



# ***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,

A handwritten signature in blue ink, appearing to be 'S Burrows'.

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.

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 28th June 2022 at 6.00 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk) and D Joyce (Administration Officer).

**APOLOGIES:** Councillor J Foster and M Griffiths.

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#### **1/22/23      HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **2/22/23      TO ELECT A CHAIRMAN**

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to elect Councillor Dent as Chairman of the Burial Authority Committee.

The Chairman remained in the Chair.

#### **3/22/23      TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to elect Councillor Miller as Vice Chairman of the Burial Authority Committee.

#### **4/22/23      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.

**5/22/23      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/22/23      TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON TUESDAY 12TH OCTOBER 2021 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 Lennox-Boyd, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on Tuesday 12<sup>th</sup> October 2021 were confirmed as a true and correct record.

**7/22/23      FINANCE:**

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**8/22/23      HEALTH & SAFETY.**

No report.

**9/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**10/22/23      CORRESPONDENCE.**

a. To receive and consider a request regarding the baby and children's area at Churchtown Cemetery and consider any actions and associated expenditure.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to note the request and delegate to the Town Clerk and Chairman to manage the request appropriately reporting back to Members of the Burial Authority Committee.

**11/22/23      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

The Town Clerk updated Members on the report received.

Members visited Churchtown Cemetery and expressed concern for the Health and Safety of visitors and staff due to unauthorised items left on grave sites that are not permitted under the Management Policy and Regulations.

Members reported there are cones and tape sectioning off an area of Churchtown Cemetery. The Town Clerk will further investigate why the section had been cordoned off reporting back to Members.

Members thanked the Assistant Service Delivery Manager for an excellent report and the team for their outstanding work at the cemetery.

It was **RESOLVED** to note.

**12/22/23      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).

**13/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**14/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**15/22/23      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

16/22/23 **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: 6.17 pm

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

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

# Agenda Item 6

Burial Authority Committee - Burial Authority Budget 2022-23  
Saltash Town Council  
For the 6 months ended 30 September 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	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	9,109	8,391		17,938	18,386	18,846	19,317
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	583	(583)		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>9,692</b>	<b>7,808</b>		<b>17,938</b>	<b>18,386</b>	<b>18,846</b>	<b>19,317</b>
<b>Total Operating 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>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	87	213		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	557	(57)		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	34	242		283	290	297	304
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693		21,385	21,385	10,693	0
6011 BA Water	0	0	0	331	0	331		339	348	357	365
6012 BA Memorial Bench (Expenditure)	0	0	0	0	147	(147)		0	0	0	0
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>12,684</b>	<b>11,664</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	46		Staff Clothing, Mobile 223 Phones and Staff Travelling costs	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	4,756	5,612		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>4,802</b>	<b>6,041</b>		<b>11,167</b>	<b>11,499</b>	<b>11,841</b>	<b>12,194</b>
<b>Total 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>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>17,487</b>	<b>17,704</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>(7,794)</b>	<b>(9,897)</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>Total Burial Authority EMF Expenditure</b>	<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>18,286</b>	<b>45,740</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>(8,594)</b>	<b>(37,932)</b>		<b>(17,651)</b>	<b>(17,611)</b>	<b>(6,878)</b>	<b>3,854</b>

**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 22<sup>nd</sup> 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 1<sup>st</sup> 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.

## **The removal and cleaning of Headstones and Cremation Tablets and consider any actions or associated expenditure**

### Information:

A request has been received for the removal of a cremation tablet from a plot at Churchtown Cemetery. This is the first such request received and therefore a need to have a process in place. Headstones can be removed for reasons such as permanent removal, cleaning and removal, re-lettering or repair.

Plymouth City Council and Cornwall Council issue a permit, but do not charge for the removal and/or cleaning of a headstone or cremation tablet.

However, the Town Council will be required to carry out the same amount of work for the removal of a headstone or cremation tablet for the above reasons, as for an installation, or removal for a second inscription. Current costs for installation or second inscriptions are:

Permission to erect headstone including first inscription	-	£111
Additional inscriptions	-	£56
Permission to place cremated remains tablet	-	£56

### Proposal:

Members are requested to consider and confirm associated fees should they wish to charge for the process of issuing a Memorial Licence.

