



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

2 February 2021

Dear Councillor

I write to summon you to the meeting of **Joint Burial Board Committee** to be held on the Virtual Zoom Platform on **Tuesday 9th February 2021 at 6.00 pm**.

The meeting is open to members of the public and press. Members of the public and press wishing to attend the meeting require the following details:

Web link:

<https://us02web.zoom.us/j/82298020049?pwd=NVDaUC9oVDJ0KzN3V1hOQ0lvaEh-qQT09>

Meeting ID: 822 9802 0049

Password: 245347

Dial by your location: 0131 460 1196 United Kingdom

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely,

R Lane
Town Clerk

To Councillors:

B Samuels (Co-Chair) B Phillips D Yates B Jones (Co-Chair) S McKee M Wills	All other Councillors for information
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Observers:

D Fowell – PFS Funeral Director

R Parson Hub Manager – The Co-Operative Funeralcare

S Watt – Westcountry Funeral Services

Agenda

1. Announcements:
 - a. To confirm that all present can hear the proceedings.
 - b. Roll call of Members, Public and Press present.
 - c. To confirm the meeting is quorate.
 - d. Meeting procedure.
2. Recording of meetings - please notify the Chairman if you are intending to record this meeting.

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the Council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this especially if you are speaking or taking an active role.

3. Apologies.
4. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
 - c. To consider dispensations required.
5. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
6. To note and receive the minutes from the Joint Burial Board meeting held on Tuesday 13th October 2020 and Thursday 19th November 2020 as a true and correct record. (Pages 4 - 12)
7. Finance:
 - a. To receive the current Committee budget statement. (Page 13)
8. To ratify the COVID-19 Delegated Decision Register.

Ref No.	Details	Decision Agreed	Committee	Sub Committee
	None.			

9. Health & Safety.
10. To consider Risk Management reports as may be received.
11. Correspondence.
12. To receive a report from the Service Delivery Department. (Page 14)
13. To further consider the PCC registration of the Churchyard as closed.
14. To note that the PCC site meeting to consider wildflower planting and grass cutting schedules with interested parties has been postponed due to Covid-19 restrictions.
15. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary).
16. To consider any items referred from the main part of the agenda.
17. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
18. Urgent non-financial matters brought forward at the discretion of the Chairman.
19. Press and social media releases.

Date of next meeting: Tuesday 8th June 2021 at 6:00p.m.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board held on the virtual platform Zoom on Tuesday 13th October 2020.

PRESENT: Councillors: J Dent, B Phillips, A Pinckney – Co-Chairman, B Samuels, M Wills - St Stephens PCC, S McKee - St Stephens PCC

ALSO PRESENT: R Lane - Town Clerk, Nicola Symons – Receptionist/Mayors Secretary, Sonia Emmett – Finance Officer, 3 Members of the Public, Councillors: David Yates, G Challen.

APOLOGIES: None

ANNOUNCEMENTS:-

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Town Clerk informed all attendees of the meetings procedures.

01/20/21 TO APPOINT A CO-CHAIRMAN

It was **RESOLVED** to defer to the next meeting.

02/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

The Finance Officer informed the Chair she will be recording the meeting for the purposes of setting the budget for 2021/22.

03/20/21 APOLOGIES

None.

04/20/21 DECLARATIONS OF INTEREST

- a. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason
None			

05/20/21 QUESTIONS FROM THE PUBLIC

None.

06/20/21 HEALTH AND SAFETY

No report.

07/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

No report.

08/20/201 TO RECEIVE A REPORT FROM THE CEMETERY WARDEN

It was **RESOLVED** to note.

09/20/21

FINANCE

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- b. To set the budget for 2021/22.

Councillor Pinckney proposed to defer the budget. Councillor B Samuels seconded Councillor Pinckney's proposal.

