

Minutes of a meeting of Yeovil Crematorium and Cemetery Committee
held in the Council Chamber, Town House, 19 Union Street, Yeovil on
Wednesday 16 January 2008

(7.00pm – 8.20pm)

Present:

| | |
|----------------|------------------------------------|
| Ruth Kendall | Chairman |
| Julian Freke | South Somerset District Council |
| Dave Gooding | Yeovil Town Council |
| John Hann | South Somerset District Council |
| Alf Hill | Yeovil Without Parish Council |
| Mary Thomas | Brympton Parish Council |
| Barbara Strong | Yeovil Without Parish Council |
| Rev Ed Bangay | Clergy Representative (non-voting) |

Also Present:

| | |
|--------------|-------------------------------|
| Alan Tawse | Clerk to the Committee |
| Joy Coombs | Administration Manager |
| Tom Pullin | Operations Manager |
| Ian Johns | Property Services Team Leader |
| Nicola Brine | Corporate Accountant |
| Glenn Ford | Cemetery Foreman |

(1) Public Comment

There were no comments from the public.

(2) Minutes

The minutes of the previous meeting held on 10 October 2007, 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 John Richardson, Alan Smith and Clive Wakely.

(4) Declarations of Interest

There were no declarations of interest.

(5) Crematorium Capital Programme

The Committee considered the report of the Property Services Team Leader (agenda item 4 refers).

Members were advised that following a reassessment of the Crematorium Chapel floor space, it had been established that it would be possible to increase the replacement seating from 70 to 94 chairs, and that the additional costs involved could be contained within the allocated budget.

Reference was made to various capital works which were being undertaken but had yet to be invoiced and therefore did not appear in the capital programme spreadsheets. It was suggested that such expenditure be included in future spreadsheets as commitments to assist with budget monitoring.

- RESOLVED:** (1) that the matter be noted;
- (2) that approval be given to the proposal to increase the replacement seating in the Chapel; and
- (3) that, to assist with budget monitoring, arrangements be made for committed expenditure to be included in future capital programme spreadsheets.
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(6) Cemetery Capital Programme

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

During the ensuing discussion, reference was made to the lack of changing facilities at the Cemetery for members of the clergy who were conducting services in the Cemetery Chapel.

- RESOLVED:** (1) that the matter be noted; and
- (2) that the Cemetery Foreman, in consultation with the Clerk to the Committee, investigate ways by which changing facilities for the clergy could be provided at the Cemetery, and their findings be reported to the next meeting.
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(7) Original Budget Estimates 2008/09

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

During the ensuing discussion members considered the merits of the proposed fee increases, which it was noted would bring charges more in line with those currently charged by other crematoria and cemeteries in the area. It was also pointed out that all income received from the operation of the two facilities helped to meet the costs of future capital repairs and improvements.

- RESOLVED:** (1) that approval be given to the 2008/09 budget estimates – including the proposed fees and charges (attached as Appendices A and B hereto);
- (2) that the allocation of the Cemetery deficit (attached as Appendix C hereto) be noted;
- (3) that the Service Level Agreements with South Somerset District Council for 2008/09 be approved and signed;
- (4) that the current position of the reserves set out in the report, be noted; and
- (5) that the purposes to which the additional fee income is put be monitored during the forthcoming year.
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(8) Cemetery Deficit

The Committee considered the report of the Clerk to the Committee (agenda item 7 refers).

The representatives from Yeovil Without Parish Council put forward an alternative method of allocating the deficit, which involved the *whole* deficit being recharged on the basis of the proportion of the combined electorate of the three constituent councils residing in each administrative area.

