

Yeovil Crematorium & Cemetery Committee



**Town House
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Yeovil Crematorium and Cemetery Committee

Wednesday 10th December 2025

6:00pm

Town House, 19 Union Street, Yeovil BA20 1PQ

Amanda Card
Clerk to the Committee
3rd December 2025

A handwritten signature in black ink, appearing to read 'Amanda Card'.

This information is also available on our website: www.yeovil.gov.uk

Yeovil Crematorium and Cemetery Committee

Members of Yeovil Crematorium and Cemetery Committee are summoned to attend:

Vyvyenne Burt	Yeovil Without Parish Council
Nicola Clark	Somerset Council
Tony Lock	Somerset Council
Graham Oakes	Somerset Council
Colin Rose	Yeovil Without Parish Council
Andy Soughton	Yeovil Town Council
Jeny Snell	Yeovil Town Council
Rob Stickland	Yeovil Without Parish Council
Helen Stonier	Yeovil Town Council
Clive Wakely	(Funeral Directors' Representative - co-opted non-voting)

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

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Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chair who will instruct those taking a recording or filming to cease doing so while they speak.

A G E N D A

Public Comment (at the Chair's discretion up to 15 minutes)

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATION OF INTEREST**

3. **MINUTES**

To confirm as a correct record the Minutes of the previous meeting held on 9th July 2025 attached at pages 5 to 9

4. **BUDGET SETTING 2026/27**

To consider the report from the Finance Lead Specialist, Place at Somerset Council as attached at pages 10 to 28.

5. **CEMETERY UPDATE**

To consider the report from the Specialist Operations Manager at Somerset Council attached at page 29 to 32.

6. **CREMATORIUM UPDATE**

To consider the report from the Specialist Operations Manager at Somerset Council attached at page 33 to 34.

7. **EXCLUSION OF PRESS AND PUBLIC**

The Committee is 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.

8. **POTENTIAL AVAILABLE LAND FOR FUTURE BURIAL PROVISION
(COMMERCIAL IN CONFIDENCE)**

To consider the report of the Clerk of Yeovil Without Parish Council as attached at pages 35 to 46.

Yeovil Crematorium & Cemetery Committee



Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 9th July 2025 at 6:00pm at Town House, 19 Union Street, Yeovil.

Present:

Vyvyenne Burt	Yeovil Without Parish Council
Tony Lock	Somerset Council
Graham Oakes	Somerset Council (from 6:11pm)
Andy Soughton	Yeovil Town Council
Rob Stickland	Yeovil Without Parish Council
Clive Wakely	Funeral Directors' Representative

In Attendance:

Barbara Appleby	Yeovil Without Parish Council Clerk
Geetha Blood	Finance Lead Specialist, Place, Somerset Council (virtual)
Amanda Card	Yeovil Town Council Clerk/Clerk to the Committee
Christian Evans	Head of Finance Business Partnering, Somerset Council (virtual)
Jonathon Stevens	Head of Operations, Somerset Council

Public Comment

There was no public comment.

6:02pm - the meeting commenced.

(1) ELECTION OF CHAIR

The Clerk to the Committee called for nominations for Chair.

It was proposed by Cllr T Lock, and seconded by Cllr A Soughton, that Cllr R Stickland be elected to serve as the Chair of the ensuing year.

RESOLVED: that Cllr R Stickland be elected to serve as the Chair for the ensuing year.

(2) ELECTION OF VICE CHAIR

It was proposed by Cllr R Stickland, and seconded by Cllr V Burt, that Cllr N Clark be elected to serve as the Vice Chair of the ensuing year.

RESOLVED: that Cllr N Clark be elected to serve as the Vice Chair for the ensuing year.

(3) APOLOGIES FOR ABSENCE

Apologies were received from Cllrs N Clark; C Rose and J Snell.

RESOLVED: to accept the apologies

(4) DECLARATION OF INTEREST

There were no declarations made at this time.

Councillor	Reason	Interest
Cllr T Lock Cllr G Oakes A Soughton	Member of: Somerset Council Yeovil Town Council	Personal
Cllr R Stickland	Member of: Yeovil Town Council Yeovil Without Parish Council	Personal
Cllr V Burt	Member of: Yeovil Without Parish Council	Personal

(5) MINUTES OF PREVIOUS MEETING

RESOLVED: that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 8th January 2025 be signed by the Chair as a correct record.

6:11 pm – Cllr G Oakes arrived at the meeting.

(6) OUTTURN REPORT 2024/25

The Head of Finance Business Partnering at Somerset Council spoke of the issues at Somerset Council regarding the production of the accounts and the resourcing of the team. Fundamental errors had been identified which resulted in revised versions of the Outturn Report and Financial Statements needing to be sent. He apologised for this.

The Head of Finance Business Partnering at Somerset Council confirmed that they have now allocated an experienced accountant to carry out the work for the Burial Committee. He stated that quarterly budget monitoring meetings would be held with both the Clerks of Yeovil Town Council and Yeovil Without Parish Council.

The Clerk to the Committee highlighted that the errors reported above have an impact on the figures that had been sent to both Yeovil Town Council and Yeovil Without Parish Council for the completion of the Annual Governance and Accountability Report (AGAR). The figures were incorrect which means that the figures submitted to the external auditor was also incorrect. This would impact on the AGAR for 2025/26 as the 2024/25 figures would need to be restated. The Clerk to the Committee commented that she was disappointed that although the deadline for the submission of figures to both Yeovil Town Council and Yeovil Without Parish Council had been met, this was at the expense of them being accurate. She reminded the Officers from Somerset Council that whilst the differences were not material for Somerset Council, they were for Town and Parish Council reporting. The External Auditor would not look favourably at the restatements as this would indicate that the original figures were wrong.

The Councillors highlighted their disappointment.

The Committee considered the revised Outturn Report for 2024/25. The Clerk to the Committee identified that the figures being presented were different from the latest version of the Outturn Report that had been resent. The Finance Lead Specialist, Place at Somerset Council agreed to send the revised outturn report.

