

Yeovil Crematorium & Cemetery Committee



**Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ**

Phone 01935 382424
Fax 01935 382429
E-mail alan.tawse@yeovil.gov.uk

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

The Time... **6.00pm**

The Date... **Wednesday 15 January 2014**

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

9 January 2014

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

Mary Evered

Nigel Gage

Alf Hill

Kaysar Hussain

Maurice Lamb

Graham Oakes

David Recardo (Vice-Chairman)

Manny Roper

Alan Smith (Chairman)

Clive Wakely (Funeral Directors' Representative - co-opted non-voting)

Vacancy (Clergy Representative - co-opted non-voting – awaiting nomination)

A G E N D A

Public Comment

1. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 16 October 2013 (previously circulated).

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

4. **CEMETERY – WORKS PLAN**

PAGE

2-3

5. **CREMATORIUM – WORKS PLAN**

4-7

6. **ORIGINAL BUDGET ESTIMATES 2014/15**

8-21

7. **STATISTICS**

22-23

8. **FUTURE MEETINGS**

24

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. **CREMATORIUM ACCESS**

25

4. **CEMETERY – WORKS PLAN**

Details of the various ongoing planned and capital works are set out below and the spreadsheet detailing all the works are included in the updated Ten Year rolling programme for 2013/14 as attached at page 3.

Revenue

Cemetery, General External Works

Chapel ramp has been repaired

North gate has been painted along with other street furniture

New container required for equipment, estimated cost £2.5k

Some perimeter repairs to the boundary walls are required and to be programmed in February 2014

Lodge

No works required

Capital works

All identified works completed

The boiler in the Lodge has been replaced

The Committee is **RECOMMENDED** to note the above matters

(Garry Green, Property and Engineering Services Manager – 01935 462066)

Cemetery Ten Year Plan
Sep-13

YB002

Capital Project	Officer Comments	Year 2				Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		2013/14 Estimated Spend	Actual Spend to	2013/14 Remaining Budget	2013/14 Committed (Orders)	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
External													
1	Repairs to boundary walls (including Fencing)	8,451	5,363	3,089		3,310	3,000	3,650	3,000	3,000	3,000		
2	Resurfacing of footpaths/slabs										51,090		
Lodge													
3	Boiler	1,500		-500	2,000								
Chapels													
4	Repairs to external stonework					3,150			3,480				
5	Renew gutters							4,660					
7	Redecorate main chapel						13,400						
8	Reslate roofs							27,930					
Vehicles													
9	Dumper											11,750	
10	Digger								15,000				
Annual totals		9,951	5,363	2,589	2,000	6,460	16,400	36,240	6,480	18,000	54,090	11,750	
Add Consultants costs (2.5%)		249		65		162	410	906	162	450	1,352	294	
Add VAT 20%		61		16		40	101	223	40	111	333	72	
Gross Annual Totals		10,261	5,363	2,669	2,000	6,661	16,911	37,369	6,682	18,561	55,775	12,116	

5. CREMATORIUM - WORKS PLAN

Details of the various ongoing planned and capital works are set out below and the spreadsheet detailing all the works are included in the updated Ten Year rolling programme for 2013/14 as attached at pages 5 to 6.

Revenue

A new electric up and over door has been fitted to one of the garages

A quotation for the re-tiling of the crematory from Morgan Sindall is being obtained.

The extension of the Rose Garden area has been completed.

Capital works

Works to the garage roofs have been completed.

Works to the outside tap and to re configure the outside tap in the Anniversary Tribute area have been completed.

Smaller identified work items within this year's programme such as new waterproof flooring to the planter areas, safety chain above Cremators, and boxing ion of the electrical switch gear have been completed.

A quotation for upgrading fault recognition system has been received and an order is to be placed. Cost £3.3k.

A quotation for an extractor fan in the front toilets is being obtained.

The replacement Organ has been installed.

The FT consultant's report dated 23 May 2013 showed no repairs required to the brickwork to Cremators 1 and 2. The brickwork will be reassessed again at the next following next service due.

Installation of PV Panels

Attached is the progress report from April 2013 until November 2013 as monitored by Anesco under the maintenance agreement, with individual performance details for the months of August and September.

The system at the Crematorium is performing at 99.3%% of the projected design output from April to the end of November 2013. The November figure was 87.7% as per the summary sheet attached at page 7.

The Committee is **RECOMMENDED** to note the above matters.

(Garry Green, Property and Engineering Services Manager – 01935 462066)

