

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 1st November 2022 at 7.00 pm

**PRESENT:** Councillors: R Bullock, J Dent (Chairman), J Foster and S Miller (Vice-Chairman).

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

**APOLOGIES:** Councillors: M Griffiths and S Lennox-Boyd.

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#### **17/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **18/22/23 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.

#### **19/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Town Clerk informed the Chairman that no public questions had been received.

The Town Clerk informed the Chairman that Councillor Yates is in attendance as a Member of the Joint Burial Board (JBB) Committee and advised that Members may wish to request input from Councillor Yates should any questions arise regarding Agenda Item 11 - To set the Burial Board Fees and Charges for the year 2023/24 recommending to the Policy and Finance Committee.

**20/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 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 Burial Authority Committee held on 28<sup>th</sup> June 2022 were confirmed as a true and correct record.

**21/22/23 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**22/22/23 TO RECEIVE A FEES AND CHARGES REQUEST FROM THE JOINT BURIAL BOARD COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the request received.

Members discussed the operational implications of implementing such a mechanism and available funding options such as the National Government Funeral Expenses Payment Scheme <https://www.gov.uk/funeral-payments> available for those who may require help with funeral costs.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to note and sign post enquiries to the available funding options.

**23/22/23 TO RECEIVE A REPORT ON THE REMOVAL AND CLEANING OF HEADSTONES AND CREMATION TABLETS AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Town Clerk provided an overview of the administration work for removing headstones and cremation tablets at Churchtown Cemetery.

It was proposed by Councillor Bullock, seconded by Councillor Foster and resolved to **RECOMMEND** to Policy and Finance to approve a fee for the permission to remove a headstone or cremation tablet other than for an additional inscription at cost of £56 to be included in the Burial Authority Fees and Charges for the year 2023/24.

**24/22/23** **TO SET THE BURIAL AUTHORITY 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 Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the Burial Authority Budget for the year 2023/24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

**25/22/23** **TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2023/24 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Town Clerk provided an overview of the Churchtown Cemetery fees and charges for the year 2023-24.

Members considered an alteration to the wording contained within the fees and charges to provide a streamlined service for the administration process and avoid confusion to the client.

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND** to Policy and Finance to approve the amendment to the fees and charges for the year 2023-24 as follows:

1. Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour.	£51
2. Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£84

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND** the Burial Authority Fees and Charges, with no increases to be implemented, for the year 2023/24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

**26/22/23 TO SET THE BURIAL BOARD FEES AND CHARGES FOR THE YEAR 2023/24 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** the Burial Board Fees and Charges for the year 2023/24, with no increases to be implemented, to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

**27/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No Report.

**28/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**29/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Service Delivery Manager (SDM) provided an overview on the report received.

The SDM informed Members there is currently no signage identifying the Memorial Rose Garden.

Members discussed possible associated costs for the procurement of a suitable and in keeping sign to clearly identify the Memorial Rose Garden area at Churchtown Cemetery.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to note the report and provide delegated authority to the SDM to procure a suitable sign for the Memorial Rose Garden at a maximum cost of £1,500 to be allocated to budget code 6073 BA EMF Memorial Garden.

30/22/23

**TO RECEIVE A QUOTE TO EXTEND THE ASH PLOT GARDEN AT CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to appoint Duchy Cemetery's Ltd to extend the ash plot garden at Churchtown Cemetery at a total cost of £560 to be allocated to budget code 6070 BA EMF Churchtown Cemetery Capital Works, subject to clarification if the total cost includes the replacement / re-planting of the existing hedge.

31/22/23

**TO RECEIVE A REPORT RELATING TO CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to approve the following updates to the Town Council Application for Interment, Fees and Charges, and Management Policy and Regulations:

1. Amendment to the Application for Interment and Fees and Charges:

FROM:

Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee.

TO:

Non-resident fees are at the discretion of the Town Clerk and in the absence the Assistant Town Clerk.

2. Additional sections 4.4.3. and 4.4.4. Management Policy and Regulations:

4.4.3. 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 Town Clerk and in the absence the Assistant Town Clerk).

4.4.4. The Administration Department to obtain available evidence with regard to Saltash residency two years prior to the date of death. This being unavailable, to request the Funeral Director gives written confirmation of residency.

**32/22/23 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).

**33/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**34/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**35/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**36/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.41 pm