The position of the Cemetery is as follows, with explanations given within the report:

Summary	Annual Budget 2024-25 £	Actuals 2024-25 £	Variance £
Staffing Costs	94,457	77,120	-17,337
Premises Costs	53,920	29,598	-24,322
Plant & Machinery Costs	5,300	9,711	4,411
Fees and Charges	24,100	14,993	-9,107
Expenditure	177,777	131,421	-46,356
Income	-74,750	-82,456	-7,706
Net Expenditure	103,027	48,965	-54,062

The position of the Crematorium is as follows, with explanations given within the report:

Summary	Annual Budget 2024-25 £	Actuals 2024-25 £	Variance £
Staffing Costs	443,505	302,605	-140,900
Premises Costs	393,349	217,506	-175,843
Plant & Machinery	31,560	102,559	70,999
Fees and Charges	248,220	278,624	30,404
Expenditure	1,116,634	901,294	-215,340
Income	-1,438,639	-1,507,553	-68,914
Net Expenditure	-322,005	-606,259	-284,254

RESOLVED: (1) to note the Outturn Report 2024/25; (2) to note that the surplus on the Crematorium's budget has been split with 11% transferred to Yeovil Without Parish Council, and 89% transferred to Somerset Council and (3) that the Finance Lead Specialist, Place, Somerset Council circulate the correct Outturn Report.

(7) FINANCIAL STATEMENTS 2024/25

The Committee considered the Financial Statements 2024/25 from the Finance Lead Specialist, Place at Somerset Council.

It was commented that the reserves held for the Cemetery were quite high. In future years, it may be possible to use some of these reserves and reduce the deficit.

RESOLVED: (1) to agree the Financial Statements 2024/25; and (2) that the Chair sign the Financial Statements 2024/25.

(8) CEMETERY SLA REVIEW

The Committee considered the report of the Head of Operations at Somerset Council. He explained the differences of direct costs (costs which can be linked directly to the service) and indirect costs (costs that support the whole of Somerset Council and can not be linked directly to the service, but the service receives a benefit). The management fee consists of indirect costs.

The Clerk to the Committee stated that she did not believe that the Burial Committee had received £4,167 worth of service this year. She also questioned the Property Services Charges, as nothing had been reported back to the Committee regarding any property issues.

It was agreed by the Committee that a letter should be written to the S151 Officer at Somerset Council to request that recompense be made to the Burial Committee to recognise the issue of the incorrect accounts and the amount of work both Yeovil Town Council and Yeovil Without Parish Council would have to do, in order to rectify the AGAR to account for the errors in the provision of the information from Somerset Council.

A Councillor raised that it had been agreed that a Crematorium Service Level Agreement should be submitted. Discussion was held as to whether this was necessary since Somerset Council owned 89% of the Crematorium and Yeovil Without Parish Council the remaining 11%. The Clerk to the Committee suggested that a Management Agreement for this contribution may be more appropriate.

RESOLVED: (1) to agree the Service Level Agreement for the Cemetery; and (2) that a letter be written to the S151 Officer at Somerset Council to request that recompense be made as detailed above.

(9) CEMETERY UPDATE

The Committee considered the Cemetery Update report. It was commented that the report did not hold much information, and the Committee would like to see more detail. It was suggested that the SLA could be used as a framework for reporting.

The Committee were interested in the potential future burial site and requested further information be brought to a future meeting of this Committee.

A question was raised as to how much burial space remained in the current cemetery.

RESOLVED: (1) to note the report; (2) that more detailed reports be brought to future meetings of this Committee; and (3) that further information regarding the potential future burial site be sought.

(10) CREMATORIUM UPDATE

The Committee considered the Crematorium Update report. It was commented that the report did not hold much information, and the Committee would like to see more detail. The members would like numbers of cremations to be reported and solar panel report.

RESOLVED: (1) to note the report; and (2) that more detailed reports be brought to future meetings of this Committee

Please note that the next meeting of this Committee is Wednesday 10th December 2025.

7:01pm – The meeting closed.

Signed: (Chair)

Date:

YEOVIL CEMETERY & CREMATORIUM 2026/27 BUDGET

JOINT BURIAL COMMITTEE

December 2025

Purpose of Report

The purpose of this report is to set a budget for both Yeovil Cemetery and Yeovil Crematorium for the financial year 1 April 2026 – 31 March 2027.

Background

The Yeovil Cemetery and Crematorium are governed by the Joint Crematorium and Cemetery Committee (JBC) and therefore operate as a separate entity. The Cemetery is jointly owned by Yeovil Town Council and Yeovil Without Parish Council (YWPC) in proportion to their respective electoral numbers. The Crematorium is owned jointly by Somerset Council (SC): 89% and Yeovil Without Parish Council (YWPC): 11%.

Action Required

The proposed budgets have been drawn up for 2026/27 and it is requested that the JBC notes the following items:

- (a) The Cemetery and Crematorium budgets as detailed in Appendix A and B respectively.
- (b) The deficit will be funded from Reserves which currently stands at £405,345 as at 31st March 2025.
- (c) The proposed fee increases for the Cemetery and for the Crematorium are detailed in Appendix F. It is important to note that these are still subject to amendment until Somerset Council have had all Fees and Charges approved in February 2026.
- (d) The Cemetery and Crematorium Service Level Agreement and charges for 2026/27 as shown in Appendices C & D.

YEOVIL CEMETERY 2026/27 DRAFT BUDGET

A summary of the 2026/27 draft budget, in the table below, shows Net Expenditure of £113,900. This is an increase of £11,300 compared to the approved 2025/26 budget.

Summary	2025/26 Budget	Draft 2026/27 Budget	Budget Change
Staff Costs	94,300	94,300	0
Premises Costs	55,700	54,700	(1,000)
Plant & Machinery Costs	4,200	4,200	0
Administration Costs	24,600	27,600	3,000
Expenditure	178,800	176,900	(1,800)
Income	(76,200)	(66,700)	9,500
Net Expenditure	102,600	113,900	11,300

1. Each individual budget line is shown in [Appendix A](#) of this report.
2. The salary budget has been set at the agreed establishment and includes a provision for a 2.5% pay award. Training budget removed.
3. For premises costs and service provision the Service Manager has reviewed the work and activities involved. This has included discussion with the Town and Parish Clerks. Budgets have been revised to align with activity with an overall net decrease of £1,000.
4. The administration costs have been reviewed alongside the premises costs by the Service Manager resulting in better alignment of the activity of the service. This section also includes the Service Level Agreement between Somerset Council and the JBC; have been increased by 3.8% to reflect inflation as of September 2025, noting the horticultural services is now not included because of the updated review of service, the cost of this in 2025/26 was £4,019. The net cost increase is £3,000.
5. Budgeted income for 2026/27 has been reduced by £9,500 to reflect decreased income levels, noting that fees have been increased by 3.8% which has been factored into the reduced budget. These figures reflect the proposed increase to fees and charges as detailed in [Appendix F](#). It is important to note that these have yet to be approved, it is possible that these may change, approved fees and charges will be published on Somerset Councils website.