- RESOLVED:** (1) that the matter be noted;
- (2) that the alternative method of allocating the deficit put forward by the representatives of Yeovil Without Parish Council at the meeting be noted and, to enable the Committee to carry out an analysis of the merits of these proposals and those put forward by the Clerk to the Committee, the financial implications of these alternative proposals be submitted to the next meeting; and
- (3) that, the views of the constituent councils be sought on the matter after the Committee has had an opportunity to consider and comment upon both sets of proposals.
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(9) Green Burials

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

It was pointed out that provision had been made in the Crematorium Capital for this project to be undertaken, and that the costs of carrying out any related investigative or preparatory work could be met from this allocation.

- RESOLVED:** (1) that the matter be noted; and
- (2) that the Property Services Team Leader – in consultation with the Chairman and the Clerk to the Committee - arrange for the proposed trial holes to be excavated and his findings and conclusions be reported to the next meeting.
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(10) Emissions Testing

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

Details were circulated at the meeting of the quotation received from Davies and Co for carrying out the proposed work.

It was noted that the work was of a specialist nature and that Standing Orders with Respect to Contracts enabled a single-price quotation to be accepted in these circumstances.

- RESOLVED:** (1) that the matter be noted; and
- (2) that the quotation from Davies and Co to provide an emissions testing service to the Crematorium for three years – commencing in February 2008 – in the following sums, be approved:

| | |
|--------|------------------|
| Year 1 | £2,375 (exc VAT) |
| Year 2 | £2,495 (exc VAT) |
| Year 3 | £2,625 (exc VAT) |

(11) Replacement Vehicle

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

- RESOLVED:** that the matter be noted.
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(12) Statistics – April 2007 to December 2007

The Committee considered the report of the Administration Manager (agenda item 11 refers).

RESOLVED: that the matter be noted.

(13) Future Meetings

The Committee considered the report of the Clerk to the Committee (agenda item 12 refers).

RESOLVED: that meetings be held at 7.00pm in the Town House, 19 Union Street, Yeovil on the following dates in 2008/09:

Wednesday 16 April 2008

Wednesday 16 July 2008 (6.00pm - followed by Committee Inspection)

Wednesday 15 October 2008

Wednesday 21 January 2009

(14) 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.

(15) Burial Registers

The Committee considered the confidential report of the Clerk to the Committee (agenda item 13 refers).

RESOLVED: that approval be given to the proposals set out in the above report.

Chairman.....

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE**FEES OPERATIVE FROM 1st APRIL 2008 AT YEOVIL CEMETERY**

THE TERM 'PARISHIONER' WHERE USED IN THIS TABLE REFERS TO AN INHABITANT OF THE FORMER BOROUGH OF YEOVIL, THE PARISH OF YEOVIL WITHOUT OR THE PARISH OF BRYMPTON, THE CHARGES FOR INTERMENT, BURIAL AND MEMORIAL RIGHTS AND FOR MEMORIAL APPROVAL ARE SHOWN AS PARISHIONER RATE. IN THE CASE OF A NON PARISHIONER THESE CHARGES WILL BE DOUBLED WHERE INDICATED

INTERMENT FEES

Fees for interment apply where the person to be interred is, or immediately before death was a parishioner. In all other cases the fee will be doubled UNLESS the burial and memorial rights were originally purchased at parishioner rate.

For the burial of the body of: -

| | |
|--|--------|
| (i) a person whose age at the time of death exceeded sixteen years | 330.00 |
| (ii) for the burial of cremated remains | 153.00 |
| (iii) for the scattering of cremated remains (uncontained burial) | 35.00 |

PLEASE NOTE THERE IS NO CHARGE FOR THE INTERMENT OF BABIES AND CHILDREN UP TO THE AGE OF SIXTEEN YEARS

BURIAL AND MEMORIAL RIGHTS (for a period of 75 years – subject to review)

Fees for burial and memorial rights apply where the person to whom the right is granted is a parishioner, in all other cases the fee will be doubled EXCEPT when the rights are purchased by a non parishioner in respect of a parishioner burial, in which case a parishioner fee will apply.