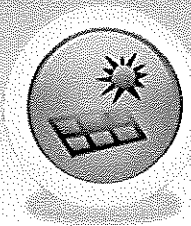
Ref	Line No.	Location	Officer Comments	Estimated Spend 2013/14	Year 2		Commitments 2013/14	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
					Actual Spend	Remaining Budget		2014/15	2015/16	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Exit Waiting Room															
28.1	18	Remove and replace existing sanitary ware and convector heaters	Complete awaiting final invoice.	1,598											
	19	Replacement of hand dryers in waiting area toilets						2,110							
Building															
	20	DDA requirements - upgrade doors	Failsafe mechanism for waiting room door.					7,140		9,120					
Electrical works															
	21	Int and Exterior lighting	£6,450 reprofiled to 2015/16.						6,450						
Mechanical works															
	22	Cold water supply and associated works	Rolled forward from 2012 13. Complete awaiting invoice.	7,105		3,105	4,000	3,100							
	23	Upgrade ventilation plant - heat recovery units	In consultation with David Wroe.	2,620		2,620		1,660							
	24	Upgrade of controls linking to Brympton Way to improve fault recognition	Garry sent quote	2,500											
	25	Chapel air conditioning							9,000						
Rear Service Yard															
	26	Replace of garage roofs	Rolled forward from 2012 13. Completed awaiting final invoice.	8,000	5,612	2,388			1,320						
	27	Demolish and replace existing compost heap bunds								2,730					
		Contingency													
		Annual totals		54,692	20,813	29,879	4,000	67,250	97,310	38,127					4000
		Add Consultants costs (5%)		2,735		2,735		3,363	4,866	1,906					200
		Add VAT (20%)		11,485		11,485		14,123	20,435	8,007					840
		Gross annual totals		68,912	20,813	44,099	4,000	84,735	122,611	48,040					5,040
Division of Funding															
		South Somerset District Council		61,332	18,523	39,248	3,560	75,414	109,123	42,756					4,486
		Yeovil Without Parish Council		7,580	2,289	4,851	440	9,321	13,487	5,284					554
				68,912	20,813	44,099	4,000	84,735	122,611	48,040					5,040

PV System Monthly Performance Report – Yeovil Crematorium



PV System Monthly Performance Report

PV System Key Information



System: **Yeovil Crematorium, Bunford Lane, Yeovil**

Owner: **Garry Green**

Reporting Period covered: **01 April to 30 November 2013**

Contract/Portfolio: **SSDC**

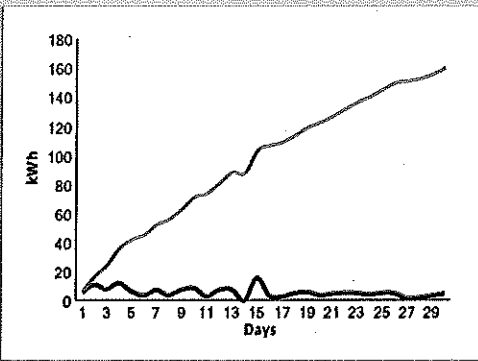
System Size (kWp): **8.0** Portfolio Size (kWp): **167.9**

November Performance

87.7%
of design output

November System Output

Power Generated (kWh)	159.9
Design Output (kWh)	182.4
CO2 saved (kg)	86.4
November Income (£)	30.33



— Daily kWh Generated — Cumulative Generation

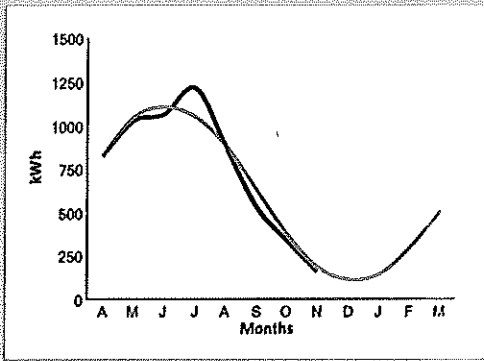
PV System Faults In Month: **None Recorded**

Performance Year to Date

99.3%
of design output

YTD System Output

Power Generated (kWh)	6,034.6
Design Output (kWh)	6,077.2
CO2 saved (kg)	3,261.9
YTD Income (£)	1,144.76



— Monthly kWh Generated — Design kWh Output

PV System Faults YTD: **None Recorded**



6. ORIGINAL BUDGET ESTIMATES 2014/15

PURPOSE OF REPORT

The purpose of this report is to advise the Committee on the proposed budgets for the Cemetery and Crematorium for the year commencing 1 April 2014.

RECOMMENDATION

That the Committee approve the following:

- (a) The budgets outlined in Appendix A for 2014/15 are considered and approved;
- (b) The allocation of the Cemetery Deficit approved outlined in paragraph 2, as per Appendix B.
- (c) The fee increase of 2.2% for burial, which will result in a fee of £400 as detailed at paragraph 4;
- (d) Consideration of other fee increases outlined in paragraph 5;
- (e) Cremation fee paragraph 12;
- (f) The other fee increases outlined in paragraphs 13 and 15;
- (g) Fee for rose sales has an inflationary increase of 2.2% as at paragraph 14;
- (h) The Service Level Agreement for 2014/15 shown in Appendix D is approved and signed;
- (i) Note the current position on Reserves detailed in paragraphs 7-8 and 18-20;

CEMETERY

1. Each individual budget line has been reviewed and the budget has been amended to reflect as accurately as possible the level of expenditure anticipated. The salary budget has been set at the agreed establishment and includes a provision for a pay award for 2014/15 of 1%. Inflationary increases have been made where appropriate at a level of 2.2%.

Cemetery Summary Budget	2013/14 £	2014/15 Estimate £
Expenditure	185,770	185,380
Income	(59,070)	(56,150)
Deficit	126,700	129,230

2. The constituent Council's contribution to the proposed budget deficit will be increased as follows: - As per Appendix B.