6. The budget for the Cemetery shows a deficit of £113,900. In previous years, the constituent Councils would contribute to the running costs during the year. However, it is proposed that the reserve balance as at 31st March 2025 of £405,345 will be used to fund this deficit at year end. The Burial Committee will have to agree to this proposal.

SERVICE SUPPORT COSTS

7. Details of the support services costs can be seen in Appendix D & E. These charges are for the support services provided by SC to the Cemetery and include Finance, Personnel, Legal and Information Systems.

YEOVIL CREMATORIUM 2025/26 BUDGET

8. A summary of the 2026/27 draft budget is set out below:

Summary	2025/26 Budget	Draft 2026/27 Budget	Budget Change
Staff Costs	451,700	455,500	3,800
Premises Costs	452,600	412,800	(39,800)
Plant & Machinery Costs	5,600	5,600	0
Administration Costs	248,300	260,100	11,800
Expenditure	1,158,200	1,134,000	(24,200)
Income	(1,467,364)	(1,636,800)	(169,434)
Net Expenditure	(309,164)	(502,800)	(193,634)

The draft budget for 2026/27 shows a surplus of £502,800. The income budgets increased to reflect the 3.8% inflation rate.

The detailed line by line budget changes are shown in [Appendix B](#).

9. The budget for staff costs includes a provision of 2.5% for anticipated pay award.
10. The premises costs for 2026/27 have decreased by £39,800. Utility costs have now stabilised over recent years and the service has employed more efficient use of the crematorium resulting in reduced costs. Inflation has been applied to both the NNDR budget and contract cleaning based on expenditure incurred so far in 2025/26. Costs for utilities needs to be carefully monitored throughout 2025/26 to ensure that these are accurate.
11. It is anticipated that the plant and machinery costs will stay the same as 2025/26.
12. Administration costs have increased by £11,800. This includes an increase for the software needed for the service. The expenditure for supplies that are purchased for resale has been reviewed with a more accurate budget in place, the cost of which is covered by fees and charges income. An inflationary increase has been applied for the audio-visual services used in the services. These increases in costs have been mitigated by reductions in expenditure for various lines as detailed in Appendix B.

13. Income has increase by £169,434 reflecting demand levels experienced and included the 3.8% inflationary increase. Clearly income is difficult to predict and will be reviewed and monitored closely.

FEES

14. All fees have been increased in line with an anticipated 3.8% inflationary increase. Current proposed fees for Bereavement services can be seen in Appendix F. It should be noted that these fees and charges are yet to be approved and are subject to change. The 2026/27 fees and charges will be published on Somerset Council Website once final approval has been given.

SUPPORT SERVICE COSTS

15. Full details of the recharges are shown in Appendix E. This charge is for the provision of support services by Somerset Council to the Crematorium, which includes accountancy, legal, computer and other services as detailed in the Appendix E.

16. The Service Level Agreement between SC and the JBC; have been increased by 3.8% to reflect inflation in September 2025.

(Amanda Card, Yeovil Chief Executive/Town Clerk – 01935 382424)

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(Jonathan Stevens,

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Appendices

Appendix A Detailed Budget Cemetery 2026-27

Appendix B Detailed Budget: Crematorium

Appendix C Allocation of Crematorium Deficit

Appendix D Service Level Fee Agreement (SLA)

Appendix E SLA schedule of charges

Appendix F Bereavement Services – Fee and charges 2026-27 (proposed)

Appendix A - Cemetery budget

Description	2023-24	2024-25	2025-26	Draft 2026-27	Budget Change
Salaries, national insurance & superannuation	72,660	80,057	81,700	94,300	12,600
Overtime	2,000	0	0	0	0
Wages	0	11,900	12,100	0	(12,100)
Training - External	520	500	500	0	(500)
Pension Lump Sum Contribution	4,280	0	0	0	0
Staff Costs	96,910	92,457	94,300	94,300	0
R & M Buildings	8,000	8,000	8,000	8,000	0
R & M Plant	500	1,100	1,100	0	(1,100)
Health and Safety at Work	500	500	500	0	(500)
Grounds Maintenance	6,120	20,620	20,600	1,700	(18,900)
Horticultural supplies				6,000	6,000
Tree maintenance including inspection				5,400	5,400
Electricity	4,710	1,900	2,000	5,800	3,800
Gas	5,660	7,000	7,400	2,000	(5,400)
Business Rates (N N D R)	10,970	10,000	10,200	11,000	800
Water & Sewerage	3,870	2,800	2,800	3,500	700
Skip Hire	2,000	1,800	1,800	5,700	3,900
Waste collection					0
Insurance				300	300
Security and Alarms	2,000	1,300	1,300	5,300	4,000
Premises Costs	44,330	55,020	55,700	54,700	(1,000)
R and M Vehicles	1,000	2,000	2,000	2,000	0
Gas Oil	1,000	1,000	1,000	1,000	0
Derv	100	100	100	100	0
Petrol	970	900	900	900	0
Insurance					0
Travelling Allowances	250	200	200	0	(200)
Plant & Machinery Costs	4,820	4,200	4,200	4,000	(200)
Printing and Stationery	0	0	0	200	200
Postages	200	200	200	0	(200)
Mobile Rentals & Calls	0	0	0	400	400
Consultant and Professional Fees	3,600	2,500	2,500	0	(2,500)
Uniform/Protective Clothing	400	700	700	300	(400)
Management Agreements/Expenses	14,620	15,000	15,300	11,800	(3,500)
Audit Fees	150	150	200	0	(200)
Equipment Tools and Materials	3,500	5,200	5,300	7,500	2,200
Equipment hire	1,000	0	0	0	0
Chemicals	180	0	0	0	0
Seeds & Plants	360	0	0	0	0
Burial Supplies	500	350	400	5,200	4,800
Plaques				600	600
IT software				1,600	1,600
Administration Costs	24,510	24,100	24,600	27,600	3,000
	170,570	175,777	178,800	180,600	1,800
Fees and Charges	(66,010)	(70,550)	(72,000)	(62,500)	9,500
Rents and Wayleaves - Exempt	(4,620)	(4,200)	(4,200)	(4,200)	0
Interest Received Gross - Exempt	(1,320)	0	0		0
	(71,950)	(74,750)	(76,200)	(66,700)	9,500
	98,620	101,027	102,600	113,900	11,300

