

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of Burial Authority Committee held at the Guildhall on Tuesday 12th October 2021 at 6.30 pm

**PRESENT:** Councillors: R Bullock, J Dent (Chairman), M Griffiths, S Lennox-Boyd, J Peggs, B Samuels (Vice-Chairman) and P Samuels.

**ALSO PRESENT:** C Cook (Locum Town Clerk), R Enticknap (Service Delivery Manager), S Emmett (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bickford, G Challen, L Challen, S Gillies, S Martin, S Miller, G Taylor and D Yates.

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The Mayor Councillor P Samuels in the Chair.

#### **1/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

The Mayor informed those present of the actions required in the event of a fire or emergency.

#### **2/21/22 TO ELECT A CHAIR**

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Dent as Chairman of the Burial Authority Committee.

#### **3/21/22 TO ELECT A VICE CHAIR**

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to elect Councillor B Samuels as Vice Chairman of the Burial Authority Committee.

#### **4/21/22 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.

None.

b. Locum Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**5/21/22**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/21/22**      **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON TUESDAY 6TH OCTOBER 2020 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Burial Authority Committee held on Tuesday 6<sup>th</sup> October 2020 were confirmed as a true and correct record.

**7/21/22**      **FINANCE:**

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

- b. To set the Burial Authority budget for the year 2022/23

Members asked when the budget 6010 BA Public Works Loan Board Repayments & Interest would come to an end. The Finance Officer advised the loan would be repaid by the year 2025. Due to a typographical error this was not reflected in the budget sheets circulated in the reports pack.

Members requested £5,000.00 be transferred from budget code 6071 BA Replace Machinery & Equipment to budget code 6070 BA Churchtown Cemetery Capital Works.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Meeting to be held on Wednesday 24<sup>th</sup> November 2021 to approve the Burial Authority Budget for the year 2022/2023 as attached.

c. To set the fees and charges for 2022/23

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Meeting to be held on Wednesday 24th November 2021 to approve the Burial Authority Fees and Charges for the year 2022/2023 as attached.

**8/21/22**      **HEALTH & SAFETY.**

No Report.

**9/21/22**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**10/21/22**      **CORRESPONDENCE.**

None.

**11/21/22**      **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.**

Members praised the Service Delivery Team for their hard work.

It was **RESOLVED** to note.

**12/21/22**      **TO RECEIVE A REPORT AND CONSIDER THE PROVISION AND MAINTENANCE OF MEMORIAL BENCHES**

The Administration Officer briefed Members on the report received.

The report outlined three options Members considered.

Option 1:

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to:

1. Purchase and install 6 composite benches at a total cost of £3,090.00 within budget.
2. Allocate the cost to budget code 6070 EMF Capital Works.
3. Give delegated authority to the SDM, Chairman and Vice Chairman to determine the location of the benches.

Option 2:

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** that the Town Council offer the purchase of a memorial plaque with inscription and installation, including maintenance, for a lease period of 10 years at a cost to the customer of £350.00.

Option 3:

It was **RESOLVED** that memorial benches are not to be installed at St Stephens Church until an incumbent vicar is appointed.

**13/21/22**      **TO RECEIVE, CONSIDER AND APPROVE THE MEMORIAL BENCH APPLICATION FORM AND AMENDMENTS TO THE MANAGEMENT POLICY AND REGULATIONS**

Members received and considered the Memorial Bench application form and amendments to the Town Councils Management Policy and Regulations for Churchtown Cemetery and Rules and Regulations relating to the erection of Memorials.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to note and approve subject to an amendment to the Management Policy and Regulations to state that the Town Council will replace a rose bush like for like should it deteriorate and expire within the lease period.

**14/21/22**      **TO RECEIVE, CONSIDER AND APPROVE THE ROSE BUSH MEMORIAL APPLICATION FORM**

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to approve the Rose Bush Memorial Application Form and that the fees and charges for a rose bush are as advertised and would not be doubled if a non-Saltash resident wished to apply.

