

# Yeovil Crematorium & Cemetery Committee



**Minutes of the meeting of Yeovil Crematorium and Cemetery Committee held on Wednesday 9<sup>th</sup> 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.*

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## **(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.

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## **(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.

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

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

**RESOLVED:** to accept the apologies

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

There were no declarations made at this time.

<b>Councillor</b>	<b>Reason</b>	<b>Interest</b>
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

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

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

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*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
<b>Expenditure</b>	<b>177,777</b>	<b>131,421</b>	<b>-46,356</b>
Income	-74,750	-82,456	-7,706
<b>Net Expenditure</b>	<b>103,027</b>	<b>48,965</b>	<b>-54,062</b>

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
<b>Expenditure</b>	<b>1,116,634</b>	<b>901,294</b>	<b>-215,340</b>
Income	-1,438,639	-1,507,553	-68,914
<b>Net Expenditure</b>	<b>-322,005</b>	<b>-606,259</b>	<b>-284,254</b>

**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.

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**(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.

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**(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.

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**(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.

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**(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 10<sup>th</sup> December 2025.***

*7:01pm – The meeting closed.*

Signed: ..... (Chair)

Date: .....