Appendix B - Crematorium Budget

Description	2023-24	2024-25	2025-26	Draft 2026-27	Budget Change
Salaries, national insurance & superannuation	360,300	378,315	385,900	389,700	3,800
Overtime	12,000	7,000	7,100	9,100	2,000
Wages/Agency staff	14,500	28,500	29,000	27,000	(2,000)
Training - External	2,500	0	0	0	0
Pension Increase Acts Payments	170	170	200	200	0
Pension Lump Sum Contribution	29,520	29,520	29,500	29,500	0
Staff Costs	418,990	443,505	451,700	455,500	3,800
R & M Buildings	33,000	33,000	33,000	33,000	0
R & M Plant	26,000	26,000	26,000	26,000	0
Health and Safety at Work	500	500	500	500	0
Grounds Maintenance	15,000	15,000	15,000	15,000	0
Electricity	70,750	70,750	70,800	40,000	(30,800)
Gas	78,500	75,000	75,000	60,000	(15,000)
Rent	110,000	110,000	110,000	110,000	0
N N D R	50,430	52,449	85,000	87,600	2,600
Water & Sewerage	3,500	4,450	4,500	4,500	0
Cleaning and Domestic Supplies	1,240	1,800	1,800	1,800	0
Contract Cleaners	10,080	9,800	10,000	13,400	3,400
Skip Hire	12,000	11,000	11,200	11,200	0
Security and Alarms	9,600	9,600	9,800	9,800	0
Premises Costs	420,600	419,349	452,600	412,800	(39,800)
Purchase of Plant	6,000	0	0	0	0
R and M Vehicles	1,000	1,000	1,000	1000	0
Gas Oil	0	110	100	100	0
Petrol	650	3,750	3,800	3800	0
Travelling Allowances	1,200	700	700	700	0
Plant & Machinery Costs	8,850	5,560	5,600	5,600	0
Printing and Stationery	1,500	2,000	2,000	2,000	0
Books and Publications	0	120	100	100	0
Postages	850	450	500	500	0
I.S. Maint & Hardware	11,000	10,000	10,000	10,000	0
I.S. Software	3,650	3,900	3,900	6,300	2,400
Medical Referee Reports	27,000	29,000	29,000	29,000	0
Hospitality	1,800	350	400	400	0
Uniform/Protective Clothing	1,300	1,300	1,300	1,300	0
Laundry	50	120	100	100	0
Subscriptions	1,500	1,500	1,500	1,500	0
Licences	1,000	0	0	0	0
Management Agreements/Expenses	88,430	88,700	88,700	82,600	(6,100)
Electronic Bank Charges	800	900	900	900	0
Audit Fees	250	130	100	100	0
Equipment Tools and Materials	25,000	17,000	17,000	17,000	0
Equipment Hire	600	4,000	4,000	4,000	0
Seeds and Plants	3,000	3,000	3,000	3,000	0
Purchasing Card Supplies Misc	1,800	1,800	1,800	0	(1,800)
Burial Supplies	15,000	15,000	15,000	15,000	0
Purchase of Memorial Tablets	15,000	15,000	15,000	36,000	21,000
Book of Remembrance	7,000	6,000	6,000	1,600	(4,400)
Rose and Plaques	300	300	300	0	(300)
Wesley Tributes - Obitus	26,500	0	0	0	0
Audio visual provision - Vivedia Obitus	0	46,900	46,900	48,700	1,800
Miscellaneous Expenditure	400	0	0	0	0
Payments to Contractors	750	750	800	0	(800)
Miscellaneous Agency Payments	20,000	0	0	0	0
Administration Costs	254,480	248,220	248,300	260,100	11,800
	1,102,920	1,116,634	1,158,200	1,134,000	(24,200)
Sale of Meals/Refreshments	(100)	(100)	(100)	0	100
Fees and Charges - Standard	(81,600)	(87,067)	(88,810)	0	88,810
Fees and Charges - Exempt	(1,264,500)	(1,349,222)	(1,376,206)	(1,636,600)	(260,394)
Donations	0	(250)	(250)	(200)	50
PV Feed in Tariff Generate	(1,170)	(2,000)	(2,000)	0	2,000
	(1,347,370)	(1,438,639)	(1,467,364)	(1,636,800)	(169,434)
	(244,450)	(322,005)	(309,164)	(502,800)	(193,634)

Currently, the Cemetery Budget 2026/27 shows a deficit of £113,900. If this deficit is apportioned on the basis of electorate, the funding will be met as follows:

Financed by Cemetery Deficit Contributions

	Electorate	Deficit £
YTC	22,928	87,067
YWPC	7,066	26,833
Total	29,994	113,900

Electorate as at 1st October 2025 as advised by Electoral Services at Somerset Council

It is proposed that as the Reserve position as at 31st March 2025 is £405,345 the deficit will be met from the reserve.

Service Level Agreement (SLA)

Between Somerset Council and The Joint Burial Committee (Yeovil Town Council and Yeovil Without Parish Council)

1. Introduction

This Service Level Agreement (SLA) outlines the responsibilities and standards for the services provided by Somerset Council to the Joint Burial Committee, which oversees the operation of Yeovil Cemetery. The Burial Committee represents Yeovil Town Council (90% ownership) and Yeovil Without Parish Council (10% ownership).

This agreement is subject to Somerset Council's Financial Regulations, Procurement Rules, and ICT Policies. The services outlined herein are provided for the fees detailed in Appendix A.

2. Financial Services

Somerset Council will provide the following financial services:

- Setting and monitoring of budgets
 - Closing of accounts
 - Production of full financial statements of accounts
 - Provision of any other necessary financial assistance
 - Administration and advice on asset maintenance.
-

3. Audit Services

Somerset Council shall perform periodic audits of the systems in place at the Cemetery to ensure compliance, accuracy, and transparency.

4. Cashiering / Miscellaneous Income

- Fees collected at the Crematorium will be entered onto the cash receipting system.
 - Invoices will be raised as requested by the Burial Committee where required.
-

5. Payroll Services

Somerset Council shall:

- Collect and input payroll data
- Administer all temporary and permanent variations
- Process salary payments

- Provide an accessible advice service on tax, national insurance, and pensions
 - Issue all year-end information to employees, HMRC, and relevant bodies
 - Ensure compliance with statutory legislation
-

6. People Services

Somerset Council will:

- Provide support on all personnel-related matters
 - Assist with recruitment processes
 - Offer advice on conditions of service, employment policies, and practices
-

7. Health and Safety (Safety Officer)

Somerset Council will:

- Provide health and safety advice
 - Conduct periodic visits to each establishment to ensure compliance and identify potential issues.
-

8. Grounds Maintenance Services

Somerset Council shall deliver enhanced grounds maintenance services at Yeovil Cemetery to maintain a respectful, tidy, and safe environment appropriate for public visitation and remembrance. Services will include, but are not limited to:

Grass Cutting

- All grassed areas, including grave plots, walkways, and verges, will be cut every 10–14 days during the growing season (March–October), weather permitting.
- Grass will be trimmed around headstones and fixed memorials during each visit.
- Arisings will be removed or appropriately dispersed.

