



# ***Saltash Town Council***

***Konsel An Dre Essa***



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://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](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

C Cook  
Locum Town Clerk

**To Councillors:**

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
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.

## SALTASH TOWN COUNCIL

### **Minutes of the Meeting of the Burial Authority held on the virtual Zoom platform on Tuesday 6<sup>th</sup> October 2020 at 6.30 p.m.**

**PRESENT:** Councillors: G Challen, J Dent – Vice Chairman, S Lennox-Boyd, W Phillips – Chairman, A Pinckney, J Rance, B Samuels, P Samuels.

**ALSO, PRESENT:** S Burrows – Assistant Town Clerk, S Emmett – Finance Officer, D Joyce – Administration Officer.

**APOLOGIES:** Councillors: S Gillies, M Parker.

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#### **1/20/21      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 Chairman informed all attendees of the meetings procedures.

#### **2/20/21      TO APPOINT A CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Phillips be appointed as the Chairman of the Burial Authority Committee.

#### **3/20/21      TO APPOINT A VICE CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Dent be appointed as the Vice Chairman of the Burial Authority Committee.

#### **4/20/21      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Finance Officer notified the Chairman she would be recording the meeting as an individual and not on behalf of the Town Council.

**5/20/21      DECLARATIONS OF INTEREST**

- a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting:  
  
None.
- c. To consider dispensations required:

**6/20/21      QUESTIONS FROM THE PUBLIC**

None.

**7/20/21      TO CONSIDER THE FEES AND CHARGES FOR THE INTERMENT OF A NON-SALTASH RESIDENT**

It was **RESOLVED** that Non-Saltash resident fees and charges are to remain at the discretion of the Chairman and Vice Chairman of the Burial Authority Committee.

**8/20/21      FINANCE**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- b. To set the budget for 2021/2022.

It was **RESOLVED** that the budget for 2021/22 (as attached) be put to the Policy and Finance Committee for approval.

- c. To set the fees and charges for 2021/2022.

It was **RESOLVED** to approve:

1. A Memorial Rose Bush and Tag at a cost of £100 and licence of 10 years to the fees and charges for 2021/22.
2. A 0.6% CPI increase for all fees and charges for 2021/22 (as attached) and be put to the Policy and Finance Committee for approval.

**9/20/21      TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None.			

**10/20/21      HEALTH AND SAFETY**

No Report.

**11/20/21      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**12/20/21      TO RECEIVE A CEMETERY OPERATIONAL AND GROUNDS REPORT**

It was **RESOLVED** to note.

**13/20/21      TO RECEIVE A REPORT FROM COUNCILLOR PHILLIPS REGARDING LANDSCAPING. (PURSUANT TO BA HELD ON 1.10.20 MINUTE NO.27/19/20)**

The Chairman informed Members of the landscaping and benches to be installed at Churchtown Cemetery.

It was **RESOLVED** that:

1. The Service Delivery Manager organises completion of the landscaping and installation of benches within budget and in consultation with the Chairman and Vice Chairman.
2. The Service Delivery Manager be given delegated authority to work within budget in designing plaques to be installed on the benches in consultation with the Chairman and Vice Chairman.

**14/20/21      TO REVIEW THE SUB COMMITTEE TERMS OF REFERENCE. (PURSUANT TO P&F HELD ON 25.02.20 MINUTE NO. 157/19/20)**

It was **RESOLVED** to note.

**15/20/21      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).

**16/20/21      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**17/20/21      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**18/20/21      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

None.

**19/20/21      PRESS AND SOCIAL MEDIA RELEASE**

It was **RESOLVED** to issue the following Press and Social Media release:

1. Installation of benches and landscaping upon completion of works.

**20/20/21      DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7:15 p.m.

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

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

**Burial Authority Committee - Burial Authority Budget**  
Saltash Town Council  
As at 5th October 2021

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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	Notes
<b>Operating Income</b>							
<b>Burial Authority Income</b>							
4612 BA Cemetery Fees (Churchtown)	24,183	0	0	15,000	13,098	1,902	
<b>Total Burial Authority Income</b>	<b>24,183</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>13,098</b>	<b>1,902</b>	
<b>Total Operating Income</b>	<b>24,183</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>13,098</b>	<b>1,902</b>	
<b>Operating Expenditure</b>							
<b>Burial Authority Expenditure</b>							
6000 BA Petrol	99	0	0	250	101	149	
6001 BA Machinery Maintenance Costs	317	0	0	450	0	450	
6003 BA Health & Safety	56	0	0	108	0	108	
6004 BA General Site Maintenance	241	0	0	750	28	722	
6005 BA Fire Extinguishers	(5)	0	0	80	41	39	
6008 BA Tree Survey & Tree Maintenance	425	0	0	700	0	700	
6009 BA Electricity Costs	417	0	0	269	38	231	
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	
6011 BA Water	0	0	0	323	0	323	
6013 BA Security Alarm Maintenance	175	0	0	153	117	36	
6014 BA Cemetery Software Subscription	290	0	0	292	288	4	
<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>Burial Authority Staffing Expenditure</b>							
Burial Authority Staffing Expenses	103	0	0	262	34	228	
6666 ST BA Staff Training (Churchtown)	12	0	0	201	0	201	
Burial Authority Staffing Costs	11,160	0	0	10,085	3,610	6,475	
<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>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>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>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(10,493)</b>	<b>0</b>	<b>0</b>	<b>(20,308)</b>	<b>(1,852)</b>	<b>(18,456)</b>	
<b>Burial Authority EMF Expenditure</b>							
6070 BA EMF Churchtown Cemetery Capital Works	1,578	7,668	0	0	0	7,668	
6071 BA EMF Replace Machinery & Equipment	0	9,967	0	10,000	0	19,967	
6073 BA EMF Memorial Garden	548	2,498	0	0	494	2,004	
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200	
<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>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>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(12,620)</b>	<b>(21,333)</b>	<b>0</b>	<b>(30,308)</b>	<b>(2,345)</b>	<b>(49,296)</b>	



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 2025/26
<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	21,385	21,385
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>24,575</b>	<b>24,655</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>36,417</b>	<b>36,849</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>36,417</b>	<b>36,849</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>(17,571)</b>	<b>(17,533)</b>
<b>Burial Authority EMF Expenditure</b>													
6070 BA EMF Churchtown Cemetery Capital Works	1,578	7,668	0	0	0	7,668			0	0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	9,967	0	10,000	0	19,967			0	0	0	0	0
6073 BA EMF Memorial Garden	548	2,498	0	0	494	2,004			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>36,417</b>	<b>36,849</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>(17,571)</b>	<b>(17,533)</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%

## 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

## **To receive a report from the Service Delivery Department**

**Grounds Maintenance** – The summer maintenance work continues for the time being, as we are coming into the Autumn Period. The grass cutting schedule is set at 10 to 14 day frequencies, which we have managed to achieve for the majority of the season. During August and early September, the frequencies were not maintained due to low available resources. However, we have since brought the mowing back into schedule. 18 grass cuts of the cemetery have been completed so far this season.

Throughout the warmer months we have regularly undertaken maintenance on the borders and formal hedges to maintain them weed free and pruned.

Our Winter work plans include the pruning of all formal hedges and perimeter hedgerows, raising the crowns (lower branches) on the trees so that churchyard visitors and maintenance team members can pass safely underneath, removal of debris from the pathways, removal of moss on pathways.

**The memorial Rose Garden** has been prepared for planting by conditioning the soil with manure. We are expecting the buxus hedge plants to be available from the Nursery in the Autumn period. When planting these we shall install a permeable membrane to the border to reduce weed ingress and then lay some decorative bark chippings. Two benches were installed in this area on concrete plinths, and an Acer tree (donated by former Cllr Bill Phillips) planted between them.

**Fence and gates** – the cemetery gates were repainted in the summer, and the Cemetery Hut compound fence was treated with a timber treatment on the external aspect.

**Memorial Management** – The H&S inspections continue with the entire churchyard being completely inspected in mid-August. There are no issues to report.

The legal requirement for Memorial Headstones to be inspected is every 5 years. However, the inspections will be continued on a quarterly basis, every 3 months.

