

Yeovil Crematorium & Cemetery Committee



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

The Time... **7.00pm**

The Date... **Wednesday 20 October 2010**

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

14 October 2010

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

Peter Dutton

Julian Freke

Dave Gooding

John Hann

Alf Hill

Ruth Kendall (Chairman)

Alan Smith (Vice-Chairman)

Barbara Strong

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

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

A G E N D A

Public Comment

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 30 June 2010 (previously circulated).

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

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4. **REVENUE AND CAPITAL BUDGET MONITORING 2010/11**

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5. **CEMETERY - CAPITAL PROGRAMME**

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7. **STATISTICS – APRIL 2010 TO SEPTEMBER 2010**

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8. **CREMATORIUM OPEN DAY**

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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.

9. **CREMATORS**

13 - 14

(Confidential report circulated to Members and Officers only)

4. REVENUE AND CAPITAL BUDGET MONITORING 2010/11

Purpose of Report

To update members on the current position of the revenue budgets and the progress of the capital programme.

Recommendation

- The Committee are requested to note the position of the respective revenue budgets and reserves.

CEMETERY – Revenue Budget

Cemetery Budget	2010-11 Original Budget £
Expenditure	177,150
Income	(56,980)
Net deficit	120,170

2010/11 Estimates

Overall the budget is forecast to have a favourable variance of £22,188.

Expenditure

Within the favourable variance estimated above, expenditure is expected to be underspent by £6,021 at the year-end.

There are variances on individual budget lines; the most significant are detailed below:

Salaries

This budget is expected to be underspent by £6,012; this is as a result of staff changes and recruitment.

Income

Burial fee income is forecast to be above budget by the year-end. Income has increased by 35% in comparison to the half-year figures, this time last year. In monetary terms this equates to an additional £6,617, this is partially due to the introduction of charging for the use of the Chapel for services, which is in line with the majority of other burial authorities. Previous year trends indicate that 38% of total fee income, is received by the end of quarter 2, forecasting the year-end income on this basis means, that fee income of £67,114 is expected, which is £16,167 more than budgeted.

Capital

The updated capital programme is attached detailing the amounts spent until the end of September 2010. Ian Johns, Property Services Team Leader will give a verbal update at the meeting on the capital works.

CREMATORIUM – Revenue Budget

Crematorium Budget	2010/11 Original Budget £
Expenditure	644,830
Income	(809,790)
Net Surplus	164,960

2010/11 Estimates

The net deficit is currently predicted to be £5,063.

Expenditure

Overall a favourable variance of £19,421 is expected on the expenditure budgets by the year-end.

There are variances on individual budget lines, variances of more than £1,000 are detailed below: -

Salaries

The salary budget is estimated to be underspent by £2,845, following the filling of a vacancy that arose during the period.

R & M Plant Routine

This Routine budget is predicted to be underspent by £1,265, based on expenditure so far this year and predictions for the remainder of the year, and based on routine servicing costs last year.

Grounds Maintenance

This is estimated to be underspent by £1,005, should no unforeseen problems occur in the second half of the year.

Electricity Standing Charge

This is estimated to be overspent by £1,029; this is based on expenditure so far this year and predictions for the remainder of the year, based on last years consumption.

Gas Standing Charge

This budget is estimated to be underspent by £2,373; this is based on expenditure so far this year and predictions for the remainder of the year, based on last years consumption.

Skip Hire

This is estimated to be overspent by £2,045; this is based on expenditure up to the half-year and commitments which have been raised. Up to the half-year there has been a requirement to hire an additional 5 skips, based on a comparison with the previous year.

Purchase of Plant

This budget is estimated to be under spent by £1,755, this is due to the budget provision being insufficient for the procurement of a wessex trailer. The Operations Manager indicated that when setting the budget for 2011/12, this will need consideration.

Printing and Stationery

This budget is estimated to be under spent by £3,524; this is due to a provision being made for the design and print of a new brochure. The brochure has now been designed in house and is in the process of being finalised.

Memorial Tablets and Book of Remembrance

As with the professional fees budget, a favourable variance on this budget would partly offset an adverse variance on the fee income budget, this is a service where income relates to the demands of the client. This budget is expected to be £6,907 under spent.

Income

Overall an adverse variance of £24,484 is expected on income.

Previous years trends indicate that 44% of cremation fee income is received by the end of quarter 2, forecasting the year-end income on this basis means that fee income of £751,016 is expected, which is £25,234 lower than budgeted.

Other fee income, which includes memorial rights and tablets, is expected to be over budget, with a favourable variance of £750.

It should be remembered that we have no direct control over income levels, these figures are therefore only indicative.

Capital

The updated capital programme is attached detailing the amounts spent until the end of September 10. Ian Johns, Property Services Manager will give a verbal update at the meeting on the capital works.

(Paula Jeffery, Management Accountant – 01935 462271)

5. **CEMETERY - CAPITAL PROGRAMME**

A copy of the Cemetery Ten Year Plan is attached at page 6.