Hedge Trimming

- Hedges will be trimmed at least twice annually (early spring and late autumn).
- Trimming will ensure unobstructed pathways and access.

Litter Collection

- Litter bins will be emptied weekly, with increased frequency during high-usage periods.
- General litter, dead flowers, and debris will be collected at least twice weekly and daily during peak periods.

Pathway and Hard Surface Maintenance

- Hard surfaces will be cleared of moss, weeds, and debris monthly or more frequently if needed.
- Key paths will be gritted during icy conditions.

Tree Maintenance

- Trees will be inspected annually by a qualified arboriculturist.
- A schedule of works will be produced and delivered based on inspections.
- All inspections and work information will be kept on the Council's tree database.
- Deadwood and hazards will be managed proactively.
- Emergency response to fallen or dangerous trees within 24 hours of notification.

Floral Beds and Shrubs

- Two seasonal displays per year (spring and summer).
- Shrubs pruned annually and maintained as needed.

Memorial Area Cleanliness

- Overgrowth near memorials controlled during grounds visits.
- Memorial cleaning is excluded unless separately arranged.

All grounds work will be conducted respectfully and professionally to uphold the dignity of the cemetery.

9. Grave Digging Services

- Somerset Council shall provide grave digging services for both full interments and cremated remains.
- Graves shall be prepared to the correct depth, location, and safety standards in line with the latest Institute of Cemetery and Crematorium Management (ICCM) and Health and Safety Executive (HSE) guidelines.
- Spoil will be managed sensitively, and the area restored promptly following each burial.
- All grave digging staff will be suitably trained and appropriately supervised.

10. Memorial Safety Testing

- Somerset Council shall be responsible for a regular program of memorial safety testing in accordance with best practice and national guidance.
- All memorials shall be inspected on a rolling five-year basis.
- Testing shall be carried out by trained personnel, with temporary safety measures applied where immediate risks are identified.

- Clear records of inspections, results, and actions taken shall be maintained and made available to the Burial Committee.
 - Memorial owners shall be notified of unsafe memorials and given appropriate advice and support regarding repairs.
-

11. Legal Services

Somerset Council will provide legal advice as required by the Burial Committee.

12. Insurance

Somerset Council will:

- Insure the cemetery buildings and contents under the most cost-effective policy
 - Manage and progress claims with insurance companies on behalf of the Burial Committee
-

13. Property Services

Somerset Council shall:

- Provide plans, bills of quantity, and specifications for reactive maintenance and capital works.
 - Estimate costs for proposed projects
 - Supervise works in an architectural capacity when instructed
-

14. Annual Price Adjustment (RPI Clause)

The fees payable by the Joint Burial Committee to Somerset Council for the services outlined in this agreement shall be subject to an annual review and adjustment in line with the Retail Price Index (RPI) as published by the Office for National Statistics.

The adjustment shall take effect on the 1st of April each year and shall be based on the RPI figure published in October of the preceding year. In the event that RPI is replaced by another official inflation measure, the replacement index shall be used.

The revised fees will be confirmed in writing by Somerset Council no later than 1st February each year.

15. Review and Monitoring

This SLA will be reviewed annually or at the request of either party. Performance against the agreed service standards will be monitored by the Burial Committee.

Signed on behalf of Somerset Council:

Name: _____ Position: _____ Date: _____

Signed on behalf of The Joint Burial Committee:

Name: _____ Position: _____ Date: _____

Appendix A: Schedule of Fees (To be attached)

**Service Level Agreement between
Somerset Council and the Joint Burial Committee
Period covered: 1st April 2026 to 31st March 2027**

**Appendix E - Schedule of
Charges SLA**

<u>Cemetery</u>	24/25 Budget	25/26 Budget	26/27 Budget	Budget Change
	£	£	£	£
Audit	320	325	337	12
Cashiering	157	160	166	6
Financial Services	4,167	4,238	4,399	161
Horticultural Services (Streetscene)	3,940	4,019	0	(4,019)
Insurance	1,554	1,632	1,694	62
IS Services	465	473	491	18
Legal	295	300	311	11
Payroll	275	280	291	11
Personnel	538	547	568	21
Property Services	2,885	2,934	3,045	111
Safety Officer	397	404	419	15
Total	14,993	15,312	11,722	(3,590)

<u>Crematorium</u>	24/25 Budgets	25/26 Budgets	26/27 Budget	Budget Change
	£	£	£	£
Audit	1,012	1,029	1,068	39
Cashiering	497	505	524	19
CC Mgmt.	12,400	12,611	13,090	479
Financial Services	16,700	16,984	17,629	645
Horticultural Services	27,753	28,225	29,298	1,073
Insurance	7,641	8,023	8,328	305
IS Services	2,170	2,207	2,291	84
Legal	937	953	989	36
Payroll	871	886	920	34
Personnel	1,701	1,730	1,796	66
Property Services	5,100	5,187	5,384	197
Safety Officer	1,191	1,211	1,257	46
Total	77,973	79,551	82,574	3,023

<u>Summary</u>	24/25 Budgets	25/26 Budgets	26/27 Budget	Budget Change
	£	£	£	£
Audit	1,332	1,012	1,012	0
Cashiering	654	1,012	1,012	0
CC Mgmt.	12,400	12,611	13,090	479
Financial Services	20,867	21,222	22,028	806
Horticultural Services	31,693	32,244	29,298	(2,946)
Insurance	9,195	9,655	10,022	367
IS Services	2,635	2,680	2,782	102
Legal	1,232	1,253	1,301	48
Payroll	1,146	1,166	1,210	44
Personnel	2,239	2,277	2,364	87
Property Services	7,985	8,121	8,430	309
Safety Officer	1,588	1,615	1,676	61
Total	92,966	94,868	94,224	(644)

