

Minutes of a meeting of **Yeovil Crematorium and Cemetery Committee** held in the Council Chamber, Town House, 19 Union Street, Yeovil on **Wednesday 20 October 2010**

(7.00pm – 8.15pm)

Present:

Ruth Kendall	Chairman
J Vincent Chainey	Yeovil Town Council
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
Barbara Strong	Yeovil Without Parish Council

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) Minutes

The minutes of the previous meeting held on 30 June 2010, copies of which had been circulated, were confirmed as a correct record and signed by the Chairman.

(3) Apologies for Absence

Apologies for absence were received from Alan Smith, Rev Ed Bangay and Clive Wakely.

(4) Declarations of Interest

There were no declarations of interest.

(5) Revenue and Capital Budget Monitoring 2010/11

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

The Management Accountant drew attention at the meeting to a number of matters and explained that, following a further investigation, it had emerged that a large proportion of the Crematorium skip hire charges related to capital projects and that revenue expenditure on this service was consequently within budget.

Members requested clarification of a variety of issues to which the officers responded.

During the ensuing discussion, reference was made to the importance of ensuring that regular meter readings were taken to ensure the accuracy of all utility bills.

The Management Accountant added that the External Auditor had recently issued an unqualified opinion in relation to the Committee's Final Accounts 2009/10.

RESOLVED: that the position of the respective revenue budgets and reserves be noted.

(6) Cemetery Capital Programme

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

Members were advised at the meeting of savings in the cost of redecorating the Main Chapel (£4,530) and work to the Cemetery Lodge (£5,076) and it was proposed that the overall amount of £9,606 be allocated towards the costs of replacement railings on the Westfield boundary (estimated between £8,000 and £10,000) and the additional costs (£1,000) of the planned garage demolition and replacement container.

The Property Management Team Leader indicated at the meeting that agreement had now been reached with the Development Control Conservation Team on the stonework to be used in constructing the stone walls of the new access ramp to the Lodge.

He also drew attention to the comments made at the last meeting of the Committee regarding 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. He advised the Committee that

quotations had since been sought and that the lowest received totalled £8,490.

During the ensuing discussion, reference was made to the need to ensure that sufficient funds were made available in future years to meet the cost of planned resurfacing works.

- RESOLVED:** (1) that the matters be noted;
- (2) that the unallocated funds for wall repairs in 2010/11 totalling £7,943 be carried forward to Years 2 and 3 of the Cemetery Capital Programme and allocated towards the costs of repairs to the Westfield boundary wall;
- (3) that savings totalling £9,606 in the cost of redecorating the Main Chapel (£4,530) and work to the Cemetery Lodge (£5,076) be allocated towards the costs of replacement railings on the Westfield boundary (estimated between £8,000 and £10,000) and the additional costs (£1,000) of the planned garage demolition and replacement container;
- (4) 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 at a cost of £8,490, with the cost involved being met from the repairs and maintenance budget; and
- (5) that the other matters relating to the Cemetery Capital Programme be noted.
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(7) Crematorium Capital Programme

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

Members further considered the merits of the proposed rainwater holding tank and the limited financial savings that would accrue from its installation. Given the considerable outlay involved and the substantial payback period, it was felt that the initiative was not cost effective.

The Committee were advised that the £64,155 estimated costs of the proposed Chapel extension works would be reduced by approximately £6,000 by disposing of the stained glass screen.

In response to a query, the Operations Manager indicated that he continued to monitor the capacity of the Chapel and that the number of

occasions on which the maximum number had been reached remained relatively low.

- RESOLVED:** (1) that, no action be taken regarding the installation of a rainwater holding tank;
- (2) that further consideration of the possible extension of the Chapel be deferred to a future meeting; and
- (3) that approval be given to the appointment of an acoustic consultant at a cost of up to £1,500 to investigate the merits of installing roof insulation to the Chapel, and the outcome of their investigations – including costed design options and recommendations – be reported to a future meeting.
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(8) Statistics – April 2010 to September 2010

The Committee considered the report of the Administration Manager (agenda item 7 refers).

RESOLVED: that the matter be noted.

(9) Crematorium Open Day

The Committee considered the report of the Operations Manager (agenda item 8 refers).

During the ensuing discussion, reference was made to the need for any external procurement of bedding plants and hanging baskets in 2011 to be subject to the adopted financial procedures.

RESOLVED: that approval be given to the holding of an Open Day on an appropriate Sunday in 2011, and the Operations Manager be requested to put forward some suggested dates at the next meeting;

(10) 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.

(11) Cremators

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

During the ensuing discussion, reference was made to the need to ensure that sufficient facilities were made available to meet future demands on the Crematorium, having regard to the costs involved and to changing demographic trends and additional service providers.

RESOLVED: (1) that, approval be given to Recommendations (2) and (3) set out in the above report; and

(2) that approval, in principle, be given to Recommendation (1) and that the proposal outlined therein be further considered following a cost benefit analysis of the additional facility identified in the report.

Chairman.....