

Yeovil Crematorium & Cemetery Committee



Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 8th March 2023 at 6:00pm at Town House, 19 Union Street, Yeovil.

Present:

Nicola Clark South Somerset District Council (Chair)
Ashley Richards Yeovil Town Council
John Snell Yeovil Without Parish Council

Present Virtually:

Rob Stickland South Somerset District Council

In Attendance:

Barbara Appleby Yeovil Without Parish Council Clerk
Amanda Card Yeovil Town Council Clerk/Clerk to the Committee
Glenn Ford Operational Section Lead – Cemetery
John Ranger Specialist Bereavement Services – South Somerset District Council

Public Comment

There was no public comment.

6:00pm - the meeting commenced.

(1) APOLOGIES FOR ABSENCE

Cllrs Jeny Snell and Rob Stickland (although joined virtually) and Paul Matravers (Lead Specialist – Finance, South Somerset District Council).

RESOLVED: to accept the apologies

(2) DECLARATION OF INTEREST

There were no declarations made at this time.

Councillor	Reason	Interest
Cllr N Clark	Member of: Somerset County Council South Somerset District Council	Personal
Cllr R Stickland	Member of: South Somerset District Council Yeovil Town Council Yeovil Without Parish Council	Personal
Cllr A Richards	Member of: Yeovil Town Council	Personal
Cllr J Snell	Member of: Yeovil Without Parish Council	Personal

(3) MINUTES OF PREVIOUS MEETING

The meeting scheduled for 11th January 2023 was not quorate and therefore did not take place.

RESOLVED: that the Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on 12th October 2022 be signed by the Chair as a correct record.

(4) CREMATORIUM UPDATE

The Bereavement Specialist at South Somerset District Council presented his report. He explained that cost of a cremation had historically included an interment fee. The interment fee had not previously been calculated separately. Out of the 1,700 cremations a year, between 300-400 interments are being carried out. He asked that that charge for interments be removed and a nominal fee of £29 for an interment be charged.

The Bereavement Specialist confirmed that the works at the crematorium have been paused and will be revisited upon vesting day (when the District Council and County Council transfer to Somerset Council).

The Clerk of Yeovil Without stated that she was waiting for a response from South Somerset District Council regarding the withdrawal of reserves and that the mechanism for making decisions regarding the Crematorium was not clear.

RESOLVED: (1) to note the report; and (2) to recommend to Yeovil Without Parish Council that £29 be removed from the cost of a cremation, and that a nominal fee of £29 be charged for an interment.

(5) CEMETERY UPDATE

The Operational Section Lead Cemetery introduced the report to the Committee. He informed the Committee that the Common Grave Programme was drawing to a close. The

issue of additional burial land was raised and suggestions regarding possible solutions were made Thanks was given to both the Bereavement Specialist and the Operation Section Lead Cemetery..

RESOLVED: to note the report

(6) IMPACT OF LOCAL GOVERNMENT REVIEW

The Clerk to the Committee read the following summary which was prepared by the Lead Specialist – Finance, South Somerset District Council concerning the impact of Somerset Council on this Committee.

“On the 1st April, there will be no change for the committee as a result of the Unitary Council. Existing SSDC Staff will transfer to the new Somerset Council and will continue to provide the same services to the committee.

It could be that the Specialist undertaking the work for the new Council and the committee may change, but ultimately in April the service will be the same. A Specialist or Accountant will continue to attend the committee meetings, present reports, answer questions and provide advice and support to the Burial service and committee.

We are currently reviewing current VAT arrangements with regard to the separate VAT registration that is held, in terms of whether the VAT incurred by the Burial Committee is able to be incorporated into the new Council’s VAT registration as opposed to having a separate VAT registration number.

This will be beneficial from an administrative perspective and potentially beneficial from a financial perspective. An update on this piece of work will be provided at the next committee.”

In addition, the Clerk raised the issue of the time of the receipt of the financial figures from South Somerset District Council so that Yeovil Town Council and Yeovil Without Parish Council could include their shares within the Annual Governance and Accountability Return. Somerset Council will have to prepare their accounts by 31st May so the problem of receiving figures late again should not occur.

The Clerk to the Committee had liaised with the Specialist – Democratic Services at South Somerset District Council regarding who would represent Somerset Council in future on this Committee. For 2023/24 the representative from Somerset Council would be: Cllrs N Clark; G Oakes and T Lock.

RESOLVED: to note the verbal report.

(7) MEMBERSHIP OF COMMITTEE

The Committee reviewed the Terms of Reference for the Yeovil Crematorium and Cemetery Committee. The Terms of Reference would need to be amended to reflect Somerset County

Councillors and officers rather than South Somerset District Council. There was debate in increasing the number of Councillors from Yeovil Without Parish Council.

RESOLVED: (1) that the Terms of Reference be amended to reflect Somerset County Councillors and officers rather than South Somerset District Council; and (2) to increase the membership of Yeovil Without Parish Council to 3 members.

(8) FORWARD PLAN

The Committee considered the Forward Plan. It was agreed that provision needed to be made for a tour of Yeovil Cemetery.

RESOLVED: to agree the Forward Plan with the addition of a tour of Yeovil Cemetery;’.

(9) ANY OTHER BUSINESS

Cllr N Clark thanked all the officers, she also thanked Cllr R Stickland as the Chair of the Committee and commitment as a representative of South Somerset District Council.

Cllr R Stickland thanked the Committee for their support whilst he was Chair. He did raise concerns about the lack of apologies for those who could not attend the meeting.

6:26pm – the meeting closed.

Signed: (Chair)

Date:

Yeovil Crematorium & Cemetery Committee



Terms of Reference

Purpose

The Yeovil Crematorium and Cemetery Committee has been appointed to consider the operations of the Yeovil Crematorium and Yeovil Cemetery and make recommendations to the appropriate Membership Authorities. Although a non-decision-making body, it may operate and make decisions within the budgets approved by the Membership Authorities.

Membership

The Yeovil Crematorium and Cemetery Committee will comprise:

- 3 x Councillors Somerset Council
- 3 x Councillors Yeovil Town Council
- 3 x Councillors Yeovil Without Parish Council
- 1 x Funeral Directors' Representative (co-opted non-voting)
- 1 x Clergy Representative (co-opted non-voting)

Officers

- Specialist – Bereavement Services, Somerset Council
- Specialist – Finance, Somerset Council
- Town Clerk – Yeovil Town Council
- Clerk – Yeovil Without Parish Council

Roles and Responsibilities

- To receive updates regarding Yeovil Crematorium
- To receive updates regarding Yeovil Cemetery
- To regularly receive budget monitoring reports for both Yeovil Crematorium and Yeovil Cemetery

- To receive the Outturn Position of both Yeovil Crematorium and Yeovil Cemetery
- To receive the Statement of Accounts for both Yeovil Crematorium and Yeovil Cemetery
- Consultees for operational decisions
- To recommend to South Somerset District Council, Yeovil Town Council and Yeovil Without Parish Council as appropriate the draft budget (October meeting) and final budget (January meeting) for the following year for both Yeovil Crematorium and Yeovil Cemetery
- To recommend to South Somerset District Council, Yeovil Town Council and Yeovil Without Parish Council as appropriate support or non-support for decisions for both financial and non-financial matters for both Yeovil Crematorium and Yeovil Cemetery.

Meetings

- There will be four meetings per year – January, April, July, October (however, it is likely that the April meeting will be cancelled in an election year)
- All meetings will be chaired by the Chairperson who will be elected each July.
- The Clerk to the Committee will be the Town Clerk of Yeovil Town Council.