<u>Cemetery Deficit</u>	2013/14 Estimate £	2014/15 Estimate £	Increase/ decrease £	Increase/ decrease %
Yeovil Town Council	97,764	99,624	1860	1.9%
Yeovil Without Parish Council	24,876	25,456	580	2.3%
Brympton Parish Council	4,060	4,150	90	2.2%
	126,700	129,230	2530	

These figures take into account changes to the electorate in each area.

3. The most significant individual variances for 2014/15 are detailed below (figures are quoted excluding VAT for comparative purposes): -

Description	Commentary	Increase/(Decrease) £
Purchase of plant	This increase is due to a requirement to replace the steel container as it has not been possible to repair the existing one.	3,450

Fees

4. Following discussions with the Chairman, it is proposed that fee income for interment is increased by 2.2%, taking the standard fee for 2014/15 to a charge of £400. The average fee currently charged by other cemeteries for this service across the area for single/double depth graves is £449 based on 2013/14 information. If supported, this will make the revised charge on average 12.3% less than the average of other authorities offering this service.
5. It is proposed that the fee income for a headstone memorial fee is increased by 2.2%, taking the fee for 2014/15 to a charge of £116. The average fee currently charged by other cemeteries for this service across the area for memorial headstones is £154. This will on average be 33% less than other authorities offering this service.

The estimates for 2014/15 are shown in detail in Appendix A.

Support Service Costs

6. Details of the support services costs can be seen in Appendix D & E. The Cemetery total support service recharge is shown on Appendix A under nominal code 3607 Management Agreements/Expenses.

Reserves

7. Taking into account the above, the contribution to the Cemetery Reserve will be £23,620.
8. The balance on the reserve is expected to be £137,010 as at the 1st April 2014, as detailed in Appendix C.

Capital

9. The capital spending proposed for 2014/15 forms part of a 10-year capital programme of works. The Engineering and Property Services Manager will present this plan and give a verbal update on capital works.

CREMATORIUM

10. A similar budget setting process to the Cemetery has been followed with the Crematorium as the salary budget has been set at the agreed establishment and has had a proposed pay award of 1% applied for 2014/15. Each budget line has been reviewed and amended where appropriate to reflect as accurately as possible the level of expenditure anticipated. Inflation of 2.2% has been added where appropriate.

Crematorium Summary Budget	2013/14 Revised £	Estimate 2014/15 £
Running Expenses	607,120	614,200
Fee Income	<u>(840,200)</u>	<u>(873,550)</u>
Net Surplus to SSSC & YWPC Reserve	(233,080)	(259,350)

11. The most significant individual variances for 2014/15 are detailed below (figures are quoted excluding VAT for comparative purposes): -

Nominal	Commentary	Increase/(Decrease) £
Salaries	This increase is due to the proposed 1% pay award.	2,150
Overtime	Due to a review of staffing arrangements with working hours being staggered over the lunchtime period, it has been possible to reduce the budget requirement for overtime.	(2,450)
R&M Plant Routine	An analysis has been carried out on the past 3 year's expenditure, as there is a budgetary provision within Capital and Revenue, it has shown that this budget can be reduced.	(3,840)
Gas Standing Charge	This has decreased as a result of savings made through a new contract.	(7,110)
Purchase of Plant	This budget is based on a schedule for replacement of plant and equipment, it will be necessary to replace 2 mowers in 2014-15.	3,450

The budget is set out in detail in Appendix A.

Fees

12. Following discussions with the Chairman, it is proposed that there is an increase to the cremation fee of £20, making the fee £540. This is an increase of 3.8%, which is made up of inflation (CPI) of 2.2% and the remaining 1.6% to support the two funding authorities to finance the cremator replacement programme.

The last Cremator replacement review took place in October 2010, where it was estimated that the replacement cost, like for like of the existing plant would be £170k. A further review of the replacement of the cremators will be conducted during 2014-15, which will take into account the future demands that it is anticipated will be made for these facilities.

The average fee currently charged by other crematoria for this service across the area is £661 based on 2014-15 information. The proposed charges for other crematoria in the area for 2014-15 are; Taunton £630, Weymouth £691, Salisbury £700, Mendip £653 and Sedgemoor £635. This will make the proposed charge on average 22% less than other authorities offering this service.

13. Memorial Tablets fees have been reviewed over 2013/14 and to ensure a cost recovery basis is achieved an increase of 7.1% is necessary for 2014/15.
14. The proposed fee for the rose sales for 2014/15 is an inflationary increase of 2.2%, from £165 to £169.
15. All other fees and charges have a proposed increase by inflation at 2.2%.
16. Details of the proposed new fees and charges are set out in Appendix G.

Support Service Costs

17. Full details of the recharges are shown in Appendix D & E. The Crematorium total support service recharge is shown on Appendix A under nominal code 3607 Management Agreements/Expenses.

Reserve

18. The Crematorium Reserve and the Cremator Replacement Reserve hold the 11% retained by Yeovil Without Parish Council, and all assumptions are based on SSDC's 89% share not entering these reserves.
19. The 2014/15 surpluses are estimated at £259,350. Of this estimate, £230,821 (89%) will be transferred to SSDC. The remaining £28,529 will be transferred to Yeovil Without Parish Council's reserve. Any transfer from this reserve to the Cremator Replacement reserve will be done only on their instruction.
20. Estimates of balances on reserves and transfers can be seen in detailed in Appendix C.