**15/21/22**      **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).

**16/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**17/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**18/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**19/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** to issue the following Press and Social Media release:

1. Memorial Rose Bushes and Memorial Benches available upon application at Churchtown Cemetery.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.37 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/ Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Estimated Y/E Income /Spend 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
<b>Operating Income</b>													
<b>Burial Authority Income</b>													
4612 BA Cemetery Fees (Churchtown)	24,183	0	0	15,000	12,826	2,174	25,652	To be increased	17,500	17,938	18,386	18,846	19,317
<b>Total Burial Authority Income</b>	<b>24,183</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>12,826</b>	<b>2,174</b>	<b>25,652</b>		<b>17,500</b>	<b>17,938</b>	<b>18,386</b>	<b>18,846</b>	<b>19,317</b>
<b>Total Operating Income</b>	<b>24,183</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>12,826</b>	<b>2,174</b>	<b>25,652</b>		<b>17,500</b>	<b>17,938</b>	<b>18,386</b>	<b>18,846</b>	<b>19,317</b>
<b>Operating Expenditure</b>													
<b>Burial Authority Expenditure</b>													
6000 BA Petrol	99	0	0	250	101	149	202	To be increased	300	308	315	323	331
6001 BA Machinery Maintenance Costs	317	0	0	450	0	450	225	To be decreased	250	256	263	269	276
6003 BA Health & Safety	56	0	0	108	0	108	50	To be decreased	50	51	53	54	55
6004 BA General Site Maintenance	241	0	0	750	28	722	250	To be decreased	500	513	525	538	552
6005 BA Fire Extinguishers	(5)	0	0	80	41	39	80		82	84	86	88	91
6008 BA Tree Survey & Tree Maintenance	425	0	0	700	0	700	700		718	735	754	773	792
6009 BA Electricity Costs	417	0	0	269	38	231	269		276	283	290	297	304
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385		21,385	21,385	21,385	10,693	
6011 BA Water	0	0	0	323	0	323	323		331	339	348	357	365
6013 BA Security Alarm Maintenance	175	0	0	153	117	36	153		157	161	165	169	173
6014 BA Cemetery Software Subscription	290	0	0	292	288	4	288		299	307	314	322	330
<b>Total Burial Authority Expenditure</b>	<b>23,401</b>	<b>0</b>	<b>0</b>	<b>24,760</b>	<b>11,306</b>	<b>13,454</b>	<b>23,925</b>		<b>24,347</b>	<b>24,421</b>	<b>24,497</b>	<b>13,883</b>	<b>3,270</b>
<b>Burial Authority Staffing Expenditure</b>													
Burial Authority Staffing Expenses	103	0	0	262	34	228	262		269	275	282	289	296
6666 ST BA Staff Training (Churchtown)	12	0	0	201	0	201	201		206	211	216	222	227
Burial Authority Staffing Costs	11,160	0	0	10,085	3,610	6,475	8,565		10,369	10,680	11,001	11,331	11,671
<b>Total Burial Authority Staffing Expenditure</b>	<b>11,275</b>	<b>0</b>	<b>0</b>	<b>10,548</b>	<b>3,644</b>	<b>6,904</b>	<b>7,287</b>		<b>10,844</b>	<b>11,167</b>	<b>11,499</b>	<b>11,842</b>	<b>12,194</b>
<b>Total Operating Expenditure</b>	<b>34,676</b>	<b>0</b>	<b>0</b>	<b>35,308</b>	<b>14,950</b>	<b>20,358</b>	<b>29,899</b>		<b>35,191</b>	<b>35,588</b>	<b>35,997</b>	<b>25,724</b>	<b>15,464</b>
<b>Total Burial Authority Operating Expenditure</b>	<b>34,676</b>	<b>0</b>	<b>0</b>	<b>35,308</b>	<b>14,950</b>	<b>20,358</b>	<b>29,899</b>		<b>35,191</b>	<b>35,588</b>	<b>35,997</b>	<b>25,724</b>	<b>15,464</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(10,493)</b>	<b>0</b>	<b>0</b>	<b>(20,308)</b>	<b>(2,124)</b>	<b>(18,184)</b>	<b>(4,247)</b>		<b>(17,691)</b>	<b>(17,651)</b>	<b>(17,611)</b>	<b>(6,879)</b>	<b>3,852</b>
<b>Burial Authority EMF Expenditure</b>													
6070 BA EMF Churchtown Cemetery Capital Works	1,578	7,668	0	0	0	7,668		kept the same	0	0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	9,967	0	10,000	0	19,967		Transfer £5,000 to 6070 22/23	0	0	0	0	0
6073 BA EMF Memorial Garden	548	2,498	0	0	494	2,004		kept the same	0	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200		kept the same	0	0	0	0	0
<b>Total Burial Authority EMF Expenditure</b>	<b>2,126</b>	<b>21,333</b>	<b>0</b>	<b>10,000</b>	<b>494</b>	<b>30,839</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>36,803</b>	<b>21,333</b>	<b>0</b>	<b>45,308</b>	<b>15,443</b>	<b>51,198</b>			<b>35,191</b>	<b>35,588</b>	<b>35,997</b>	<b>25,724</b>	<b>15,464</b>
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(12,620)</b>	<b>(21,333)</b>	<b>0</b>	<b>(30,308)</b>	<b>(2,617)</b>	<b>(49,024)</b>			<b>(17,691)</b>	<b>(17,651)</b>	<b>(17,611)</b>	<b>(6,879)</b>	<b>3,852</b>