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Somerset Council and the Joint Burial Committee
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Department	Service Provided	Existing Charge 2025/26 Includes VAT, where applicable £	Proposed Charge 2026/27 Includes VAT, where applicable £	Increase £	Increase %	Statutory / Discretionary
Bereavement Services	Cremation					
Bereavement Services	Cremation of the body of a child under 18 years	No fee	No fee	No change	No change	
Bereavement Services	Cremation of body parts	No fee	No fee	No change	No change	
Bereavement Services	Early Direct Cremation 8.00am, 8:15am, 8:30am or 8:45am (no attendance)	531.00	551.20	20.20	3.8%	Discretionary
Bereavement Services	Early Chapel time 9.00am or 9.30am*	862.00	894.80	32.80	3.8%	Discretionary
Bereavement Services	Cremation of the body whose age exceeds 18 years (10am – 4pm)*	1,030.20	1,069.40	39.20	3.8%	
Bereavement Services	Extended 1 hour chapel service	1,340.00	1,391.00	51.00	3.8%	Discretionary
Bereavement Services	Chapel attendant pall-bearing fee (prior arrangement only)					
Bereavement Services	Early delivery of coffin in advance of a service	70.00	72.70	2.70	3.8%	Discretionary
Bereavement Services	Same day collection of cremated remains (prior arrangement only)	80.00	83.10	3.10	3.8%	Discretionary
Bereavement Services	Overrunning of chapel time 5 minutes or more	£80 per 5 minutes	£80 per 5 minutes	N/A	N/A	Discretionary
Bereavement Services	service)	-	-	Fee Removed		
Bereavement Services	Cremated Remains					
Bereavement Services	Purchase of scatter tube (large)	27.30	28.40	1.10	3.8%	Discretionary
Bereavement Services	Purchase of scatter tube (small)	13.10	13.60	0.50	3.8%	Discretionary
Bereavement Services	Purchase of rose casket	89.40	92.80	3.40	3.8%	Discretionary
Bereavement Services	Purchase of willow casket	82.80	86.00	3.20	3.8%	Discretionary
Bereavement Services	Holding of cremated remains after 6 Weeks (fee per month or part thereof).	54.50	56.60	2.10	3.8%	Discretionary
Bereavement Services	Interment of Cremated Remains					
Bereavement Services	Witnessed interment in Garden of Rest, or scattering in woodland	106.80	110.90	4.10	3.8%	Discretionary
Bereavement Services	Interment in any purchased grave (witnessed or un-witnessed)	219.10	227.50	8.40	3.8%	Discretionary
Bereavement Services	Exclusive Rights of Burial					
Bereavement Services	Burial cremation	included in Purchase of G	included in Purchase of Grave Rights			Discretionary
Bereavement Services	Burial Right - Child	included in Purchase of G	included in Purchase of Grave Rights			Discretionary
Bereavement Services	Purchase of Grave Rights					
Bereavement Services	50 years	1,124.90	1,167.70	42.80	3.8%	Discretionary
Bereavement Services	75 Years	1,401.70	1,455.00	53.30	3.8%	Discretionary
Bereavement Services	100 years	1,582.70	1,642.90	60.20	3.8%	Discretionary
Bereavement Services	Additional fee for pre-purchasing graves					
Bereavement Services	Taunton & Wellington Cemetery Only:					
Bereavement Services	Cremated remains grave (50 years)	861.10	893.90	32.80	3.8%	Discretionary
Bereavement Services	Cremated remains grave (75 years)	1,014.80	1,053.40	38.60	3.8%	Discretionary
Bereavement Services	Cremated remains grave (100 years)	1,168.50	1,213.00	44.50	3.8%	Discretionary
Bereavement Services	Interments in Full Burial Graves					
Bereavement Services	For the body of a person whose age exceeds 18 years:					
Bereavement Services	at SINGLE depth	939.80	975.40	35.60	3.8%	Discretionary
Bereavement Services	at DOUBLE depth	1,102.00	1,143.90	41.90	3.8%	Discretionary
Bereavement Services	at TREBLE depth	1,244.80	1,292.20	47.40	3.8%	Discretionary
Bereavement Services	Burial in Natural Burial Cope	1,247.00	1,294.40	47.40	3.8%	Discretionary
Bereavement Services	Additional charge for burial (within 48 hours)	454.50	471.80	17.30	3.8%	Discretionary
Bereavement Services	Other Fees & Charges					
Bereavement Services	Burial service in Crematorium Chapel	260.50	270.40	9.90	3.8%	Discretionary
Bereavement Services	service)	69.80	72.50	2.70	3.8%	Discretionary
Bereavement Services	Transfer of Exclusive Rights of Burial	95.90	99.60	3.70	3.8%	Discretionary
Bereavement Services	Lifting & levelling tablets and headstones	81.80	85.00	3.20	3.8%	Discretionary
Bereavement Services	Turfing grave (one-off) including levelling & new turfs	55.60	57.90	2.30	4%	Discretionary
Bereavement Services	Grave maintenance:					
Bereavement Services	Exhumation of a full interment (depending on depth)	4,034.10	4,187.40	153.30	3.8%	Discretionary
Bereavement Services	Exhumation of Cremated Remains	381.50	396.00	14.50	3.8%	Discretionary
Bereavement Services	Memorials & Inscriptions					
Bereavement Services	Note: Memorials & inscriptions may only be placed on a purchased grave					
Bereavement Services	In any "Traditional" Section:					
Bereavement Services	Flat stone or kerbstone	260.10	270.00	9.90	3.8%	Discretionary
Bereavement Services	Headstone up to 36" or cross with base, or a tablet	247.90	257.40	9.50	3.8%	Discretionary
Bereavement Services	Total surround including headstone	624.20	648.00	23.80	3.8%	Discretionary
Bereavement Services	Inscribed stone vase	91.80	95.30	3.50	3.8%	Discretionary
Bereavement Services	Slab or Ledger * this option is not available at Taunton Crematorium	439.60	456.40	16.80	3.8%	Discretionary
Bereavement Services	In any "Lawn" Section:					
Bereavement Services	Headstone up to 36" or cross with base	247.90	257.40	9.50	3.8%	Discretionary
Bereavement Services	In any "Monolith" Section:					
Bereavement Services	Headstone up to 4"	247.90	257.40	9.50	3.8%	Discretionary
Bereavement Services	Cremated Remains tablet or headstone up to 36"	247.90	257.40	9.50	3.8%	Discretionary
Bereavement Services	Each removal of memorial for additional inscriptions	91.80	95.30	3.50	3.8%	Discretionary
Bereavement Services	Re-fixing or making safe a memorial	91.80	95.30	3.50	3.8%	Discretionary
Bereavement Services	Miscellaneous Fees					
Bereavement Services	Certified extract from the register of burials	50.00	51.90	1.90	3.8%	Discretionary
Bereavement Services	Certified extract from the register of cremations	50.00	51.90	1.90	3.8%	Discretionary
Bereavement Services	Register search	34.70	36.10	1.40	3.8%	Discretionary
Bereavement Services	Refurbish pre-purchased wooden bench & plaque	255.00	264.70	9.70	3.8%	Discretionary
Bereavement Services	Costs for additional maintenance works unspecified within fees table per hour	50.00	51.90	1.90	3.8%	Discretionary
Bereavement Services	Obituary Music System					
Bereavement Services	Provision of audio recording	58.10	60.40	2.30	3.8%	Discretionary
Bereavement Services	Provision of DVD/USB	81.60	84.80	3.20	3.8%	Discretionary
Bereavement Services	Webcast of live service	86.70	90.00	3.30	3.8%	Discretionary
Bereavement Services	Webcast of live service & 28 day watch again	92.80	96.40	3.60	3.8%	Discretionary
Bereavement Services	Webcast and 28 day watch again and DVD/USB	132.60	137.70	5.10	3.8%	Discretionary
Bereavement Services	Provision of webcast & DVD / USB	113.20	117.60	4.40	3.8%	Discretionary
Bereavement Services	Subsequent copies of USB/DVD	25.50	26.50	1.00	3.8%	Discretionary
Bereavement Services	Video Book	77.50	80.50	3.00	3.8%	Discretionary
Bereavement Services	Memory Box	132.60	137.70	5.10	3.8%	Discretionary
Bereavement Services	Visual Tributes					
Bereavement Services	Extra Single Photo	30.60	31.80	1.20	3.8%	Discretionary
Bereavement Services	up to 25 photos simple slideshow	62.20	64.60	2.40	3.8%	Discretionary
Bereavement Services	26 - 50 photos simple slideshow	102.00	105.90	3.90	3.8%	Discretionary
Bereavement Services	51-100 photos simple slideshow	140.80	146.20	5.40	3.8%	Discretionary
Bereavement Services	up to 25 photos professional slideshow	102.00	105.90	3.90	3.8%	Discretionary
Bereavement Services	26 - 50 photos professional slideshow	124.40	129.20	4.80	3.8%	Discretionary
Bereavement Services	51 - 75 photos professional slideshow	152.00	157.80	5.80	3.8%	Discretionary
Bereavement Services	76 - 100 photos professional slideshow	174.40	181.10	6.70	3.8%	Discretionary
Bereavement Services	Tribute download	15.30	15.90	0.60	3.8%	Discretionary
Bereavement Services	Extra work charge	21.40	22.30	0.90	3.8%	Discretionary
Bereavement Services	(DVD or USB)	204.00	211.80	7.80	3.8%	Discretionary
Bereavement Services	Family supplied video	41.80	43.40	1.60	3.8%	Discretionary
Bereavement Services	Copy of tribute on USB stick/DVD	56.10	58.30	2.20	3.8%	Discretionary
Bereavement Services	Subsequent copies of USB/DVD	28.60	29.70	1.10	3.8%	Discretionary
Bereavement Services	Memorials					
Bereavement Services	miniature books:					
Bereavement Services	Two line inscription	86.70	90.00	3.30	3.8%	Discretionary
Bereavement Services	Five line inscription	110.20	114.40	4.20	3.8%	Discretionary
Bereavement Services	Five line inscription with flower	189.70	197.00	7.30	3.8%	Discretionary
Bereavement Services	Five line inscription with motif, badge, coat of arms etc.	216.20	224.50	8.30	3.8%	Discretionary
Bereavement Services	Eight line inscription	157.10	163.10	6.00	3.8%	Discretionary
Bereavement Services	Eight line inscription with flower	235.60	244.60	9.00	3.8%	Discretionary
Bereavement Services	Eight line inscription with motif, badge, coat of arms etc.	262.10	272.10	10.00	3.8%	Discretionary
Bereavement Services	Single panel	282.50	293.30	10.80	3.8%	Discretionary
Bereavement Services	Extension of lease for single panel per 5 year period	51.00	53.00	2.00	3.8%	Discretionary
Bereavement Services	Double panel	491.60	510.30	18.70	3.8%	Discretionary
Bereavement Services	Extension of lease for double panel per 5 year period	87.70	91.10	3.40	3.8%	Discretionary
Bereavement Services	Plaque (Shepton or Street)	64.30	66.80	2.50	3.8%	Discretionary
Bereavement Services	Memorial tablet without vase containing 25 letters	551.80	572.80	21.00	3.8%	Discretionary
Bereavement Services	Memorial tablet with vase containing 25 letters	648.70	673.40	24.70	3.8%	Discretionary
Bereavement Services	Provision of flower container in existing tablet	93.80	97.40	3.60	3.8%	Discretionary
Bereavement Services	Cost of renewal for 10 year period	298.90	310.30	11.40	3.8%	Discretionary

