



# ***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)*

22 June 2022

Dear Councillor

I write to summon you to the **Meeting of the Burial Authority Committee** to be held at the Guildhall on **Tuesday 28th June 2022 at 6.00 pm.**

The meeting is open to members of 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,

A handwritten signature in black ink, appearing to read 'S Burrows'.

PP S Burrows  
Town Clerk

To:

R Bullock J Dent (Chairman) J Foster M Griffiths S Lennox-Boyd S Miller	All other Councillors for information
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## Agenda

1. Health and Safety Announcements
2. To elect a Chairman
3. To elect a Vice Chairman
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. The 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 12th October 2021 as a true and correct record. (Pages 4 - 8)
8. Finance:
  - a. To receive the current Committee budget statement. (Page 9)
9. Health & Safety.
10. To consider Risk Management reports as may be received.
11. Correspondence.
  - a. To receive and consider a request regarding the baby and childrens' area at Churchtown Cemetery and consider any actions and associated expenditure.
12. To receive a report from the Service Delivery Department and consider any actions and associated expenditure
13. 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).

14. To consider any items referred from the main part of the agenda.
15. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
16. To consider urgent non-financial items at the discretion of the Chairman.
17. 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 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: \_\_\_\_\_



**Burial Authority Committee - Burial Authority Budget 2022-23**  
Saltash Town Council  
As at 17th June 2022

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Notes	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)	23,510	0	0	17,500	1,422	16,078		17,938	18,386	18,846	19,317
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	292	(292)		0	0	0	0
<b>Total Burial Authority Income</b>	<b>23,802</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>1,714</b>	<b>15,786</b>		<b>17,938</b>	<b>18,386</b>	<b>18,846</b>	<b>19,317</b>
	<b>23,802</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>1,714</b>	<b>15,786</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	120	0	0	300	45	255		308	315	323	331
6001 BA Machinery Maintenance Costs	38	0	0	250	0	250		256	263	269	276
6003 BA Health & Safety	0	0	0	50	0	50		51	53	54	55
6004 BA General Site Maintenance	233	0	0	500	322	178		513	525	538	552
6005 BA Fire Extinguishers	61	0	0	82	41	41		84	86	88	91
6008 BA Tree Survey & Tree Maintenance	81	0	0	718	718	0		735	754	773	792
6009 BA Electricity Costs	206	0	0	276	(18)	294		283	290	297	304
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	0	21,385		21,385	21,385	10,693	0
6011 BA Water	0	0	0	331	0	331		339	348	357	365
6013 BA Security Alarm Maintenance	156	0	0	157	119	38		161	165	169	173
6014 BA Cemetery Software Subscription	290	0	0	299	288	11		307	314	322	330
<b>Total Burial Authority Expenditure</b>	<b>22,569</b>	<b>0</b>	<b>0</b>	<b>24,348</b>	<b>1,515</b>	<b>22,833</b>		<b>24,422</b>	<b>24,498</b>	<b>13,883</b>	<b>3,269</b>
<b>Burial Authority Staffing Expenditure</b>											
Burial Authority Staffing Expenses	152	0	0	269	9	260		276	282	289	297
6666 ST BA Staff Training (Churchtown)	0	0	0	206	0	206		211	216	222	227
Burial Authority Staffing Costs	7,718	0	0	10,368	1,393	8,975		10,680	11,001	11,330	11,670
<b>Total Burial Authority Staffing Expenditure</b>	<b>7,869</b>	<b>0</b>	<b>0</b>	<b>10,843</b>	<b>1,402</b>	<b>9,441</b>		<b>11,167</b>	<b>11,499</b>	<b>11,841</b>	<b>12,194</b>
	<b>30,439</b>	<b>0</b>	<b>0</b>	<b>35,191</b>	<b>2,917</b>	<b>32,274</b>		<b>35,589</b>	<b>35,997</b>	<b>25,724</b>	<b>15,463</b>
<b>Total Burial Authority Operating Expenditure</b>	<b>30,439</b>	<b>0</b>	<b>0</b>	<b>35,191</b>	<b>2,917</b>	<b>32,274</b>		<b>35,589</b>	<b>35,997</b>	<b>25,724</b>	<b>15,463</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(6,637)</b>	<b>0</b>	<b>0</b>	<b>(17,691)</b>	<b>(1,204)</b>	<b>(16,487)</b>		<b>(17,651)</b>	<b>(17,611)</b>	<b>(6,878)</b>	<b>3,854</b>
<b>Burial Authority EMF Expenditure</b>											
6070 BA EMF Churchtown Cemetery Capital Works	0	7,668	0	0	0	7,668		0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967		0	0	0	0
6073 BA EMF Memorial Garden	2,498	5,000	0	0	800	4,200		0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200		0	0	0	0
	<b>2,498</b>	<b>28,835</b>	<b>0</b>	<b>0</b>	<b>800</b>	<b>28,035</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>32,937</b>	<b>28,835</b>	<b>0</b>	<b>35,191</b>	<b>3,717</b>	<b>60,309</b>		<b>35,589</b>	<b>35,997</b>	<b>25,724</b>	<b>15,463</b>
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(9,135)</b>	<b>(28,835)</b>	<b>0</b>	<b>(17,691)</b>	<b>(2,003)</b>	<b>(44,523)</b>		<b>(17,651)</b>	<b>(17,611)</b>	<b>(6,878)</b>	<b>3,854</b>