3 members of the SDD team attended an ICCM Management of Memorials Course on the 12<sup>th</sup> July 2021. We plan for some more team members to undergo this training in due course.

**Staffing** – A flexible approach to the cemetery staffing has been implemented to allow the department to work efficiently. SDGA's are on site to undertake the site maintenance as a team and funerals therefore, we no longer have a member of the team on site daily.

**End of Report**  
**Service Delivery Manager**

## **Agenda Item 13 - To receive a report and consider the provision and maintenance of Memorial Benches**

### **Information:**

Saltash Town Council receive several enquiries relating to Memorial Benches hence the reason the Committee are receiving this report.

There is available space for a further 21 benches at Churchtown Cemetery not including the 6 existing benches, 2 of which are composite benches.

Proposed locations marked in red below for Memorial Benches to be installed as and when requested:



Existing timber and metal benches:





Due to limited space at Churchtown Cemetery for Memorial bench allocation it has been identified to further consider the provision and maintenance of Memorial Benches for the foreseeable future.

The benches previously purchased are eco-friendly composite benches that require little maintenance. The cost to the Council is **£275 + vat** per bench, not inclusive of installation which may require a concrete plinth to level the ground in which the bench sits on (works to be undertaken in-house).

The estimated cost for labor and additional materials required for the installation of a bench is approximately **£240.00** per bench at a cost to the Town Council.

Example of existing composite bench in duck egg blue on a concrete plinth:



## Research:

Cornwall Council confirmed that new benches are rarely installed due to available space and instead existing benches at the preferred location to the customer's request are offered.

The cost to the customer for a memorial bench includes either a replacement of the existing bench or refurbishment, installation of a plaque and maintenance twice a year for a ten-year lease period. If after 10 years, the customer no longer wishes to renew the lease the plaque is removed and returned to the customer.

Cornwall Council's standard fee for a Memorial Bench is £1,000.00 + vat plus an administration fee of 10% of the total fee charged.

## Summary:

Limited space at Churchtown Cemetery for the Town Council to offer a memorial bench service to the community. A place for people to visit loved ones and reflect.

The cost for a bench and labor can vary due to not all installations having sufficient space for a concrete plinth.

Composition benches are durable, better for the environment, easy to keep in a good condition.

### Cost to the Council:

- Eco-friendly bench at a cost to the Town Council of £275 + vat.
- Labor and additional materials cost to the Town Council of £240 + vat.

### Cost to the Customer:

- Plaque cost to the customer £35.00
- Ten-year lease cost to the customer £300.00
- Installation of plaque £15.00

## Options:

Therefore, the following options are put to Members:

### **OPTION 1:**

The Council to purchase composite benches and install at the identified locations.

Available budgets include:

EMF Memorial Gardens 6073

Available Budget: £2004.00

### **OR**

EMF Capital Works 6070

Available Budget: £7768.00

### **OPTION 2:**

The Council to offer the purchase of a memorial plaque with inscription and installation, including maintenance, for a lease period of 10 years at a cost of £350.00 to the customer.

After the lease period if the customer does not wish to repurchase, the plaque will be removed and returned.

The four existing timber and metal framed benches (as pictured) to be replenished with composite benches subject to the Service Delivery Managers confirmation that the benches are no longer fit for purpose.

### **OPTION 3:**

The Council recommend to the Joint Burial Board to offer a supply and fit and service to St Stephens Church at a cost of £515.00+VAT.

St Stephens would require to liaise with a family directly in regards to any memorial plaque and lease period.

**END OF REPORT**



## **Saltash Town Council**



## **Memorial Bench Application**

**Saltash Town Council**

**Memorial Bench Application**



## **Terms and Conditions**

Saltash Town Council offer a supply, fit and maintenance service of memorial plaques on Town Council owned benches situated at Churchtown Cemetery for a ten-year lease period. Only benches supplied by the Town Council are permitted and the bench remains the property of Saltash Town Council.