It was **RESOLVED** that the budget for 2021/22 (as attached) be deferred to an Extraordinary Joint Burial Board meeting in order that the Finance Officer may establish more accurate staffing cost expenditure figures.

- c. To set the fees and charges for 2021/22.

Councillor Phillips proposed to approve the recommendations provided by the Finance Officer. Councillor Pinckney seconded Councillor Phillips' proposal.

The fees and charges be increased by 0.6% C.P.I.

1. Re-opening / Interment of a body (Saltash residents) cost from £678 to £686.
2. Re-opening / Burial of cremated remains (Saltash residents) cost from £323 to £327.
3. Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. Those wishing to appeal against the changes can do so by writing to the Co-Chairman of the Joint Burial Board Committee.
4. Bench Maintenance, suggested donation of £108 at time of application.
5. Bench Cost and installation, price on application.

It was **RESOLVED to** recommend the fees and charges for 2021/22 to the Policy and Finance Committee.

10/20/21

TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

CORRESPONDENCE

- a. To receive a letter of resignation from Reverend Cathy Sigrist.

It was **RESOLVED** to note.

- b. To receive a letter of thanks from a resident regarding hedges, roundabouts and road side verges.

It was **RESOLVED** to note.

- c. To receive letters of concern from residents regarding grass cutting, maintenance and wildflowers at St Stephens Churchyard.

Councillor Dent proposed the Committee meet with relevant parties to reach an appropriate solution. Councillor Pinckney seconded Councillor Dent's proposal.

It was **RESOLVED** that:

1. PCC provide a list of suggested areas suitable for wildflower growth.
 2. Members to meet with interested parties to view suitable areas and report back at next meeting.
 3. To check SLA and standards required based on Joint Burial Board requirements and report back at next meeting.
- d. To receive a letter from a resident regarding tree roots and fly tipping at St Stephens Churchyard.

Councillor Phillips proposed that the Service Delivery Department further investigate. Councillor Pinckney seconded Councillor Phillips' proposal.

It was **RESOLVED** that:-

1. The Service Delivery Manager meet with the Tree Surgeon to discuss options.
2. The Service Delivery Manager liaise with Cllr Phillips reference issues regarding Fly Tipping.

- e. To receive a letter from a resident to review the Service Level Agreement and planned maintenance at St Stephen's Churchyard to allow wildflowers to grow and seed.

Councillor Dent proposed to meet with relevant parties to reach an appropriate solution. Councillor Pinckney seconded Councillor Dent's proposal.

It was **RESOLVED** to invite the resident to a meeting of interested parties to consider the letter in detail.

12/20/21 TO APPROVE THE TERMS OF REFERENCE
(Pursuant to P&F held on 25.02.20 minute no.157/19/20)

It was **RESOLVED** to approve the Terms of Reference.

13/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

14/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

15/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

16/20/21 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

None.

17/20/21 PRESS AND SOCIAL MEDIA RELEASES

None.

18/20/21

DATE OF NEXT MEETING

Extraordinary Meeting - TBC

Rising at 7.08 pm

Signed _____
Chairman

Dated _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Extraordinary Joint Burial Board held on the virtual platform Zoom on Thursday 19th November 2020.

PRESENT: Councillors: J Dent, B Phillips, D Yates – Co-Chairman (part), B Samuels – Co-Chairman (part), M Wills - St Stephens PCC, B Jones – Church Warden St Stephens

ALSO PRESENT: R Lane - Town Clerk, Nicola Symons – Receptionist/Mayors Secretary, Sonia Emmett – Finance Officer

APOLOGIES: None

In the absence of any elected co-chairman it was agreed Councillor Yates Chair the meeting.

ANNOUNCEMENTS: -

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Town Clerk informed all attendees of the meetings procedures.

19/20/21 CO-CHAIRMAN TO BE APPOINTED BY STC MEMBERS. (Pursuant of JBB held on 13.10.20 minute no. 01/20/20)

Councillor Dent proposed Councillor B Samuels, Councillor Phillips seconded Cllr Dent's proposal.