Details of the ongoing and planned capital works will be circulated separately.

The Committee is **RECOMMENDED** to note the contents of the separately circulated report

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

Cemetery Ten Year Plan		YB002		Sep-10											
		Year 1				Year2	Year 3	Year4	Year5	Year6	Year 7	Year8	Year9	Year 10	
Project	Officer Comments	2010/11 Estimated Spend	Actual Spend to	2010/11 Remaining Budget	2010/11 Committed (Orders)	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	
External															
1	Resurface entrance bellmouth														
2	Resurfacing of footpaths/slabs	2,500		1,430	1,070			2,500			2,500			51090	
3	Repairs to boundary walls	6,708		6,708		6,000	3,000	4,500	3,310	3,000	3,650	3000	3000	3000	
4	Quaker Wall	1,235		1,235	0										
5	DDA - Ramp	14,788	170	2,830	11,788										
Lodge															
4	Reslate roof, timber repairs														
5	DDA requirements	5,076											3000		
Chapels															
7	Repairs to stonework	2,600					2,860		3,150			3480			
8	Renew gutters							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	2,595	2,595	0	0										
Garages															
14	Replacement garage					11,500									
15	Garage Demolition & Container	2,500													
16	Tractor			0											
Annual totals		49,032	2,765	12,203	12,858	41,880	8,360	11,020	6,460	16,400	38,740	6,480	6,000	54,090	
Add Consultants costs (2.5%)		1,226	69	305	321	1,047	209	276	162	410	969	162	150	1,352	
Add VAT (17.5% on unrecoverable max of 3%) for 2009/10		226	13	66	59	225	45	59	35	88	208	35	32	291	
Gross Annual Totals		50,484	2,847	12,574	13,239	43,152	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										£245,669					

6. CREMATORIUM CAPITAL PROGRAMME

A copy of the Crematorium Ten Year Plan is attached at page 8. The following works have progressed since the last meeting:

Rainwater Holding Tank

At the last meeting detailed proposals and costs for installing this tank were proposed. The costs of these proposals was £11,844.

The Committee is **RECOMMENDED** to consider whether this option should be pursued.

Chapel Extension

At the last meeting a breakdown of the proposed Chapel extension was presented for works totalling £64,155. This included the relocation of the stained glass screen that currently divides the Chapel and Foyer areas, and reference was made at the meeting to the possibility of reducing the costs involved by removing and disposing of this screen.

Details of the costs of this alternative approach will be reported to the meeting.

The Committee is **RECOMMENDED** to consider a course of action on this matter.

Roof Insulation to Chapel

Views have been sought from consultants on a design solution for this issue.

The cost of employing an acoustic consultant to investigate and provide a report and recommendations will be up to £1,500.

The Committee is **RECOMMENDED** to consider appointing an acoustic consultant to investigate this matter and to report and recommend.

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

Crematorium Ten Year Plan		YB003											September-10
PROPOSED		Year 4				Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 10+	
		2010/11	Actual	2010/11	2010/11								
Project		Estimated	Spend to	Remaining	Committed	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17		
Officer Comments		Spend	17/09/2010	Budget	(Orders)								
External													
1	Enhanced Car Park Lighting					2,430			2,820				
2	Enhancement of paths/new paths						3,340		3,680		4,058		
3	External redecorations	1,145		1,145									
4	New Front & Rear Gates												
5	Replacement Garages					32,210							
6	Green Burials					40,000		39,000					
Building													
7	Roof insulation to chapel	21,235		21,235									
8	DDA requirements - upgrade doors/windows	706		706		7,140					9,120		
9	Enhanced windows	645		645									
10	New upgraded roof to Cloisters	4,811		4,811									
11	Rooflight replacement	3,000		3,000									
12	Internal Alterations							11,530					
13	Rainwater holding tank	6,000	1,125	4,875									
Cremator works													
14	Replacement parts	50,145	50,435	-8,059	7,769	42,000	20,254	20,254	44,000	44,000	25,582		
15	New replacement cremator											200,000	
Electrical works													
16	Ext & Int Lighting - high efficiency replacement luminaries							10,720					
17	Emergency lighting	1,860		1,860						2,370			
18	Lightning protection - upgrade system	2,000		2,000			4,000	2,000					
Mechanical works													
19	Refurbish mains cold water supply					3,040	3,000						
20	Cold water - refurbish pipework system & upgrade insulation					1,150	2,000						
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					1,150	2,000						
24	Hot water - replacement of low flow outlets							5,090					
25	Enhance refrigeration systems for body store	4,630		4,630									
26	Upgrade local ventilation plant - heat recovery units						2,620	1,660					
27	Diesel Storage Tank	5,000		-250	5,250								
28	Contingency	32,671		32,671									
Annual totals		133,848	51,560	69,269	13,019	129,120	37,214	98,294	53,600	46,370	38,760	200,000	
Add Consultants costs (5%)		6,692	2,578	4,114		6,456	1,861	4,915	2,680	2,319	1,938	10,000	
Add VAT (17.5%)		24,595	9474.15	15,120		23,726	6,838	18,062	9,849	8,520	7,122	36,750	
Gross annual totals		165,135	63,612.15	88,504		159,302	45,913	121,270	66,129	57,209	47,820	246,750	
Division of Funding													
South Somerset District Council		146,970	56,615	78,768		141,779	40,862	107,930	58,855	50,916	42,560	219,608	
Yeovil Without Parish Council		18,165	6,997	9,735		17,523	5,050	13,340	7,274	6,293	5,260	27,143	
		165,135	63,612.15	88,504		159,302	45,913	121,270	66,129	57,209	47,820	246,750	

