



# ***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)*

26 October 2022

Dear Councillor

I write to summon you to the **Meeting of Burial Authority Committee** to be held at the Guildhall on **Tuesday 1st November 2022 at 7.00 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 by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows  
Town Clerk

To:

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

1. Health and Safety Announcements.
2. Apologies.
3. 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.
4. 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 Town Council must do so by 12 noon the day before the meeting.
5. To receive and approve the minutes from the Burial Authority meeting held on 28th June 2022 as a true and correct record. (Pages 4 - 7)
6. To receive the current committee budget statement and consider any actions and associated expenditure. (Page 8)
7. To receive a fees and charges request from the Joint Burial Board Committee and consider any actions and associated expenditure. (Page 9)
8. To receive a report on the removal and cleaning of Headstones and Cremation Tablets and consider any actions or associated expenditure. (Page 10)
9. To set the Burial Authority budget for the year 2023/24 recommending to Policy and Finance Committee. (Page 11)
10. To set the Burial Authority Fees and Charges for the year 2023/24 recommending to the Policy and Finance Committee. (Pages 12 - 13)
11. To set the Burial Board Fees and Charges for the year 2023/24 recommending to the Policy and Finance Committee. (Page 14)
12. To consider Health and Safety reports as may be received.
13. To consider Risk Management reports as may be received.
14. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Page 15)
15. To receive a quote to extend the ash plot garden at Churchtown Cemetery and consider any actions and associated expenditure. (Page 16)

16. To receive a report relating to Churchtown Cemetery Management Policy and Regulations and consider actions and associated expenditure. (Pages 17 - 24)
17. 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).
18. To consider any items referred from the main part of the agenda.
19. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
20. To consider urgent non-financial items at the discretion of the Chairman.
21. 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.