.00	62.76	0.00	740.00	1814.00	284.00	148.00	0.00	0.00	50.00	100.00	69452.76		
May	154	70994.00	423.00	26.50	0.00	888.00	1864.00	636.00	0.00	0.00	0.00	150.00	300.00	75281.50	Plus 1NRF	
June	139	63618.00	525.00	25.10	0.00	1480.00	2939.00	921.00	54.00	0.00	0.00	50.00	100.00	69712.10	inc.1 baby + 1 NRF	
July	138	63618.00	983.00	61.71	0.00	1398.00	2811.00	665.00	18.00	0.00	0.00	250.00	550.00	70354.71		
August	108	49788.00	451.00	52.50	0.00	592.00	1571.00	882.00	0.00	0.00	75.00	100.00	200.00	53711.50		
September	127	58086.00	314.00	71.00	0.00	1184.00	2301.00	648.00	36.00	0.00	0.00	200.00	300.00	63140.00	inc 1 baby	
October																
November																
December																
January																
February																
March																
TOTAL	808	371566.00	3488.00	299.57	0.00	6282.00	13300.00	4036.00	256.00	0.00	75.00	800.00	1550.00	401652.57		
Yeovil Cemetery Revenue April 2009 - March 2010																
Month	No Burials	Intern.	Ashes	Purchase	Mems.	TOTAL										
April	5	1780.00	354.00	0.00	260.00	2394.00										
May	5	1780.00	318.00	887.00	840.00	3825.00										
June	3	1068.00	318.00	658.00	200.00	2244.00										
July	3	1068.00	195.00	702.00	800.00	2765.00										
August	4	1424.00	0.00	946.00	420.00	2790.00										
September	2	712.00	318.00	278.00	560.00	1868.00										
October																
November																
December																
January																
February																
March																
TOTAL	22	£7,832.00	£1,503.00	£3,471.00	£3,080.00	£15,886.00										
No of Crem.	2005/06	2006/07	2007/08	2008/09	2009/10		No of Burials	2005/06	2006/07	2007/08	2008/09	2009/10				
April	157	131	127	143	142		April	8	4	2	6	5				
May	126	130	123	118	154		May	2	7	7	4	5				
June	124	118	119	123	139		June	4	5	5	4	3				
July	133	123	124	131	138		July	7	7	3	4	3				
August	137	93	122	117	108		August	4	0	2	4	4				
September	113	128	101	125	127		September	3	5	0	6	2				
October	123	126	129	136			October	6	8	10	5					
November	143	134	149	111			November	3	6	4	7					
December	151	135	121	172			December	6	7	1	1					
January	185	169	191	206			January	14	0	7	13					
February	141	138	153	144			February	5	7	2	7					
March	165	150	121	142			March	4	4	4	5					
	1698	1575	1580	1668	808			66	60	47	66	22				