### Example:

Permission for the removal of a headstone or cremation tablet other than for an additional inscription - £56

This is mirroring the same fee and admin involvement involved with laying of a cremation tablet.

(Please note that all fees as shown above are for Saltash Residents only).

### **End of report**

**Planning & General Administrator**

# Agenda Item 9

**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>

**REPORT TO BURIAL AUTHORITY - TUESDAY 1<sup>ST</sup> NOVEMBER 2022**  
**FEES AND CHARGES RELATING TO THE TRANSFER OF EXCLUSIVE RIGHT**  
**OF BURIALS**  
**CHURCHTOWN CEMETERY**

At present the Fees and Charges show costs for transferring an Exclusive Right of Burial as follows:

1. Transfer of ERB certificate by <b>assignment</b> 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	£84

1. Transfers can take place via an Assignment of the Right of Burial, the Assent of an Executor or Administrator, or a Form of Renunciation. Alternative wording as below is therefore suggested to streamline the administration process and avoid any confusion to the client.
2. Transfers by Statutory Declaration are more complex. Alternative wording as below is therefore suggested in order to reflect this complexity within the fee charged, to allow for the inclusion of any additional costs and to create a uniformity within the fees.

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 a hourly basis at £25 per hour	£84

# 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%

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

### **BURIAL AUTHORITY**

**1<sup>st</sup> November 2022**

#### **Grounds Maintenance**

Our Autumn grounds program is ongoing, we are currently cutting every two weeks as the current weather conditions, mild temperatures and showers is still promoting growth.

The Summer period brought sustained dry periods and high temperatures, this slowed grass growth and caused some patches of grass to die back, these areas are now recovering.

The high temperatures facilitated the cutting of wild meadow areas to be cut back much earlier than planned. The tall grass presented a high risk of wild fire outbreak, a risk assessment of the area was done and the hazard was assessed as very high; the decision was therefore taken to manage and control the risk by cutting the areas down to a much smaller height, SEA were kept informed of all works.

Borders and formal hedges were maintained, weeded and pruned as required.

Our Schedule of Works for the Autumn includes the pruning of all formal hedges and perimeter hedgerows, raising the crowns (lower branches) on all trees so that Churchyard visitors and Service Delivery team members can pass through and work in areas safely. All pathways will be cleared of weeds and moss and monitored and managed during any really cold weather conditions.

#### **The Memorial Rose Garden**

Our Schedule of Works here includes, re-edging the border to the garden and weeding the rose bed regularly, the Box border will be trimmed and pruned as required. We currently still only have two memorial roses planted in the garden, there is currently no signage identifying or highlighting the Memorial Garden!

#### **Fence and gates**

The Cemetery gates will be treated during this season and the Cemetery Store compound fence is scheduled for repair due to wind damage, once repaired this will also be treated.

The Store and its external area is currently undergoing a Workplace Organisation review and comprehensive full stock take of all assets, spare parts and consumables. This review will allow us to maximise storage, organisation and operating efficiency, all required corrective actions will be completed by the end of November 2022.

#### **Memorial Management**

The Health and Safety inspections continue with the entire churchyard being completely inspected during August/September. There are no issues to report.

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

#### **End of Report**

**Service Delivery Manager**



Duchy Cemetery's Ltd  
Eric Roberts Contractors Ltd  
Pitt Lane  
Higher Fraddon  
St Columb  
Cornwall  
TR9 6LG

Tel: 07970 481090/Fax: 01726 861848

Email: [allanrobertssexton@gmail.com](mailto:allanrobertssexton@gmail.com)

Saltash Town Council

24/7/2022

c/o Sinead Burrows

Estimate for extending the Ash plot garden at Churchtown Cemetery

Remove hedging and returf using turf from new hedging plot

Digging new hedge loose ground to plant new hedging

Price for autumn

Total £560

Allan



## To receive and review the Management Policy and Regulations

### Information:

The Town Council currently charges double standard fees for non-Saltash Residents. In the Town Council's Fees and Charges, it states:

*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)*

The current process, undertaken by the Administration Department, is to request proof of resident status dated within the last two years. However, the following are reasons for families not having sufficient evidence:

- The deceased passing away in a care home in a neighboring town or city with any supporting evidence having been destroyed upon relocation.
- Cremated remains remaining with the families until a partner or loved one has passed before being interred together.
- Prior to passing, the deceased relocated to live with relatives to receive care with proof of residential status being for the last place of residency.