7. **STATISTICS – APRIL 2010 TO SEPTEMBER 2010**

Cremations for the period April 2010 to September 2010 were 770 compared to 808 for the same period in the last financial year, a decrease of 38 cremations.

The number of burials over this period was 28 compared to 22 over the same period during the previous year, a reduction of 6 burials.

A breakdown of income is attached at page 10.

(Joy Coombs, Administration Manager – 01935 476718)

Yeovil Crematorium Revenue Report April 2010 - March 2011

Crematorium Revenue		April 2010 - March 2011												
Month	No Crem	Cremation	Other reven	Donations	Tab.Right	Tablet	B.o R.	Urns	Plaques	Misc.	Rose right	Rose	TOTAL	
April	149	71520.00	173.00	43.38	1064.00	2280.00	832.00	150.00	54.00	0.00	250.00	500.00	76866.38	plus 1 NRF
May	105	50400.00	52.00	59.93	1140.00	2497.00	161.00	0.00	0.00	0.00	100.00	200.00	54609.93	plus 1 NRF
June	128	60480.00	157.00	48.54	1064.00	2232.00	1089.00	66.00	0.00	0.00	200.00	400.00	65736.54	inc.2 babies
July	147	70560.00	413.00	110.00	1140.00	2183.00	663.00	33.00	0.00	0.00	100.00	200.00	75402.00	plus 2 NRF
Aug.	121	57120.00	152.00	30.63	836.00	1842.00	742.00	18.00	54.00	0.00	150.00	200.00	61144.63	inc.2 babies
Sept.	120	57600.00	471.00	39.94	912.00	1917.00	1031.00	0.00	0.00	0.00	150.00	300.00	62420.94	plus 3 NRF
Oct.														
Nov.														
Dec.														
Jan.														
Feb.														
Mar.														
Total	770	367680.00	1418.00	332.42	6156.00	12951.00	4518.00	267.00	108.00	0.00	950.00	1800.00	396180.42	
Cemetery Revenue		April 2010 - March 2011												
Month	No of Burials	Interm.	Chapel	Purch.	Ashes	Memorials	Total							
April	7	2097.00	444.00	1070.00	162.00	364.00	4137.00							
May	7	2319.00	222.00	510.00	1134.00	610.00	4795.00							
June	4	1452.00	222.00	340.00	324.00	630.00	2968.00							
July	5	1815.00	148.00	800.00	648.00	324.00	3735.00							
Aug.	4	1452.00	222.00	1760.00	1134.00	326.00	4894.00							
Sept.	1	363.00	0.00	1420.00	972.00	284.00	3039.00							
Oct.														
Nov.														
Dec.														
Jan.														
Feb.														
Mar														
Total	28	9498.00	1258.00	5900.00	4374.00	2538.00	23568.00							
Number of Cremations						Number of Burials								
Month	2006/07	2007/08	2008/09	2009/10	2010/11	Month	2006/07	2007/08	2008/09	2009/10	2010/11			
April	131	127	143	142	149	April	4	2	6	5	7			
May	130	123	118	154	105	May	7	7	4	5	7			
June	118	119	123	139	128	June	5	5	4	3	4			
July	123	124	131	138	147	July	7	3	4	3	5			
Aug.	93	122	117	108	121	Aug.	0	2	4	4	4			
Sept.	128	101	125	127	120	Sept.	5	0	6	2	1			
Oct.	126	129	136	136		Oct.	8	10	5	2				
Nov.	134	149	111	129		Nov.	6	4	7	4				
Dec.	135	121	172	123		Dec.	7	1	1	9				
Jan.	169	191	206	180		Jan.	0	7	13	7				
Feb.	138	153	144	155		Feb.	7	2	7	10				
March	150	121	142	138		March	4	4	5	5				
Total	1575	1580	1668	1669	770	Total	60	47	66	59	28			

8. CREMATORIUM OPEN DAY

Next year sees the 40th anniversary of the opening of the Crematorium and, to mark the occasion, the Committee is asked to consider holding an Open Day.

(Tom Pullin, Operations Manager – 01935 476718)