Capital

21. The capital spending proposed for 2014/15 forms part of a new 10-year capital programme of works. The Engineering and Property Services Manager will present this plan and give a verbal update on capital works.

(Paula Jeffery, Management Accountant – 01935 462271)

(Paula.Jeffery@southsomerset.gov.uk)

Appendices

Appendix A	Cemetery and Crematorium Detailed Budgets	(pages 12-14)
Appendix B	Allocation of Cemetery Deficit	(page 15)
Appendix C	Reserves	(page 16)
Appendix D	Service Level Agreement	(pages 17-18)
Appendix E	Service Level Fees	(page 19)
Appendix F	Cemetery Fees Operative from 1 st April 2014	(page 20)
Appendix G	Crematorium Fees Operative, from 1 st April 2014	(page 21)

YEOVIL CEMETERY			Appendix A		
Mgt Code	Nominal	Description	2012-13 Outturn	2013-14 Budget	2014-15 Budget
BB971	0100	Salaries - Basic	74,382	85,190	83,820
BB971	0102	Pension costs	7,818		
BB971	0104	Current service pension FRS17	12,917	0	0
BB971	0107	Removal of Eers Contrib FRS17	-9,683	0	0
BB971	0115	Overtime	9,612	9,870	11,260
BB971	160	Subsistence	133	0	0
BB971	0500	Training - External	0	800	1,020
BB971	0800	Pension Increase Acts Payments	1,612	1,650	1,900
BB971	1000	R & M Buildings Routine	6,489	10,300	9,620
BB971	1002	R & M Plant Routine	0	260	270
BB971	1080	Health and Safety at Work	260	290	280
BB971	1100	Grounds Maintenance Routine	1,431	4,900	5,000
BB971	1220	Electricity Standing Charge	1,460	1,460	1,560
BB971	1230	Gas Standing Charge	1,321	1,310	1,490
BB971	1260	N N D R	5,567	6,680	6,800
BB971	1270	Sewerage Standing Charge	899	880	1,010
BB971	1272	Water Standing Charge	1,161	1,120	1,260
BB971	1390	Skip Hire	2,887	3,200	3,260
BB971	1470	Security and Alarms	2,743	2,840	2,240
BB971	2000	Purchase of Plant	2,026	3,320	6,770
BB971	2020	R and M Labour	3,487	4,370	4,750
BB971	2140	Derv	504	800	800
BB971	2150	Petrol	809	860	1,120
BB971	2300	Travelling Allowances	344	400	400
BB971	3000	Printing and Stationery	0	270	270
BB971	3030	Books and Publications	0	0	0
BB971	3040	Postages	35	60	60
BB971	3060	Telephones Rentals & Calls	226	250	240
BB971	3062	Mobile Rentals & Calls	134	210	210
BB971	3067	Network Charges	275	310	310
BB971	3360	Hospitality	21		
BB971	3130	IS Purchases Hard & Software	0	0	0
BB971	3370	Protective Clothing	632	1,930	1,550
BB971	3390	Subscriptions	445	450	460
BB971	3607	Management Agreements/Expenses	7,889	10,540	10,140
BB971	3611	Electronic Bank Charges	0	190	0
BB971	3630	Audit Fees	754	500	600
BB971	3700	Equipment Tools and Materials	1,388	2,110	1,420
BB971	3730	Chemicals	761	800	760
BB971	3731	Seeds Plants and Fertilizers	1,121	1,110	1,110
BB971	3980	Contributions to Funds & Resvs	48,389	26,540	23,620
BB971	3990	Misc Expenditure	3		
BB971	7300	RCCO's	5,138	0	0
Expenses Subtotal			195,389	185,770	185,380
BB971	9123	Contribtns OLA's - Outside	(125,520)	0	0
BB971	9137	Contrib from Resvs/Funds Grp 8	(5,138)	0	0
BB971	9300	Fees and Charges - Std	(150)	(150)	(150)
BB971	9303	Fees and Charges - Outside Sco	(56,693)	(54,360)	(51,440)
BB971	9532	Rents and Wayleaves - Exempt	(4,200)	(4,200)	(4,200)
BB971	9608	Miscellaneous Income	(63)	0	0
BB971	9902	Interest Received Gross - Exem	(392)	(360)	(360)
BB971	9997	Internal Burial FRS17 Contra	(3,234)	0	0
Income Subtotal			(195,389)	(59,070)	(56,150)
VAT					
Total			0	126,700	129,230