The request to prove residency and the delay in gaining authorisation from the Chairman and Vice-Chairman of the Burial Authority can cause distress to families and delays in relation to the confirmation of interment.

Recently, a family withdrew their request for interment at Churchtown Cemetery due to the need for evidence, the doubling of fees and the subsequent time involved in gaining approval for standard fees. The process had increased the family's distressed state and they felt unable to continue with their request.

### Proposal:

1. Members to consider replacing the following sentence to avoid delay:

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. Members to review the proposed new paragraph to be added to the Management Policy and Regulations as follows and attached:

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).

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 that the Funeral Director gives written confirmation of residency.

**End of report**  
**Administration Officer**

# Saltash Town Council

## CHURCHTOWN CEMETERY

### MANAGEMENT POLICY & REGULATIONS

#### 1. PURPOSE

- 1.1. To provide a management strategy for the safe and respectful management of the cemetery.
- 1.2. To provide clear information to elected members of the responsibilities of the Town Council and the implications thereof.
- 1.3. To provide clear information to cemetery users, be they the bereaved, visitors or attendees at a funeral, detailing their rights, responsibilities and what they may expect from the Town Council. This to take the form of Rules and Regulations and information presented in the form of leaflets and upon the Council website.
- 1.4. To provide clear information to those working in the cemetery, be they Memorial Masons, Funeral Directors, Grave Diggers or any other external contractor.

#### 2. GUIDANCE AND STATUTORY OBLIGATIONS

- 2.1. The cemetery will be managed to comply with all Parliamentary Acts and Statutory Instruments and accepted guidance that may apply.
- 2.2. The main legislation is contained within the Local Authorities Cemetery Order 1977, as amended in the Local Authorities Cemeteries (Amendment) Order 1986. This is a Statutory Instrument made under the Local Government Act 1972, section 214(1).
- 2.3. Other legislation where compliance is Statutory includes the Health and Safety at Work Act 1974, enforced by the Health and Safety Regulations 1989.
- 2.4. Guidance issued by the Health and Safety Executive and the Institute of Cemetery and Crematorium Management includes:
  - 2.4.1. The Guide for Burial Ground Managers (HSE)
  - 2.4.2. Baby and Infant funerals (ICCM)
  - 2.4.3. Shallow graves policy (ICCM)
  - 2.4.4. Managing the safety of burial ground memorials (HSE)
  - 2.4.5. Management of Memorials policy (ICCM)
  - 2.4.6. Code of safe working practice (ICCM)

### 3. DEFINITIONS

- 3.1. For the purposes of legislation and registration of burials, the person identified by the Council shall be the Town Clerk.
- 3.2. The cemetery shall be deemed to be open during the hours of daylight – it is illegal to enter a cemetery when it is closed without the specific permission of the identified person.
- 3.3. As land owner, the Council is responsible for the health and safety of all who enter the cemetery.
- 3.4. No vehicles may enter the cemetery without the express permission of the Council.