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

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

Burial Authority Committee - Burial Authority Budget 2022-23  
Saltash Town Council  
For the year 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
<b>Operating Income</b>												
<b>Burial Authority Income</b>												
4612 BA Cemetery Fees (Churchtown)	23,510	0	0	17,500	9,109	8,391	21,862	Based on current year income	24,070	26,501	29,177	32,124
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	583	(583)	1,000	Based on current year income	1,101	1,212	1,335	1,469
<b>Total Burial Authority Income</b>	<b>23,802</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>9,692</b>	<b>7,808</b>	<b>22,862</b>		<b>25,171</b>	<b>27,713</b>	<b>30,512</b>	<b>33,594</b>
	<b>23,802</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>9,692</b>	<b>7,808</b>	<b>22,862</b>		<b>25,171</b>	<b>27,713</b>	<b>30,512</b>	<b>33,594</b>
<b>Operating Expenditure</b>												
<b>Burial Authority Expenditure</b>												
6000 BA Petrol	120	0	0	300	87	213	378	costs as of 30/09/22 are 26% higher, have raised by this figure	416	458	504	555
6001 BA Machinery Maintenance Costs	38	0	0	250	0	250	275	Increased by CPI 10.1%	303	334	367	404
6003 BA Health & Safety	0	0	0	50	0	50	55	Increased by CPI 10.1%	61	67	73	81
6004 BA General Site Maintenance	233	0	0	500	557	(57)	613	Increased by CPI 10.1%	675	744	819	901
6005 BA Fire Extinguishers	61	0	0	82	41	41	90	Increased by CPI 10.1%	99	109	120	133
6008 BA Tree Survey & Tree Maintenance	81	0	0	718	718	0	791	Increased by CPI 10.1%	870	958	1,055	1,162
6009 BA Electricity Costs	206	0	0	276	34	242	690	Increased by 150% relative to last years budget	760	836	921	1,014
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385	Fixed	21,385	23,545	25,923	28,541
6011 BA Water	0	0	0	331	0	331	364	Increased by CPI 10.1%	401	442	486	536
6012 BA Memorial Bench (Expenditure)	0	0	0	0	147	(147)	0		0	0	0	0
6013 BA Security Alarm Maintenance	156	0	0	157	119	38	173	Increased by CPI 10.1%	190	210	231	254
6014 BA Cemetery Software Subscription	290	0	0	299	288	11	329	Increased by CPI 10.1%	362	399	439	484
<b>Total Burial Authority Expenditure</b>	<b>22,569</b>	<b>0</b>	<b>0</b>	<b>24,348</b>	<b>12,684</b>	<b>11,664</b>	<b>25,144</b>		<b>25,524</b>	<b>28,102</b>	<b>30,940</b>	<b>34,065</b>
<b>Burial Authority Staffing Expenditure</b>												
Burial Authority Staffing Expenses	152	0	0	269	46	223	93	Staff Clothing (£59)and Travelling costs (£34) 2022/23 + CPI @ 10.1%	102	113	124	137
6666 ST BA Staff Training (Churchtown)	0	0	0	206	0	206	227	Increased by CPI 10.1%	250	275	303	333
Burial Authority Staffing Costs	7,718	0	0	10,368	4,756	5,612	15,508	NJC Scales 2021-2022 + 10%	17,074	18,799	20,697	22,788
<b>Total Burial Authority Staffing Expenditure</b>	<b>7,869</b>	<b>0</b>	<b>0</b>	<b>10,843</b>	<b>4,802</b>	<b>6,041</b>	<b>15,828</b>		<b>17,426</b>	<b>19,186</b>	<b>21,124</b>	<b>23,258</b>
	<b>30,439</b>	<b>0</b>	<b>0</b>	<b>35,191</b>	<b>17,487</b>	<b>17,704</b>	<b>40,972</b>		<b>42,950</b>	<b>47,288</b>	<b>52,064</b>	<b>57,323</b>
<b>Total Burial Authority Operating Expenditure</b>	<b>30,439</b>	<b>0</b>	<b>0</b>	<b>35,191</b>	<b>17,487</b>	<b>17,704</b>	<b>40,972</b>		<b>42,950</b>	<b>47,288</b>	<b>52,064</b>	<b>57,323</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(6,637)</b>	<b>0</b>	<b>0</b>	<b>(17,691)</b>	<b>(7,794)</b>	<b>(9,897)</b>	<b>(18,110)</b>		<b>(17,780)</b>	<b>(19,575)</b>	<b>(21,552)</b>	<b>(23,729)</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	0
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967	0		0	0	0	0
6073 BA EMF Memorial Garden	2,498	5,000	0	0	800	4,200	0		0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200	250	Increase to 10% of Staffing costs	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>250</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>18,286</b>	<b>45,740</b>	<b>41,222</b>		<b>42,950</b>	<b>47,288</b>	<b>52,064</b>	<b>57,323</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>(8,594)</b>	<b>(37,932)</b>	<b>(18,360)</b>		<b>(17,780)</b>	<b>(19,575)</b>	<b>(21,552)</b>	<b>(23,729)</b>

## Burial Authority - Churchtown Cemetery

### Fees and Charges

Description	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
1st Interment over the age of 18 years - (triple depth plot)	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700
1st Interment of ashes in a casket - (double depth plot)	£333
2nd Interment of ashes in a casket - (ERB determined)	£333
1st Interment of loose ashes - (double depth plot)	£167
2nd Interment of loose ashes - (ERB determined)	£167
Interment of ashes in Garden of Remembrance	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	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
Exclusive Right of Burial 1st Interment over the age of 18 years	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge
<b><u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u></b>	
Permission to erect headstone including first inscription	£111
Additional inscriptions	£56
Permission to place cremated remains tablet	£56
Renewal of Grant of Right to Erect a Memorial	£28
Permission to erect/place monument CWG/MOD	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
Second and third interment admin fee (ERB must be determined)	£28
Renewal of Exclusive Rights of Burial	£28
Renewal of Exclusive Rights of Cremated Remains	£28
Issue & registration of duplicate deed of grant of grave space	£28
Inspection of Burial Register	£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	£51
Transfer of ERB certificate by Statutory Declaration	£84
Permission of right to CWG Commission or MOD	No Charge
Permission to place a war grave marker	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application
Search of Registers by our staff (per search)	£28
Search of Registers by our staff (non resident)	£56
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
<b><u>Benches &amp; Other Memorials - 10 Years Lease (Residents &amp; Non Residents) (VATABLE)</u></b>	
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100
Memorial Plaque on a bench at Churchtown Cemetery	£350

Current rate of inflation is 10.1% - September 2022



## Joint Burial Board - St. Stephens 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>		
Re-opening / Interment of a body (Saltash residents)	£686	£700
Re-opening / Burial of cremated remains (Saltash residents)	£327	£335
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 STC Co-Chairman of the Burial Board Committee.)	All Fees Double	All Fees Double
<b><u>Benches</u></b>		
A suggested donation to supply, fit and maintain a memorial bench	Price on Application	Price on Application

#### Notes

Inflationary rate used for fees and charges in 2021 is CPI 2.5% based on June 2021  
Current rate of inflation as of September 2022 is 10.1%