CREMATORIUM

Appendix A

Mgt Code	Nominal	Description	2012-13 Outturn	2013-14 Budget Incl VAT	2014-15 Budget Including VAT
BB972	0800	Agency	277	0	
BB972	0100	Salaries - Basic	166,921	177,800	179,950
BB972	0104	Current service pension FRS17	24,345	0	0
BB972	0107	Removal of Eers Contrib FRS17	-18,250	0	0
BB972	0115	Overtime	642	3,450	1,000
BB972	0200	Wages	2,222	3,330	3,320
BB972	0500	Training - External	410	500	1,490
BB972	0800	Pension Increase Acts Payments	136	140	140
BB972	1000	R & M Buildings Routine	11,541	15,320	14,320
BB972	1002	R & M Plant Routine	17,670	25,580	21,740
BB972	1080	Health and Safety at Work	731	1,160	1,130
BB972	1100	Grounds Maintenance Routine	2,869	2,740	2,740
BB972	1130	R & M Equipment	288	440	360
BB972	1220	Electricity Standing Charge	14,283	12,020	13,720
BB972	1230	Gas Standing Charge	41,196	55,000	47,890
BB972	1250	Rent	85,000	85,000	85,000
BB972	1260	N N D R	14,824	32,530	32,900
BB972	1270	Sewerage Standing Charge	623	740	750
BB972	1272	Water Standing Charge	539	640	670
BB972	1370	Cleaning and Domestic Supplies	868	1,000	1,140
BB972	1390	Skip Hire	4,322	4,440	4,810
BB972	1470	Security and Alarms	4,637	5,060	5,770
BB972	2000	Purchase of Plant	4,341	490	4,080
BB972	2020	R and M Labour	943	1,750	1,860
BB972	2140	Derv	801	950	770
BB972	2150	Petrol	621	660	660
BB972	2300	Travelling Allowances	858	1,030	1,060
BB972	3000	Printing and Stationery	3,560	2,700	2,410
BB972	3040	Postages	1,373	1,400	1,400
BB972	3060	Telephones Rentals & Calls	1,201	1,460	1,430
BB972	3067	Network Charges	594	790	790
BB972	3120	IS Maintenance Software/Hardware	654	670	3,360
BB972	3130	I.S. Purchases / Hire	1,066	0	0
BB972	3180	I.S. External	0	2,170	2,170
BB972	3200	Office Machinery (non IT)	136	0	950
BB972	3203	Office Furniture	0	710	720
BB972	3240	Professional Fees	29,307	32,030	31,560
BB972	3360	Hospitality	783	490	710
BB972	3370	Protective Clothing	1,167	1,260	1,260
BB972	3371	Laundry	127	110	110
BB972	3390	Subscriptions	1,123	1,160	1,260
BB972	3603	Licences	1,111	1,360	1,360
BB972	3607	Management Agreements/Expenses	33,145	47,200	46,970
BB972	3611	Electronic Bank Charges	721	720	720
BB972	3630	Audit Fees	2,170	1,800	1,680
BB972	3700	Equipment Tools and Materials	9,648	9,620	10,130
BB972	3730	Chemicals	110	370	180
BB972	3731	Seeds Plants and Fertilizers	5,129	5,300	6,240
BB972	3800	Burial Supplies	1,773	1,960	1,940
BB972	3801	Purchase of Memorial Tablets	19,982	17,560	18,710
BB972	3802	Book of Rememberence	4,358	4,660	5,220
BB972	3803	Rose & Plaque	1,378	1,790	1,630
BB972	3980	Contributions to Funds & Resvs	336,457	233,080	259,350
BB972	4000	Payments to Contractors	1,166	1,420	1,420
BB972	4990	Payments to Third Parties	37,280	36,640	42,600
Expenses Subtotal			879,177	840,200	873,550
BB972	9173	Contributions from Burial	0	0	0
BB972	9300	Fees and Charges - Standard	(42,205)	(33,600)	(35,950)

BB972	9302	Fees and Charges - Exempt	(827,993)	(806,000)	(837,000)
BB972	9423	Donations- Outside Scope	(541)	(600)	(600)
BB972	9617	PV Feed in Tariff Generate (O)	(722)	0	0
BB972	9902	Interest Received Gross - Exem	(1,621)	0	0
BB972	9997	Internal Burial FRS17 Contra	(6,095)	0	0
Income Subtotal			(879,177)	(840,200)	(873,550)
Total			0	0	0

Breakdown of 3980 Contributions to Reserve

Transfers to Yeovil Without Parish Council Capital Reserve

28,529

Transfers to SSDC

230,822

259,350

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE**ALLOCATION OF CEMETERY DEFICIT**

		2013-14 Original Estimate £	2014-15 Original Estimate £
Total Deficit		<u>126,700</u>	<u>129,230</u>
Gross Expenditure		185,770	185,380
Less: Fees		<u>-59,070</u>	<u>-56,150</u>
		126,700	129,230
Less Debt Charges by YTC		<u>-</u>	<u>-</u>
		<u>126,700</u>	<u>129,230</u>
80% by 2 Parishes based on electorate @ Jan 14		101,360	103,384
	Y.T.C	80,800	82,344
	Y.W.P.C	<u>20,560</u>	<u>21,040</u>
		<u>101,360</u>	<u>103,384</u>
	23,290		
	5,951		
	<u>29,241</u>		
20% by 3 Parishes based on electorate @ Jan 14		25,340	25,846
	Y.T.C	16,964	17,281
	Y.W.P.C	4,316	4,416
	B.P.C.	<u>4,060</u>	<u>4,150</u>
		<u>25,340</u>	<u>25,846</u>
	23,290		
	5,951		
	5,593		
	<u>34,834</u>		
Allocation of Deficit			
	Y.T.C	97,764.00	99,624
	Y.W.P.C	24,876.00	25,456
	B.P.C.	4,060.00	4,150
		<u>126,700</u>	<u>129,230</u>