### 4. ELEMENTS OF MANAGEMENT

- 4.1. **Burials – Undertakers to Note:** Please only book and pay for the Saltash Town Council's approved gravedigger, contact details attached.
- 4.1.1. No interment may take place nor any ashes scattered without the written permission of the Council. In or on a grave where the Exclusive Rights of Burial (EROB) have been purchased, the Council will require the written permission of the owner of the Rights before they in turn may grant permission.
- 4.1.2. In a case where no owner of the rights is available it is the responsibility of the funeral organisers to locate them or transfer rights as necessary.
- 4.1.3. An Application for Interment must be made on the specified form and received by the Council three working days before the time of burial. It must be accompanied by a Certificate of Disposal issued either by the Registrar (green form) or by the Coroner (white form). In exceptional circumstances should this form be lost or unattainable, it may be possible to proceed with the burial if a Form 18 is supplied instead. The application should also be accompanied by payment in full.
- 4.1.4. 'American Style' Caskets will not be permitted at Churchtown Cemetery. The maximum dimensions permitted for Wood and Wicker Coffins at Churchtown Cemetery are as follows: Maximum Length 7' 2", Maximum Width 32", Maximum Height 18". The exact dimensions, width, length and height, of the coffin which will be used for an interment must be given accurately on the application form.
- 4.1.5. All first burials in a grave will take place in a grave identified by the Town Clerk.
- 4.1.6. Burials may take place in an EROB purchased or non EROB plot; in the latter case the applicant will be informed that no memorial may be placed on the grave and that other, unrelated persons may also be buried in the grave. Prior to a second interment in an unpurchased grave the Council will attempt to contact the applicant to offer a last chance to purchase.
- 4.1.7. All graves will be excavated and backfilled by the Council or its contractors in accordance with the ICCM Code of Safe Working Practice. Adequate grave shoring will always be used. Graves left open overnight will be securely covered. Should mourners wish to backfill some or all of the grave they must do so with the express, advanced permission of the Council and such an operation is at the

sole risk of the Funeral Director or organiser. Backfilling must take place as soon as the cortege has left the graveside; no open grave containing a coffin must be left unattended.

- 4.1.8. The Council or its contractors will make good any subsidence within the grave at any time after the funeral.
- 4.1.9. Burials may take place without a Funeral Director but organisers must satisfy the Council that they are competent to conduct a funeral. They must also assume all requirements that the Council would demand of a Funeral Director.
- 4.1.10. Funeral Directors must register with the Council showing evidence of public liability insurance. Funeral Directors are responsible for the behaviour and safety of the funeral cortege whilst in the cemetery.
- 4.1.11. Grave spaces will be three metres long and one and a half wide in order to comply with BS8415. The excavation will be central with respect to width with the head sixty centimeters from the top border.
- 4.1.12. Each grave has the capacity for two ashes caskets to be buried in the memorial strip on either side of the headstone, provided the headstone foundation is no wider than one metre (see diagram).

#### **4.2. Exclusive Rights of Burial**

- 4.2.1. In accordance with LACO (1977) the Council may issue Exclusive Rights of Burial (EROB) to the applicant for burial at the time of the first burial in a grave. The current term is a period of ten years, which may be renewed on expiry by payment of a further fee, for a period of ten years.
- 4.2.2. EROB does not confer ownership of the land but grants the purchaser the right to determine future burials and to apply to place a memorial. The owner of the rights may themselves be buried in the grave with no other permission needed.
- 4.2.3. At the end of the period of rights the Council will attempt to contact the owner but should they not be found or not wish to renew the rights, the Council may either sell the rights to another person or bury an unrelated person in the grave.
- 4.2.4. EROB may be assigned by the owner during their lifetime, or by their executor upon their death. The Council can advise how this must be done and will supply such forms as are needed for a small fee.
- 4.2.5. Under no circumstances may the EROB be exercised without the permission of the owner.

#### **4.3. Memorials**

- 4.3.1. The cemetery is laid out as a lawn cemetery, no trees, shrubs, plants, flowers, flower-holders, vases, flat stones, headstone, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grassed area, the headstone or the plinth of the headstone. Flower containers must be installed in and be integral to the plinth of the headstone.
- 4.3.2. Under no circumstances will a glass or any breakable receptacle be permitted to be placed on the grassed area, grave, headstone or the plinth of the headstone.