Following a vote of STC board members it was **RESOLVED** to appoint Councillor B Samuels as the STC Co-Chairman of the Joint Burial Board Committee.

Councillor B Samuels in the Chair.

20/20/21 CO-CHAIRMAN TO BE APPOINTED BY ST STEPHENS

In the absence of an incumbent Vicar it was agreed by the PCC that Mr B Jones, Church Warden be the St Stephens Co-Chairman.

**21/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN
IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

22/20/21 DECLARATIONS OF INTEREST

- a. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason
None			

23/20/21 FINANCE

- a. To set the Joint Burial Board Committee budgets for the year 2021/2022.

Councillor Dent proposed to approve the Joint Burial Board Committee budget for 2021/2022. Councillor Phillips seconded.

Following a vote of STC board members.

It was resolved to **RECOMMEND** to the Policy and Finance Committee to approve the Joint Burial Board budget for 2021/2022 as attached.

It was noted it had been resolved to recommend the fees and charges for 2021/22 to the Policy and Finance Committee.at the meeting held on 13th October 2020.

24/20/21

DATE OF NEXT MEETING

Tuesday 9th February 2021 at 6:00 p.m.

Rising at 6:26pm

Signed _____
Chairman

Dated _____

Joint Burial Board Committee - Burial Board Budget
Saltash Town Council
As at 1st February 2020

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Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds to Receive/ Available to Date 2020/21	Notes
Operating Income							
Burial Board Income							
4600 BB Cemetery Fees (St. Stephens)	8,426	0	0	10,200	11,916	(1,716)	
4605 BB SLA Payment Grass Cutting	0	0	0	0	550	(550)	
4613 BB Memorial Bench Income - St. Stephens	0	0	0	0	689	(689)	
Total Burial Board Income	8,426	0	0	10,200	13,155	(2,955)	
Total Operating Income	8,426	0	0	10,200	13,155	(2,955)	
Operating Expenditure							
Burial Board Expenditure							
6100 BB Petrol	247	0	0	750	202	548	
6101 BB Machinery Maintenance Costs	389	0	0	1,177	608	569	
6103 BB Health & Safety	0	0	0	267	304	(37)	
6104 BB General Site Maintenance	719	0	0	1,509	430	1,079	
6105 BB Fire Extinguishers	0	0	0	107	85	22	
6106 Miscellaneous Costs	14	0	0	0	0	0	
6107 BB Hand Tool Costs	114	0	0	0	0	0	
6108 BB Tree Survey & Tree Maintenance	198	0	0	3,212	0	3,212	
Total Burial Board Expenditure	1,681	0	0	7,022	1,628	5,394	
Burial Board Staffing Expenditure							
Burial Board Staff Expenses	313	0	0	619	210	409	
6670 ST BB Staff Training (St. Stephens)	580	0	0	700	27	673	
Burial Board Staffing Costs	30,982	0	(7,656)	33,699	22,823	3,220	
Total Burial Board Staffing Expenditure	31,874	0	(7,656)	35,018	23,060	4,302	
Burial Board Operating Expenditure	33,555	0	(7,656)	42,040	24,689	9,695	
Burial Board Operating Surplus/ (Deficit)	(25,129)	0	7,656	(31,840)	(11,534)	(12,650)	

Account	Actual Received/ Spend 2019/20	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2020/21	Budget 2020/21	Actual Received/Spend YTD 2020/21	Actual Funds to Receive/ Available to Date 2020/21	Notes
1. EMF Expenditure							
6170 BB EMF Repairs to Cemetery Wall	14,580	920	0	0	0	920	
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,138	0	662	0	2,800	
Total EMF Expenditure	14,580	3,058	0	662	0	3,720	

Notes

£7,656 vired from Burial Board Staffing to Service Delivery Staff Contingency to cover temp fees.

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