

**Minutes** of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 15 October 2008**

(6.00pm – 8.15pm)

**Present:**

Ruth Kendall	Chairman
Peter Dutton	Brympton Parish Council
Julian Freke	South Somerset District Council
Dave Gooding	Yeovil Town Council
John Hann	Yeovil Town Council
Alf Hill	Yeovil Without Parish Council
David Recardo	South Somerset District 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
Ian Johns	Property Management 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 meetings held on 16 July and 4 September 2008, 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 Alan Smith.

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**(4) Declarations of Interest**

There were no declarations of interest.

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**(5) Revenue and Capital Budget Monitoring 2008/09**

The Committee considered the report of the Management Accountant (agenda item 4 refers).

During the ensuing discussion, reference was made to the anticipated impact which the outcome of the recent job evaluation exercise and increases in energy costs would have on the relevant revenue budgets and how any additional expenditure would be met.

- RESOLVED:** (1) that the position of the respective revenue budgets and reserves be noted; and
- (2) that the potential impact of the outcome of the job evaluation exercise on reserves be quantified and reported to the next meeting.
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**(6) Crematorium Chapel**

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

During the ensuing discussion, Members considered the merits of extending the Chapel, the cost of which had been estimated at £176,426 (including VAT and fees).

Given the substantial level of investment that would be required to pursue this option, it was suggested that the statistical analysis of well-attended services needed to be continued for a further twelve months and another review undertaken at that point in time to decide whether or not to proceed.

Reference was made to ways by which anticipated well-attended services were already assisted, which included the option of booking a longer period. Whilst it was acknowledged that lengthening the standard time available for services would help with this process, it was pointed out that such a move would reduce the choice of dates and times available for all services.

The Property Management Team Leader indicated that although planning permission would not be required for the proposed works, the internal alterations would require building regulations consent.

Attention was drawn to potential savings in the Green Burials Capital budget, which could be used to help fund the costs involved.

- RESOLVED:** (1) that the matter be noted; and
- (2) that the matter be further considered at the next meeting and, in the meantime, the officers identify potential savings in the Crematorium Capital Programme that could be used to help fund the extension works.
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**(7) Cemetery Lodge**

The Committee considered the report of the Property Management Team Leader (agenda item 6 refers).

A sketch plan showing a potential new access ramp to the Lodge estimated at £11,500 was circulated at the meeting, along with various internal improvement and modernisation works estimated at £5,000 that had been identified during the Committee's annual inspection of facilities.

The Property Management Team Leader indicated that the following savings/underspends/specific provision had been identified in the current Cemetery Capital Programme and could be used to fund the proposals:

<i>Resurface entrance bellmouth</i>	<i>£5,040</i>
<i>Resurfacing of footpaths/slabs</i>	<i>£2,350</i>
<i>Reslate roof/timber repairs</i>	<i>£7,250</i>
<i>DDA Requirements</i>	<i>£6,300</i>
<b>Total</b>	<b>£20,940</b>

However, he pointed out that the condition of parts of the Cemetery perimeter wall needed to be assessed and that any urgent repair works would need to be given priority.

- RESOLVED:**
- (1) that the matter be noted;
  - (2) that the above-identified savings/underspends/specific provision in the 2008/09 Cemetery Capital Programme totalling £20,940 be noted;
  - (3) that these funds be earmarked towards the costs of carrying out any necessary urgent repairs to the Cemetery perimeter; and
  - (4) that in the event that no urgent repairs are identified or the costs involved are lower than £4,440, the remaining balance of £16,500 be used to carry out the proposed access and internal improvements and modernisation works.

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**(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.
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**(9) Cemetery Capital Programme**

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

During the ensuing discussion, reference was made to the need to include the replacement of vehicles in future programmes, and for the current year's actual/committed expenditure to be shown in future spreadsheets.

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

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**(10) Green Burials**

The Committee considered the report of the Property Management Team Leader (agenda item 9 refers).

During the ensuing discussion, reference was made to the operational implications arising from the proposals, which would be the subject of a report to a future meeting following an assessment of the ongoing development and maintenance needs of the proposed new facilities.

**RESOLVED:** (1) that the development be noted; and  
(2) that, a further report be awaited setting out options for future use of this area for the provision of additional interment facilities.

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**(11) Yeovil in Bloom**

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

The Clerk to the Committee drew attention to the recently circulated report of the judges of the South West in Bloom Competition, who had visited the Crematorium and the Cemetery during their visit to Yeovil earlier in the year and who had commended both facilities for their efforts.

Following on from their visit to the Town, Yeovil has achieved a gold award in this year's Competition.

**RESOLVED:** (1) that the matter be noted;  
(2) that the Committee's congratulations to the staff of both facilities for all their efforts over the past year be recorded and conveyed to the staff concerned.

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Chairman.....