Appendix C

2012/13	YWPC Crematorium Reserve Fund	2013/14	2014/15	2015/16
152,004	Reserve Fund Balance as at 1 April	185,615	204,415	224,441
1,159	Interest Earned	742	818	898
36,832	Contribution From Revenue Account (11%)	25,639	28,529	28,529
189,995	Available For Use In Year	211,996	233,762	253,867
4,380	Capital Expenditure (11%)	7,580	9,321	12,593
185,615	Reserve Fund Balance as at 31 March	204,415	224,441	244,546

2012/13	YWPC Cremator Replacement Reserve Fund	2013/14	2014/15	2015/16
10,758	Reserve Fund Balance as at 1 April	10,838	10,881	10,925
80	Interest Earned	43	44	44
10,838	Reserve Fund Balance as at 31 March	10,881	10,925	10,969

2012/13	YWPC CAMEO Reserve Fund	2013/14	2014/15	2015/16
45,002	Reserve Fund Balance as at 1 April	49,486	53,714	58,615
4,101	Transfer of fee from Revenue Account	4,030	4,686	4,686
383	Interest Earned	198	215	234
49,486	Reserve Fund Balance as at 31 March	53,714	58,615	63,535

2012/13	SSDC CAMEO Reserve Fund	2013/14	2014/15	2015/16
329,633	Reserve Fund Balance as at 1 April	362,812	395,422	433,336
33,179	Transfer of fee from Revenue Account	32,610	37,914	37,914
362,812	Reserve Fund Balance as at 31 March	395,422	433,336	471,250

2012/13	Cemetery Reserve Fund	2013/14	2014/15	2015/16
76,998	Reserve Fund Balance as at 1 April	120,250	137,010	154,517
392	Interest Earned	481	548	618
47,997	Budgeted Revenue Contributions to Capital	26,540	23,620	23,620
125,387	Available For Use In Year	147,271	161,178	178,755
5,138	Capital Outlay During Year	10,261	6,661	16,911
120,250	Reserve Fund Balance as at 31 March	137,010	154,517	161,844

Figures shown in italics are estimates

SERVICE LEVEL AGREEMENT

BETWEEN

SOUTH SOMERSET DISTRICT COUNCIL AND THE JOINT BURIAL COMMITTEE

PERIOD COVERED: 1ST APRIL 2014 – 31ST MARCH 2015

SPECIFICATION:

South Somerset District Council agrees to provide the following services, according to their Financial Regulations, Procurement Rules and ICT Policies, to The Joint Burial Committee for the fees outlined in Appendix E.

Financial Services

- ❖ setting and monitoring of budgets
- ❖ closing of accounts
- ❖ production of full financial statements of accounts
- ❖ liaising with District Audit on the auditing of the accounts
- ❖ any other financial assistance required
- ❖ Access to Cedar E5 (Financial System) for 4 users to enable ordering, payments and budget monitoring (Includes necessary training)
- ❖ VAT administration and advice

Audit

- ❖ perform an audit of the systems in place at the Crematorium and Cemetery

Cashiering/ Miscellaneous Income

- ❖ the fees which are collected at the Crematorium are entered onto the cash receipting system
- ❖ invoices raised as requested

Payroll

- ❖ collecting and entering of data into the payroll system
- ❖ administration of all temporary and permanent variations
- ❖ payment of salaries
- ❖ the provision of an accessible advice service
- ❖ tax, national insurance and pensions information
- ❖ provision of all year end information to employees, Inland Revenue etc
- ❖ compliance with all statutory legislation

Personnel

- ❖ provide the employees with any personnel related matters
- ❖ services for recruitment
- ❖ conditions of service advice/ employment policies/practices

Safety Officer

- ❖ advice on Health & Safety matters
- ❖ annual visits to each establishment

Legal

- ❖ to provide legal advice when required

Insurance

- ❖ to insure the buildings and contents under the most cost effective policy
- ❖ to progress claims with insurance companies

Property Services

- ❖ provide plans, bills of quantity, etc for 'works' schemes
- ❖ to provide estimates of the projects
- ❖ to supervise the projects in an architectural capacity
- ❖ any other ad-hoc tasks, where resources permit

IS Services - Cemetery

- ❖ to provide complete hardware and software support to SSDC08340
- ❖ to provide Internet access via broadband and email facilities

IS Services - Crematorium

- ❖ to provide complete hardware, software and network support to the PCs mentioned below
- ❖ to provide Internet, Intranet and Email facilities to the mentioned PCs below
- ❖ to provide daily off site backup for the CAS software
- ❖ to provide printing and scanning facilities from an MFD
- ❖ to provide any necessary training in respect of operating systems provided by South Somerset District Council

Crematorium Supported PCs

SSDC09095, SSDC09096, SSDC09279, SSDC09570 and laptop SSDC08616

Signed on behalf of South Somerset District Council

.....

Signed on behalf of The Joint Burial Committee

.....