For the purchase of burial and memorial rights: -

| | |
|---|--------|
| (i) in the children's section | 47.00 |
| (ii) in the remainder of the cemetery | 316.00 |
| (iii) in a selected site | 455.00 |
| (iv) in a grave for cremated remains only | 220.00 |

MEMORIAL APPROVAL FEES

| | |
|--|-------|
| (i) For the erection of a memorial or vase | 50.00 |
| (ii) For any inscription on a memorial after the first | 20.00 |

FEES FOR THE MAINTENANCE OF GRAVES inc.VAT

| | |
|--|-------|
| (i) Grass cutting only | 39.00 |
| (ii) Grass cutting and planting twice a year | 56.00 |

| | |
|--|-------|
| <u>SEARCHING REGISTERS</u> for a period of not more than one year | 20.00 |
| for each additional year | 16.00 |

| | |
|--|--------------|
| CERTIFICATE OF ENTRY IN THE BURIAL REGISTER | 16.00 |
|--|--------------|

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE**FEES OPERATIVE FROM 1st APRIL 2008 AT YEOVIL CREMATORIUM****1. CREMATION FEES**

For the cremation of the body of: -

- (i) A person whose age at the time of death exceeded sixteen years 440.00
- (ii) For extended time for use of chapel or use of chapel only 128.00
- (iii) For the cremation of body parts 48.00

PLEASE NOTE - THERE IS NO CHARGE FOR THE CREMATION OF BABIES AND CHILDREN UP TO THE AGE OF 16 YEARS.

2. DISPERSAL FEES

- (i) For burying cremated remains where cremation did not take place at Yeovil Crematorium 34.00
- (ii) Temporary deposit of cremated remains per month (first month free of charge)....15.00
- (iii) For the removal of cremated remains from the Garden of Remembrance (under Home Office Licence) 44.00
- (iv) Witnessing the interment of cremated remains 25.00

3. CONTAINERS

- (i) Baby urn (white) 17.00
- (ii) Urn21.00
- (iii) Casket 30.00

Note: - if the Funeral Director does not supply a suitable container for the removal of cremated remains, a polytainer will be provided without charge,

- 4. Forwarding cremated remains Via Securicor (inc. P&P) 46.00
- 5. Certificate of cremation (the first is issued free of charge) 15.00
- 6. Certified extract from the cremation register 15.00

Appendix C

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

ALLOCATION OF CEMETERY DEFICIT

| | | 2007-08 Original Estimate £ | 2008-09 Original Estimate £ |
|---|---------|--------------------------------------|--------------------------------------|
| Total Deficit | | <u>120,170</u> | <u>120,170</u> |
| Gross Expenditure | | 162,490 | 164,820 |
| Less: Fees | | <u>42,320</u> | <u>44,650</u> |
| | | 120,170 | 120,170 |
| Less Debt Charges by YTC | | <u>-</u> | <u>-</u> |
| | | <u>120,170</u> | <u>120,170</u> |
| 80% by 2 Parishes based on electorate @ Dec '07 | | 96,136 | 96,136 |
| | Y.T.C | 22,572 | 77,130 |
| | Y.W.P.C | <u>5,548</u> | <u>19,006</u> |
| | | <u>28,120</u> | <u>96,136</u> |
| 20% by 3 Parishes based on electorate @ Dec '07 | | 24,034 | 24,034 |
| | Y.T.C | 22,572 | 16,329 |
| | Y.W.P.C | 5,548 | 4,024 |
| | B.P.C. | <u>5,408</u> | <u>3,681</u> |
| | | <u>33,528</u> | <u>24,034</u> |
| Allocation of Deficit | | | |
| | Y.T.C | 93,459.24 | 93,349.00 |
| | Y.W.P.C | 23,030.08 | 22,944.37 |
| | B.P.C. | <u>3,680.67</u> | <u>3,876.64</u> |
| | | <u>120,170.00</u> | <u>120,170.00</u> |