Bereavement Services	Cost of renewal for 5 year period	157.10	163.10	6.00	3.8%	Discretionary
Bereavement Services	Cost of renewal for 3 year period	97.90	101.70	3.80	3.8%	Discretionary
Bereavement Services	Cost of renewal for 1 year period	36.70	38.10	1.40	3.8%	Discretionary
Bereavement Services	Cost of each additional letter/number	5.10	5.30	0.20	3.8%	Discretionary
Bereavement Services	Refurbishment of current tablet	94.90	98.60	3.70	3.8%	Discretionary
Bereavement Services	Cast Bronze Memorial Plaque:					
Bereavement Services	Plaque Cost (5 Year Lease)	395.80	410.90	15.10	3.8%	Discretionary
Bereavement Services	Cost of renewal for 5 year period	208.10	216.10	8.00	3.8%	Discretionary
Bereavement Services	Cost of renewal for 3 year period	126.50	131.40	4.90	3.8%	Discretionary
Bereavement Services	Cost of renewal for 1 year period	51.00	53.00	2.00	3.8%	Discretionary
Bereavement Services	Refurbishment of current plaque	36.70	38.10	1.40	3.8%	Discretionary
Bereavement Services	Black Granite Plaque with Posy Holder (15 year lease):					
Bereavement Services	Plaque with text only	344.80	358.00	13.20	3.8%	Discretionary
Bereavement Services	Plaque with text and motif	382.50	397.10	14.60	3.8%	Discretionary
Bereavement Services	Plaque with photo	441.70	458.50	16.80	3.8%	Discretionary
Bereavement Services	Extension of lease per 5 year period	51.00	53.00	2.00	3.8%	Discretionary
Bereavement Services	Black Granite Plaque with Rose Bush (15 year lease):					
Bereavement Services	Plaque with text only	614.00	637.40	23.40	3.8%	Discretionary
Bereavement Services	Plaque with text & motif	649.70	674.40	24.70	3.8%	Discretionary
Bereavement Services	Plaque with photo	693.60	720.00	26.40	3.8%	Discretionary
Bereavement Services	Extension of lease per 5 year period	92.80	96.40	3.60	3.8%	Discretionary
Bereavement Services	Granite Bench Plaque (20 year lease):					
Bereavement Services	Plaque with text only	614.00	637.40	23.40	3.8%	Discretionary
Bereavement Services	Plaque with text & motif	649.70	674.40	24.70	3.8%	Discretionary
Bereavement Services	Plaque with photo	693.60	720.00	26.40	3.8%	Discretionary
Bereavement Services	Extension of lease per 5 year period	92.80	96.40	3.60	3.8%	Discretionary
Bereavement Services	Vase Holder Plaque (15 year lease):					
Bereavement Services	Plaque with text only	469.20	487.10	17.90	3.8%	Discretionary
Bereavement Services	Plaque with text & motif	504.90	524.10	19.20	3.8%	Discretionary
Bereavement Services	Plaque with photo	566.10	587.70	21.60	3.8%	Discretionary
Bereavement Services	Extension of lease per 5 year period	92.80	96.40	3.60	3.8%	Discretionary
Bereavement Services	Barbican remembrance plaque (15 year lease):					
Bereavement Services	Natural slate plaque in Memorial Walkway	453.90	471.20	17.30	3.8%	Discretionary
Bereavement Services	Woodland Memorial Boardwalk Inscription (10 year lease):					
Bereavement Services	Engraved inscription on memorial tread of boardwalk (carried out in house)	239.70	248.90	9.20	3.8%	Discretionary
Bereavement Services	Mushroom plaque (10 year lease):					
Bereavement Services	Engraved inscription on cast bronze plaque in woodland and copse	212.20	220.30	8.10	3.8%	Discretionary
Bereavement Services	Wishing Well Plaque:					
Bereavement Services	Plaque with text only in Woodland Memorial	453.90	471.20	17.30	3.8%	Discretionary
Bereavement Services	Vault Options (Available in Taunton Cemetery & Crematorium only):					
Bereavement Services	Sanctum above ground vault for 75 years	1,412.70	1,466.40	53.70	3.8%	Discretionary
Bereavement Services	Family Sanctum above ground vault for 75 years	2,581.60	2,679.80	98.20	3.8%	Discretionary
Bereavement Services	Double leaf above ground vault for 75 years	1,412.70	1,466.40	53.70	3.8%	Discretionary
Bereavement Services	Single leaf above ground vault for 75 years	1,000.62	1,038.70	38.08	3.8%	Discretionary
Bereavement Services	Vase holder (leaf vault only)	232.60	241.50	8.90	3.8%	Discretionary
Bereavement Services	Inscription on vault (incl. 80 characters)	172.40	179.00	6.60	3.8%	Discretionary
Bereavement Services	Additional charge for each additional characters on vault	3.05	3.20	0.15	3.8%	Discretionary
Bereavement Services	Standard design on vault	61.20	63.60	2.40	3.8%	Discretionary
Bereavement Services	Photo Plaque	112.20	116.50	4.30	3.8%	Discretionary
Bereavement Services	Niche Options (Available in Wellington Cemetery Only):					
Bereavement Services	Sanctum Columbarium Niche for 75 years	1,412.70	1,466.40	53.70	3.8%	Discretionary
Bereavement Services	Children's Garden Memorial Options (18 year lease)					
Bereavement Services	Note: Taunton Cemetery & Crematorium Only					
Bereavement Services	Baby cast bronze memorial plaque	109.10	113.30	4.20	3.8%	Discretionary
Bereavement Services	Granite pedestal plaque*	148.90	154.60	5.70	3.8%	Discretionary
Bereavement Services	Teddy pedestal plaque *	148.90	154.60	5.70	3.8%	Discretionary
Bereavement Services	Elle elephant columbarium niche*	275.40	285.90	10.50	3.8%	Discretionary
Bereavement Services	*Standard design in addition to inscription	53.00	55.10	2.10	3.8%	Discretionary

