



Saltash Town Council

Konsel An Dre Essa



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

6 October 2021

Dear Councillor

I write to summon you to the **Meeting of the Burial Authority Committee** to be held at the Guildhall on **Tuesday 12th October 2021 at 6.30 pm or upon the rising of the Joint Burial Board Committee.**

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, to be mindful and respect others space and to consider their own unique circumstances before attending.

The meeting is open to the public and press. 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,

C Cook
Locum Town Clerk

To Councillors:

Essa	Tamar	Trematon
R Bickford	L Challen	S Miller
R Bullock	J Dent	B Samuels
G Challen	S Gillies	G Taylor
M Griffiths	S Martin	D Yates
S Lennox-Boyd	J Peggs	
Vacancy	P Samuels	

Agenda

1. Health and Safety Announcements
2. To elect a Chair
3. To elect a Vice Chair
4. Apologies.
5. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Locum Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. 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.
7. To receive and approve the minutes from the Burial Authority meeting held on Tuesday 6th October 2020 as a true and correct record. (Pages 4 - 7)
8. Finance:
 - a. To receive the current Committee budget statement. (Page 8)
 - b. To set the Burial Authority budget for 2022/23 (Page 9)
 - c. To set the fees and charges for 2022/23. (Page 10)
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 11)
13. To receive a report and consider the provision and maintenance of Memorial Benches (Pages 12 - 15)
(Pursuant to P&F held on 7.09.21 minute nr. 72/21/22)
14. To receive, consider and approve the Memorial Bench application form and amendments to the Management Policy and Regulations (Pages 16 - 20)
15. To receive, consider and approve the Rose Bush Memorial Application Form (Pages 21 - 24)

16. 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).
17. To consider any items referred from the main part of the agenda.
18. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
19. To consider urgent non-financial items at the discretion of the Chairman.
20. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: To be confirmed.