Appendix E

PERIOD COVERED: 1ST APRIL 2014 – 31ST MARCH 2015

Service	Basis of Charge	Amount £
Financial Services	Fixed annual amount	18,300
Audit	Fixed annual amount	1,200
Cashiers / Misc Income	Fixed annual amount	420
Payroll	Fixed annual amount	850
Personnel	Fixed annual amount	1,480
Safety Officer	Fixed annual amount	860
Insurance	Fixed up to 10 hours of insurance officer, Zurich Inspection Officer, plus premium, then per hour	6,480 34
Legal	Fixed up to 20 hours legal services, then per hour	1,080 64
Property Services	Manager (per hr) Surveyor (per hr)	50 30
IS Services	Fixed annual amount	3,500

APPENDIX F

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

FEES OPERATIVE FROM 1ST APRIL 2014 AT YEOVIL CEMETERY

The fees listed below are applicable to the residents (Parishoners) of Yeovil, ie the parishes of Yeovil Town, Yeovil Without and Brympton.

For Non-Parishoners, ie residents of the Yeovil area but not within the above Parishes, the fees are doubled. If the deceased moved in to a residential care home outside of the Yeovil area, less than 12 months prior to the date of death, the fee will remain at the standard rate.

Net Fee	INTERMENT FEES	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£390.00	The burial of the body of a person whose age at the time of death exceeded sixteen years	£400.00	No VAT	£400.00
£174.00	The burial of cremated remains	£180.00	No VAT	£180.00
£51.00	The scattering of cremated remains (uncontained burial)	£53.00	No VAT	£53.00
£82.00	The use of the chapel	£84.00	No VAT	£84.00
	Please note there is no charge for the interment of babies and children up to the age of sixteen			
Net Fee	BURIAL AND MEMORIAL RIGHTS	Net Fee	VAT	Total Charge
2013/14	(for a period of 75 years - subject to review)		20%	2014/15
£62.00	The purchase of burial and memorial rights - in the childrens section	£64.00	No VAT	£64.00
£368.00	in the remainder of the cemetery	£377.00	No VAT	£377.00
£521.00	in a selected site	£533.00	No VAT	£533.00
£255.00	in a grave for cremated remains only	£261.00	No VAT	£261.00
Net Fee	MEMORIAL APPROVAL FEES	Net Fee	VAT	Total Charge
2013/14	(applicable for Parishoner and Non-Parishoner)			2014/15
£113.00	For the right for the erection of a memorial or vase	£116.00	No VAT	£116.00
£31.00	Additional subscription to existing memorial	£32.00	No VAT	£32.00
Net Fee	SEARCHING REGISTERS	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£31.00	For a period of not more than one year	£32.00	No VAT	£32.00
£21.00	For each additional year	£22.00	No VAT	£22.00
£21.00	Certificate of entry in the burial register	£22.00	No VAT	£22.00

APPENDIX G

YEOVIL CREMATORIUM AND CEMETERY COMMITTEE

FEES OPERATIVE FROM 1ST APRIL 2014 AT YEOVIL CREMATORIUM

Net Fee	CREMATION FEES	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£520.00	The cremation of the body of a person whose age at the time of death exceeded sixteen years	£540.00	No VAT	£540.00
£56.50	The cremation of body parts	£59.00	No VAT	£59.00
£148.00	For extended time for use of the chapel or the use of the chapel only	£150.00	No VAT	£150.00
	Please note there is no charge for the cremation of babies and children up to the age of sixteen			
Net Fee	DISPERSAL FEES	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£41.00	For burying cremated remains where cremation did not take place at Yeovil Crematorium	£42.00	No VAT	£42.00
£21.00	Temporary deposit of cremated remains per month (first month free of charge)	£22.00	No VAT	£22.00
£51.00	For the removal of cremated remains from the Garden of Remembrance (under Home Office Licence)	£53.00	No VAT	£53.00
£31.00	Witnessing the interment of cremated remains	£32.00	No VAT	£32.00
Net Fee	CONTAINERS	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£21.00	Baby Urn (white)	£22.00	No VAT	£22.00
£26.00	Urn	£27.00	No VAT	£27.00
£41.00	Casket	£42.00	No VAT	£42.00
	If the Funeral Director does not supply a suitable container for the removal of cremated remains, a polytainer will be provided without charge			
Net Fee	OTHER CHARGES	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£54.00	Forwarding cremated remains via Securicor (inc. P&P)	£56.00	No VAT	£56.00
£21.00	Certificate of cremation (the first is issued free of charge)	£22.00	No VAT	£22.00
£21.00	Certified extract from the cremation register	£22.00	No VAT	£22.00
Net Fee	MEMORIAL FEES	Net Fee	VAT	Total Charge
2013/14			20%	2014/15
£140.00	Rose bush and plaque to include 5 year maintenance	£150.00	£30.00	£180.00
£50.00	Renewal of rose bush maintenance for 5 year term	£60.00	£12.00	£72.00
	There are five varieties of rose available and the cast bronze plaque can accommodate up to 45 letters, spaces or characters			

7. **STATISTICS**

The number of cremations from October 2013 to December 2013 was 429 compared to 397 for the same period in the previous financial year, an increase of 32.

The number of burials was 9 compared to 15 over the same periods, a decrease of 6. For this period there have also been 8 interments of ashes compared with 9 for the same period last year, a decrease of 1.

A breakdown of income is attached at page 23.