Yeovil Cemetery

Committee Report

01/07/25 – 31/10/25

Submitted by; John Ranger

Monthly Figures

Month	August	September	October	November
New Graves	2	0	0	2
Re-Opened Graves	1	1	0	0
Cremated Remains	3	0	0	4

Remaining Grave Space

Single Plots 22

Side by Side Plots 8 (Potentially 16 single graves)

Cemetery Road

Since our last discussion regarding the condition of certain areas of the Cemetery Road back in October 24, I can report the situation has only become worse and with other areas of the road now presenting signs of disrepair. Upon the Town Councils advice, Somerset Council placed laminated A4 warning signage near the affected areas. It is perceived evident that we have now reached a point where this is a totally inadequate health and Safety solution. We are constantly receiving complaints from pedestrians and vehicle owners alike and it can only be a matter of time before we are dealing with injuries and claims due to the current nature of the road within Yeovil Cemetery.

Interventions

Option 1

Fell trees, remove roots from road and re-tarmac.

This estimated cost for this option is £40,000 – £50,000

Total Cost; £40,000 - £50,000

Option 2

Highlight the affected areas with Paint [White or Yellow] in a diagonal formation;

Various areas to be yellow cross hatched for H&S £1000.00

OOH fee @ 20%

Subtotal

Plus, VAT @ 20% £1000.00

Total £1000.00

Signage £1500 - £2000

Total Cost; £800 - £1000

Option 3

Resurface all effected areas of the road within Yeovil Cemetery. £13000 – £15000

Signage in raised areas £1500 - £2000

Total Cost; £14500 – £17000

Boundary Wall [Guidance Required]

A complaint has been received from a resident, who owns a property in Westfield Grove that borders the Cemetery boundary. The complainant claims that they have been to the Town Hall and had it confirmed that the retaining wall belongs to Yeovil Town Council.



The November 23 report to the committee highlighted a complaint received from a resident

regarding a retaining wall that sits just outside the Cemetery boundary fence backing onto properties at Westfield Grove.

I have Contacted the Town Council to establish whether this wall falls within the boundaries of the Cemetery. I was informed that all necessary boundary plans had been given to the Crematorium in years previous and I was to look there. I

have now exhausted every avenue in trying to track down these apparent documents. Further support is required from the Town Council in regard to this matter as this wall backs into family gardens and continues to present Health and Safety concerns.

Yeovil Crematorium

Committee Report

01/07/25 – 31/10/25

Submitted by; John Ranger

Monthly Figures

The figures displayed are calculated against a 4-year average

Month	July	August	September	October
Number of Cremations	Down 4 %	Down 11%	Down 16%	Up 5%
KW Per Cremation	13% Below Average	15% Below Average	25% Below Average	10% Above Average
Gas Cost per Cremation (Inc CCL & VAT)	35% Below Average	30% Below Average	24% Below Average	29% Below Average

Team

Resignation of 1 full time member (37 Hours) . The position is currently being advertised.