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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the St Stephens Church followed by a site visit on Tuesday 25th October 2022 at 3.00 pm

PRESENT: Councillors: R Bullock, J Dent (Co-Chair), S Lennox-Boyd, D Yates, R Magrath (Co-Chair), L Maddock, S McKee and M Wills.

ALSO PRESENT: S Burrows (Town Clerk), R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager), A Primmer (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: None.

Due to newly appointed staff attending, Saltash Town Council (STC) Co-Chairman Dent gave a brief introduction and welcomed those attending the meeting.

19/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

Due to newly appointed staff attending, Saltash Town Council (STC) Co-Chairman Councillor Dent gave a brief introduction and welcomed those attending the meeting.

The Joint Burial Board (JBB) Co-Chairman Reverend R Magrath informed those present of the actions required in the event of a fire or emergency.

20/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

21/22/23 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None.

22/22/23 **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON TUESDAY 28TH JUNE 2022 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 Bullock and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Tuesday 28th June 2022 were confirmed as a true and correct record.

23/22/23 **TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

24/22/23 **TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO POLICY AND FINANCE COMMITTEE.**

Members discussed the budget setting for the year 2023/24.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and following a vote of STC board Members **RESOLVED** to reduce the operating income from £19,800 to £11,000 against budget code 4600 BB Cemetery Fees (St Stephens) based on the previous 2022/23 income.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Bullock and following a vote of STC board Members resolved to **RECOMMEND** the Joint Burial Board Budget Statement for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

The Town Clerk informed Members that the JBB Fees and Charges had not been included on the agenda due to a clerical error. The Town Clerk advised the JBB Fees and Charges are to be received at the Burial Authority Committee meeting to be held on Tuesday 1st November 2022. Members of the St Stephens Joint Burial Board were invited, as members of the public, to attend the Burial Authority Committee meeting were the forementioned will be agreed.

JBB Co-Chairman Rev R Magrath requested Town Council Members consider implementing a mechanism to support reduction of fees should a family of a deceased be experiencing financial hardship.

25/22/23 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

26/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

27/22/23 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Service Delivery Manager (SDM) gave a brief verbal update on the report received.

It was **RESOLVED** to note.

28/22/23

TO RECEIVE AN UPDATE ON THE PROVISION AND MAINTENANCE OF MEMORIAL BENCHES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

JBB Co-Chairman Rev R Magrath gave a verbal update following the P.C.C meeting held in September.

JBB Co-Chairman Rev R Magrath spoke of the Church wishing to keep the process of purchasing and installations of any requested memorial benches as simple as possible. The Church Faculty would provide the Town Council with necessary permissions and paperwork, inclusive of the approved location and reserving the right to remove any bench deemed hazardous due to lack of care and deterioration.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** that;

1. The Town Council offer a supply and install service for composite memorial benches within St Stephens Churchyard at a cost of £350 + VAT
2. The List B Faculty (received by email) provides the Town Council with assurance that St Stephens Church have approved the inscription and location for install.

29/22/23 **TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the 12 cremation plots available for purchase and the potential impact on the Church if the next section of the Churchyard was registered closed.

Members discussed the cost impact to the Town Council by continuing to maintain the Churchyard more than the agreed Service Level Agreement in place with Cornwall Council.

JBB Co-Chairman Rev R Magrath has requested advice from the Archdeacon of Bodmin on closing the churchyard, with the view taken that whilst cremation plots are available for burials of cremated remains, closing the Churchyard was not an option they wished to pursue at this time.

P.C.C acknowledge the resource and cost implications the maintenance of the Churchyard has on the Town Council and the requirement to review this item on a regular basis as the Churchyard is almost at capacity.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to defer the item to the following Joint Burial Board Committee meeting scheduled to be held on Tuesday 28th February 2023.

30/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

31/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

32/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

33/22/23 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).

34/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

Due to the weather and no areas of concern the site visit was postponed.

DATE OF NEXT MEETING

Tuesday 28 February 2023 at 6.00 pm

Rising at: 4.12 pm

Signed: _____
Chairman

Dated: _____

Joint Burial Board Committee - Burial Board Budget 2022-23
Saltash Town Council
For the 5 months ended 31 August 2022

Account	Actual Received/S pend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Burial Board Operating Income												
Burial Board Income												
4600 BB Cemetery Fees (St. Stephens)	8,692	0	0	7,500	8,250	(750)	11,000	Based on current year income	12,111	13,334	14,681	16,164
4605 BB SLA Payment Grass Cutting	561	0	0	564	585	(21)	621	last years budget +10.1% CPI	578	636	701	771
Total Burial Board Income	9,253	0	0	8,064	8,835	(771)	11,621		12,689	13,971	15,382	16,935
Total Burial Board Operating Income	9,253	0	0	8,064	8,835	(771)	11,621		12,689	13,971	15,382	16,935
Burial Board Operating Expenditure												
Burial Board Expenditure												
6100 BB Petrol	279	0	0	400	202	198	504	Fuel has risen 26% relative to this time last year, so budgeted based on that increase	555	611	673	741
6101 BB Machinery Maintenance Costs	535	0	0	650	0	650	716	Increased by CPI 10.1%	788	868	955	1,052
6103 BB Health & Safety	0	0	0	100	0	100	110	Increased by CPI 10.1%	121	133	147	162
6104 BB General Site Maintenance	714	0	0	1,281	0	1,281	1,410	Increased by CPI 10.1%	1,553	1,710	1,882	2,072
6108 BB Tree Survey & Tree Maintenance	396	0	0	3,312	1,120	2,192	3,647	Increased by CPI 10.1%	4,015	4,420	4,867	5,358
Total Burial Board Expenditure	1,923	0	0	5,743	1,322	4,421	6,387		7,032	7,742	8,524	9,385
Burial Board Staffing Expenditure												
Burial Board Staff Expenses	304	0	0	628	108	520	218	Staff clothing £138 & Travelling expenses £80 - Increased by CPI 10.1%	240	264	291	320
6670 ST BB Staff Training (St. Stephens)	133	0	0	481	0	481	530	Increased by CPI 10.1%	583	642	707	778
Burial Board Staffing Costs	17,329	0	0	24,194	10,618	13,576	36,184	Based on NJC 2021/22 pay scale + 10% (BB - 70%)	39,839	43,862	48,292	53,170
Total Burial Board Staffing Expenditure	17,767	0	0	25,303	10,726	14,577	36,932		40,662	44,768	49,290	54,268
Total Burial Board Operating Expenditure	19,691	0	0	31,046	12,049	18,997	43,318		47,693	52,510	57,814	63,653
Total Burial Board Operating Expenditure	19,691	0	0	31,046	12,049	18,997	43,318		47,693	52,510	57,814	63,653
Total Burial Board Operating Surplus/ (Deficit)	(10,438)	0	0	(22,982)	(3,214)	(19,768)	(31,697)		(35,004)	(38,540)	(42,432)	(46,718)
Burial Board EMF Expenditure												
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920	0		0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800	820	Increase to 10% of staffing costs	0	0	0	0
Total Burial Board EMF Expenditure	0	3,720	0	0	0	3,720	820		0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	19,691	3,720	0	31,046	12,049	22,717	44,138		47,693	52,510	57,814	63,653
Total Burial Board Budget Surplus/Deficit	(10,438)	(3,720)	0	(22,982)	(3,214)	(23,488)	(32,517)		(35,004)	(38,540)	(42,432)	(46,718)