(Paula Taylor, Registrar/Administration Manager - 01935 476718)

Crematorium Revenue April 2013 - March 2014																								
Month	No Crem	Cremation	Other reven	Donations	Tab.Right	Tablet	B.o R.	Urns	Misc.	Rose right	Rose	TOTAL												
April	165	84760.00	471.00	43.05	1049.00	2476.00	1165.00	10.00	0.00	112.00	224.00	90310.05	inc 1 NRF, 1 baby											
May	153	77480.00	578.00	40.67	1134.00	2922.00	575.00	62.00	58.50	0.00	0.00	82850.17	inc 3 NRF, 1 baby											
June	128	64480.00	515.00	3.36	405.00	1207.00	906.00	0.00	58.50	224.00	448.00	68246.86	inc 2 NRF, 1 baby, 1 child											
July	122	61880.00	756.00	72.82	1539.00	3155.00	958.00	0.00	0.00	56.00	112.00	68528.82	inc 3 NRF											
Aug	117	60320.00	444.00	18.03	1458.00	3090.00	714.00	0.00	0.00	224.00	448.00	66716.03	inc 1 NRF											
Sept	102	52520.00	509.00	5.00	1215.00	2606.00	388.00	0.00	0.00	0.00	0.00	57243.00	inc 1 baby											
Oct	136	70720.00	869.00	27.62	891.00	2316.00	559.00	0.00	0.00	0.00	0.00	75382.62												
Nov	160	83200.00	41.00	32.50	891.00	2207.00	558.00	0.00	0.00	56.00	112.00	87097.50												
Dec	133	68120.00	548.00	115.20	911.00	2622.00	309.00	0.00	0.00	0.00	0.00	72625.20	inc 1 NRF, 1 baby											
Jan												0.00												
Feb												0.00												
Mar												0.00												
Total	1216	623480.00	4731.00	358.25	9493.00	22601.00	6132.00	72.00	117.00	672.00	1344.00	669000.25												
Cemetery Revenue April 2013 - March 2014																								
Month	No of Burials	Intern.	Chapel	Purch.	Ashes	Memorials	Total																	
April	6	2340.00	328.00	927.00	174.00	370.00	4139.00																	
May	4	1560.00	246.00	991.00	522.00	576.00	3895.00																	
June	4	1560.00	246.00	430.00	522.00	496.00	3254.00																	
July	0	0.00	82.00	1230.00	696.00	483.00	2491.00																	
Aug	4	1170.00	82.00	1053.00	1044.00	514.00	3863.00	inc 1 baby																
Sept	1	390.00	82.00	0.00	174.00	884.00	1530.00																	
Oct	2	780.00	0.00	1767.00	348.00	740.00	3635.00																	
Nov	5	1560.00	164.00	1654.00	1044.00	113.00	4535.00																	
Dec	2	1930.00	164.00	623.00	102.00	596.00	3415.00																	
Jan							0.00																	
Feb							0.00																	
Mar							0.00																	
Total	28	11290.00	1394.00	8675.00	4626.00	4772.00	30757.00																	
Number of Cremations								Number of Burials																
Month	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	Month	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13		2013/14							
															Burial	Ashes	Burial	Ashes						
April	127	143	142	149	110	146	165	April	4	2	6	5	7	2	6	2	6	2						
May	123	118	154	105	154	135	153	May	7	7	4	5	7	5	6	4	4	3						
June	119	123	139	128	121	103	128	June	5	5	4	3	4	4	4	1	4	4						
July	124	131	138	147	110	125	122	July	7	3	4	3	5	3	3	3	0	3						
Aug.	122	117	108	121	109	130	117	Aug.	0	2	4	4	4	8	4	4	4	5						
Sept.	101	125	127	120	122	121	102	Sept.	5	0	6	2	1	8	1	7	1	1						
Oct.	129	136	136	132	121	142	136	Oct.	8	10	5	2	4	3	6	4	2	2						
Nov.	149	111	129	139	122	143	160	Nov.	6	4	7	4	6	3	5	4	5	5						
Dec.	121	172	123	145	88	112	133	Dec.	7	1	1	9	4	5	4	4	2	1						
Jan.	191	206	180	180	161	159		Jan.	0	7	13	7	7	6	4	0								
Feb.	153	144	155	143	109	131		Feb.	7	2	7	10	4	2	1	2								
March	121	142	138	162	143	159		March	4	4	5	5	9	5	7	4								
Total	1580	1668	1669	1671	1470	1606	1216	Total	60	47	66	59	62	54	51	39	28	26						

8. **FUTURE MEETINGS**

Following on from the success of previous year's arrangements, it is proposed that we continue to meet four times per year at 6.00pm at the Town House, 19 Union Street, Yeovil (except June) on the following dates:

Wednesday 16 April 2014

Wednesday 18 June 2014 (followed by Committee Inspection)

Wednesday 15 October 2014

Wednesday 14 January 2015

As in previous years, it is suggested that the June meeting be held at Yeovil Crematorium followed by an inspection of the Crematorium and the Cemetery.

The Committee is **RECOMMENDED** to consider the suggested meeting/inspection arrangements for 2014/15.

(Alan Tawse, Town Clerk – 01935 382424)