

# Yeovil Crematorium & Cemetery Committee



**Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 14<sup>th</sup> July 2021 at 6:00pm held by video-conferencing using Zoom meeting software.**

## **Present:**

Nicola Clark	South Somerset District Council (Vice Chair)
Iris Coton	Yeovil Without Parish Council (from 6:16pm)
Pauline Lock	Yeovil Town Council
Tony Lock	Yeovil Town Council
Graham Oakes	South Somerset District Council (from 6:06pm)
Colin Rose	Yeovil Without Parish Council
Rob Stickland	South Somerset District Council (Chair)

## **In Attendance:**

Amanda Card	Yeovil Town Council Clerk / Clerk to the Committee
Dan Ledger	Yeovil Without Parish Council Clerk
Robert Orrett	Commercial Property, Land and Development Manager, South Somerset District Council
John Ranger	Specialist Operational Management – Bereavement Services, South Somerset District Council
Emily Wilce	Finance Specialist, South Somerset District Council

There were no members of the press or public present.

## **Public Comment**

*6:02pm - the meeting commenced.*

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### **(1) ELECTION OF CHAIR**

It was proposed by Cllr T Lock, and seconded by Cllr N Clark, that Cllr R Stickland be elected to serve as the Chair for the ensuing year.

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

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### **(2) ELECTION OF VICE-CHAIR**

It was proposed by Cllr R Stickland, and seconded by Cllr C Rose, that Cllr N Clark be elected to serve as the Vice-Chair for the ensuing year.

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

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### **(3) APOLOGIES FOR ABSENCE**

Cllr M Lock; Glenn Ford (Operational Section Lead – Cemetery) and Paula Taylor (Specialist and Operational Management – Bereavement Services).

**RESOLVED:** to accept the apologies

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### **(4) DECLARATION OF INTEREST**

There were no declarations made at this time.

**RESOLVED:** that the following would be an on-going declaration of interest:

<b>Councillor</b>	<b>Reason</b>	<b>Interest</b>
Cllr I Coton	Member of: Yeovil Without Parish Council	Personal
Cllr C Rose	Member of: Yeovil Without Parish Council Crematorium Board	Personal
Cllr P Lock Cllr M Lock Cllr G Oakes Cllr R Stickland	Member of: South Somerset District Council Yeovil Town Council Yeovil Without Parish Council	Personal
Cllr T Lock	Member of: South Somerset District Council Yeovil Town Council	Personal

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### **(5) MINUTES OF PREVIOUS MEETING**

**RESOLVED:** (1) that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 13<sup>th</sup> January 2021 be signed by the Chairman as a correct record; and (2) that the Terms of the Reference for this Committee be submitted as soon as possible.

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### **(6) CEMETERY AND CREMATORIUM OUTTURN REPORT 2020/21**

Emily Wilce, the Finance Specialist introduced herself.

The Committee considered the report from the Finance Specialist regarding the Draft Cemetery and Crematorium Outturn 2020/21.

**RESOLVED:** (1) to approve the draft Statement of Accounts; (2) to note the external examination report from Darkin – Miller – Chartered Accountants, is expected to be completed by the end of July 2021; to note that the balance of the deficit that occurred in the Cemetery’s budget has been transferred to the reserve; and (4) to note that the surplus on the Crematorium’s budget has been split with 11% transferred to Yeovil Without Parish Council reserve and 89% transferred to South Somerset District Council.

*6:06pm – Cllr G Oakes joined the meeting.*

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#### **(7) CEMETERY AND CREMATORIUM STATEMENT OF ACCOUNTS 2020/21**

The Committee considered the Statement of Accounts for Yeovil Cemetery and Crematorium 2020/21, prepared by Finance Specialist.

**RESOLVED:** to note the Statement of Accounts for Yeovil cemetery and Crematorium 2020/21.

*6:12pm – The Finance Specialist left the meeting and did not return.*

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#### **(8) UPDATE ON PERFORMANCE AT YEOVIL CEMETERY**

The Committee considered the report from the Operational Section Lead – Cemetery which was presented by Specialist Operational Management – Bereavement Services.

Cllr R Stickland commented about the works on the cemetery hedge that runs along the Fiveways Boundary, and that works should be kept to a minimum taking into account the possible acquisition of the Fiveways land.

**RESOLVED:** to note the report.

*6:16pm – Cllr I Coton joined the meeting.*

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#### **(9) GROUNDS CONDITIONS INVESTIGATION ON FIVEWAYS LAND**

The Committee considered the Grounds Conditions Investigation on Fiveways Land. It was stated that the report was quite technical.

The following questions were raised:

- When is the anticipated date that this investigation will be completed?
- Could an early indication be given as to whether the land was suitable for cemetery use? Since the investigation was not carried out to a 3m depth, does this affect the sample.

The Specialist Operational Management – Bereavement Services, stated that a risk assessment had been carried out in regard to the asbestos. It was suggested that further testing may be advisable for asbestos.

The Commercial Property, Land and Development Manager offered to assist the Clerk in the understanding of the document.

The Clerk will refer the questions back to the Earth Science Partnership.

**RESOLVED:** (1) to note the report; and (2) that the Clerk refer the questions raised back to Earth Science Partnership and feed the answers back to Members of the Committee once they have been received.

#### **(10) CREMATORIUM UPDATE**

The Committee considered the report from the Specialist Operational Management – Bereavement Services. He emphasised the commitment of his team who had divided into 2 teams to protect the service.

Members of the Committee were consulted about the ongoing provision of interring at Yeovil Crematorium.

**RESOLVED:** (1) to note the report; and (2) that the above ground interments were preferable but that in addition to being functional, the environment should be aesthetically pleasing on the eye..

#### **(11) STATISTICS**

The Committee considered the report of the Registrar/Administration Manager at the Crematorium.

**RESOLVED:** to note the report.

*6:47pm – the meeting closed.*

Signed: ..... (Chairman)

Date: .....

