

**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 2014**

(6.00pm – 6.30pm)

**Present:**

Alan Smith (Chairman)	Yeovil Town Council
Nigel Gage	South Somerset District Council
Alf Hill	Yeovil Without Parish Council
Maurice Lamb	Yeovil Without Parish Council
Roger Meecham	Brympton Parish Council
Manny Roper	Yeovil Town Council

**Also Present:**

Alan Tawse	Clerk to the Committee
Glenn Ford	Cemetery Foreman
Garry Green	Property and Engineering Services Manager
Paula Jeffery	Management Accountant
Tom Pullin	Operations Manager
Paula Taylor	Administration Manager

**(1) Public Comment**

There were no comments from the public.

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**(2) Minutes**

The minutes of the previous meeting held on 18 June 2014, 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 David Recardo and Clive Wakely

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**(4) Declarations of Interest**

There were no declarations of interest.

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**(5) Revenue and Capital Budget Monitoring 2014/15**

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 that had arisen during the first half of the financial year.

Reference was made to the relatively small net variance in anticipated budgeted expenditure, and the most significant items were set out in the report.

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

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**(6) Cemetery Works Plan**

The Committee considered the report of the Property and Engineering Services Manager (agenda item 5 refers).

In response to a query, the Cemetery Foreman confirmed that coppicing work had recently been undertaken to the trees along the Preston Road boundary.

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

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**(7) Crematorium Works Plan**

The Committee considered the report of the Property and Engineering Services Manager (agenda item 6 refers).

Members were informed at the meeting that discussions were continuing with the main contractor regarding a number of outstanding works, which were expected to be undertaken in the near future.

Reference was also made to recent relining works that had been carried out to the cremators. It was noted that budget provision had already been made to meet the cost of installing replacement parts during the works.

Attention was drawn to the photovoltaic performance graph that had been included in the agenda following a request at the last meeting. Whilst it was acknowledged that this helped to illustrate the output of the system, it was felt that additional information needed to be included to show the actual performance against projected output thereby enabling effective monitoring of the system to be undertaken.

- RESOLVED:** (1) that the matters be noted; and
- (2) that arrangements be made for future reports on the performance of the photovoltaic system to include sufficient information to enable performance to be effectively monitored.
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**(8) Statistics**

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

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

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Chairman.....