The bench that the Town Council supply (shown on the front cover of the application form) is eco-friendly and long lasting. A plaque will be supplied and installed (maximum size 150mm x 60mm) with your choice of inscription but please note that the text will require to be approved by the Town Council Officer prior to installation. The Town Council reserves the right to refuse any inscription that is deemed to be unacceptable for display in a public place.

The location of the bench will be determined by staff on site. Whilst we will try to locate a bench at a requested location, this cannot be guaranteed.\* The Town Council reserve the right to reposition the bench at any time or remove it if it becomes unsafe. You will be notified of any intention to remove the bench.

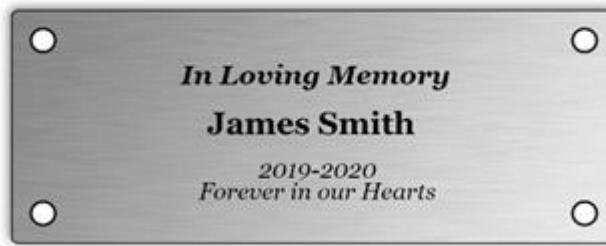
Saltash Town Council cannot guarantee the long-term safety or security of any bench and is not responsible for the replacement resulting from damage or deterioration with age.

- The Cemetery grounds are open to the public and any person visiting the cemetery is allowed to sit on any bench within the grounds.
- Burial of ashes beneath a memorial bench is not permitted for legal reasons.
- Benches must not be decorated with items such as vases, flower containers, ornaments or wind chimes. These will be removed by the Cemetery staff.
- If you change your address, it is your responsibility to notify the Town Council.
- After ten years if you no longer wish to repurchase a lease period for a further ten-years the Town Council has the right to remove the memorial plaque which will be returned.

## Saltash Town Council Memorial Bench – Application Form

**Your details:**

<b>Full name:</b>	
<b>Full address:</b>	
<b>Telephone:</b>	
<b>Email address:</b>	
<b>Preferred location*</b>	
<p>If your preferred location is St Stephens Churchyard, please apply directly to the church.</p> <p><b>Declaration:</b></p> <p>By signing this application, you agree to accept and comply with all terms and conditions defined in this leaflet.</p>	
<b>Signature</b>	
<b>Print name</b>	
<b>Date</b>	
<p><b>Your personal data:</b></p> <p>Please refer to the Saltash Town Council privacy policy for details on how we handle your personal data. A copy can be provided on request or can be found on the Town Council website <a href="http://www.saltash.gov.uk">www.saltash.gov.uk</a> or click on the link below:  <a href="https://www.saltash.gov.uk/edit/stuploads/6540.pdf">https://www.saltash.gov.uk/edit/stuploads/6540.pdf</a></p>	



SMALL Personalised Memorial Plaque in solid 3 mm thick Stainless Steel with personalised message inscribed.

Inscription to include name, dates and message as in the example shown above:  
**(Message to be maximum of 22 characters including spaces, the more characters the smaller the texts)**

**Please submit clearly the personalised message you wish to have inscribed on a memorial plaque.**

Please do not include cash or a cheque with your application.

**Please send your completed application form by hand/post or email to:**

Saltash Town Council,  
The Guildhall,  
12 Lower Fore Street,  
Saltash.  
PL12 6JX

[burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk)

01752 844846

**Payment:**

Steel Memorial Plaque: Stainless Steel Silver in colour:	£35.00
Installation	£15.00
10 Year Lease of Town Council owned Eco-friendly Bench	£300.00
<b>Total to pay:</b>	<b>£350.00</b>

An invoice will be sent to you once the details of your application are agreed. The Town Council accept payment by cheque, cash, card or BACS.

**BACS details:**

Name: Saltash Town Council  
Account No: 80318477  
Sort Code: 20-50-40

**Cheques:**

Please make payable to Saltash Town Council

**Cash:**

The Guildhall Office opening hours are Monday to Friday 9am to 1pm closed for lunch 1pm to 2pm, reopens 2pm to 5pm.

**Card:**

Payment can be made at the Guildhall or over the phone.