Notes

Inflationary rate used for fixed costs is CPI 2.5% based on June 2021

Inflationary rate of 3% used for staffing costs & Predicted increase in Employers NI from 22/23 1.25%

BA proposed to transfer between EMFs £5,000 from 6071 to 6070 for the year 2022/23

## Burial Authority - Churchtown Cemetery

### Fees and Charges

Description	2021/2022 (As of 1st April 2021)	2022/2023 (As of 1st April 2022)
<b><u>Interment Fees</u></b>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£683	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£683	£700
1st Interment of ashes in a casket - (double depth plot)	£325	£333
2nd Interment of ashes in a casket - (ERB determined)	£325	£333
1st Interment of loose ashes - (double depth plot)	£163	£167
2nd Interment of loose ashes - (ERB determined)	£163	£167
Interment of ashes in Garden of Remembrance	£325	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<b><u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u></b>		
Exclusive Right of Burial under the age of 18 years	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£325	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£109	£111
Exclusive Right of Burial 1st Interment of loose ashes	£109	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<b><u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u></b>		
Permission to erect headstone including first inscription	£108	£111
Additional inscriptions	£55	£56
Permission to place cremated remains tablet	£55	£56
Renewal of Grant of Right to Erect a Memorial	£27	£28
Permission to place a rose bush and memorial tag	£100	£103
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
<b><u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u></b>		
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Second and third interment admin fee (ERB must be determined)	£27	£28
Renewal of Exclusive Rights of Burial	£27	£28
Renewal of Exclusive Rights of Cremated Remains	£27	£28
Issue & registration of duplicate deed of grant of grave space	£27	£28
Inspection of Burial Register	£27	£28
Transfer of ERB certificate by assignment up to a maximum of 2 hours, and then charged on a hourly basis at £25 per hour	£50	£51
Transfer of ERB certificate by Statutory Declaration	£82	£84
Permission of right to CWG Commission or MOD	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£27	£28
Search of Registers by our staff (non resident)	£55	£56
<b><u>Benches</u></b>		
A suggested donation to supply, fit & maintain a memorial bench	Price on Application	Price on Application
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double

#### Notes

Inflationary rate used for fees and charges increase is CPI 2.5% based on June 2021