## ***Saltash Town Council***



### **MEMORIAL ROSE BUSH APPLICATION FORM**

Beautiful bush roses can be planted within a designated area at Churchtown Cemetery and are available on a 10 year renewable lease. The initial price includes the provision of a bush and plaque bearing a short inscription which is placed in front of each rose. During the lease period the roses are maintained by members of our staff and may also be replaced within the first two years should the need arise. Please note that no other items are permitted in the rose beds and rose bushes/plaques are not permitted within any other area of Churchtown Cemetery.

Please complete the application form and return by email to [burialsandmemorials@saltash.gov.uk](mailto:burialsandmemorials@saltash.gov.uk) or by post to: Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall. PL12 6JX.

**Please note that the burial of ashes under memorial bushes is not permitted for legal reasons.**

<b>NAME:</b>
<b>FULL ADDRESS:</b>
<b>EMAIL:</b>
<b>TELEPHONE NUMBER:</b>

### **MEMORIAL DETAILS**

Please choose one of the following Rose Bushes:

Bush Type	Specify colour – subject to availability
Hybrid	
Floribunda	

**Details for Silver Plaque with black lettering:**

SIZE: 150 mm wide x 243 mm high (plaque size: 150 mm x 95 mm)

(Example plaques)



The above plaques are available in gold



silver



copper



With Roses	Without Roses
<p>Colour required:</p> <p>In Loving Memory of (Enter name –please note, the more characters, the smaller the text).</p> <p>Dates (Enter dates in years e.g.1950-2020)</p> <p>Inscription (Maximum 100 characters, including spaces. Please note, the more characters, the smaller the text.)</p>	<p>Colour required:</p> <p>In Loving Memory of (Enter name – please note, the more characters, the smaller the text).</p> <p>Dates (Enter dates in years e.g.1950-2020)</p> <p>Inscription (Maximum 100 characters, including spaces. Please note, the more characters, the smaller the text).</p>

Saltash Town Council cannot be held responsible for costs incurred in rectifying mistakes and reserves the right to vary or refuse any inscription considered unsuitable. Please note the more characters used will result in smaller case lettering on the plaque.

## **PAYMENT**

Please note: Your booking is not complete until we have received payment. For current fees, please refer to Saltash Town Council's list of fees and charges, which can be viewed on the Town Council's Website or [here](#).

We accept card payments, cash and cheques. Cheques need to be made payable to Saltash Town Council. If you wish to pay by bank transfer, please ask and an invoice will be sent to you by email. BACS details: Name: Saltash Town Council, Account No: 80318477, Sort Code: 20-50-40.

## **TERMS AND CONDITIONS FOR MEMORIAL BUSHES AND PLAQUES:**

- Only bushes and plaques installed by Saltash Town Council are permitted within the designated area of the Rose Bush Memorial Garden at Churchtown Cemetery. Plants and Plaques must not be erected in any other area of Churchtown Cemetery.
- Once you have chosen the bush and plaque you wish to purchase, payment will be required. Saltash Town Council will order and take delivery of the bush and plaque for you.
- The location in which the bush and plaque will be placed is determined by the staff on site dependent on availability.
- Installation will be undertaken or organised by staff on site. Your payment will be used to cover the cost of this work.
- Saltash Town Council do not permit the placement of ashes under memorial bushes.
- Saltash Town Council cannot guarantee the long-term safety or security of the memorial rose bush and plaque and are not responsible for the replacement, resulting from any damage or deterioration with age.
- Saltash Town Council will notify you of our intention to remove the memorial bush and plaque at the end of the lease to enable you to renew the lease. Any personalised plaques will be returned to you should you not wish to renew the lease.
- If any of your personal details change during the period of the lease it is your responsibility to notify Saltash Town Council.
- Saltash Town Council recognises that it has a duty to people whose information it holds to treat that information in accordance with statute. Click [here](#) to download our privacy notice which explains how we use any personal information we collect about you or visit the Saltash Town Council Website.

**DECLARATION**

By signing this application, you agree to accept and comply with all the terms and conditions as above.

SIGNED:
PRINT NAME:
DATE:

**FOR OFFICE USE ONLY**

Date Form Received	
Date Payment Received	
Plaque Ordered	
Bush Ordered	
Application sent to the Service Delivery Department	
Date of Installation	
Confirmation of installation sent to applicant	