- 4.3.3. In accordance with BS8415 the Council will leave undug a 60cm strip, the width of the grave and at the head of the grave upon which the memorial must entirely be situated.
- 4.3.4. No permanent planting may take place anywhere in the cemetery without the express, written permission of the council.
- 4.3.5. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.6. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM).
- 4.3.7. An approved application will indicate the dimensions and composition of the memorial; details of how it is to be fixed to conform to BS8415 and accurate details of the proposed inscription. Applications must be accompanied by fees and charges in full.
- 4.3.8. Size of Memorials. All new memorials to be erected in the cemetery must not exceed the following maximum sizes:
  - Headstone Height (including all plinths and concrete foundations) 3'3" (991mm)
  - Width of memorial 2'8" (813mm)
  - Depth of base (front to back) 1'4" (410mm)
  - The overall size of the plinth to be 900mm.

It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.
- 4.3.9. Memorial Colour, Shape and Material. All memorials to be natural colourings such as grey, white and black with memorial shapes to not exceed the permitted Memorial sizes pursuant to 4.3.8. These can be in a range of natural stoned materials such as Portland, Granite, Marble, Limestone or Hoptonwood.
- 4.3.10. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.
- 4.3.11. Only tablets 18" x 18" (450mm x 450mm) and foundation slabs 24" x 24" (600mm x 600mm) may be fixed on cremation plots. Should a vase be required it must be installed in and be integral to the cremation tablet itself. No trees, shrubs, plants, flowers, flower-holders, vases, glass or other breakable items, flat stones, headstones, crosses, kerbstones, fences, grave or anything whatsoever may be placed on the grass surrounding the tablet, or on the actual cremation tablet.
- 4.3.12. The stone mason must give three working days' notice of their intention to fix a memorial, to arrange an appointment and a qualified fixer must remain in the cemetery whilst the work is carried out. The Council may approach a working fixer at any time and demand that they demonstrate that the memorial matches the application.
- 4.3.13. The Council will mark the end of each burial row and all headstone plates must align to the markers. Should any be found fixed in the wrong position the Council will recall the fixer so that they be refixed in the proper position.
- 4.3.14. No cleaning or other work may be carried out on any memorial without application to the Council and must have the permission of the owner. Any chemical cleaning must be specifically approved.

- 4.3.15. Should the Rights expire and not be renewed, the Council will attempt to contact the owner to arrange removal. Should this not be forthcoming, the Council reserves the right to act as it sees fit, up to and including removal.
- 4.3.16. All new memorials should either be guaranteed for a period of not less than 10 years and/or a certificate of compliance to BS8415 must be issued.
- 4.3.17. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.18. The Town Council are to offer other Memorial Services such as a Memorial Garden Rose Bush with a plaque and inscription and Memorial Benches with a plaque and inscription. More information and Terms and Conditions of the Town Council Memorial Services can be located on the relevant application forms.

#### **4.4. Fees and Charges**

- 4.4.1. The Council will publish a table of fees and charges for its services which will be available at the cemetery, on the website and in paper form from the Council offices. Fees for any service must be paid in advance.
- 4.4.2. From time to time the Council will review the fees and charges.
- 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 that the Funeral Director gives written confirmation of residency.

**Commented [SB1]:** Proposed new section added to the Management Policy and Regs

#### **4.5. Rules and Regulations**

- 4.5.1. The Council will publish such Rules and Regulations as it sees fit for the proper management of the cemetery. These will be available at the cemetery, on the website and in paper form at the Council offices.
- 4.5.2. The Rules and Regulations will be reviewed on a regular basis and any revisions will replace previous versions with immediate effect.

#### **4.6. General provisions**

- 4.6.1. The Council will provide a water supply subject to weather conditions.
- 4.6.2. The Council will maintain the cemetery to provide a suitable and presentable appearance.
- 4.6.3. The Council will conduct regular inspections of the cemetery and will inspect memorials as recommended by the Health and Safety Executive. Any memorial found to be in an unsafe condition will be made safe by the Council in a manner they see fit. Responsibility for repair remains that of the owner. Repairs not carried out in a timely manner may result in the withdrawal of memorial rights.
- 4.6.4. Statutory registers of interments, ownership and exhumations will be kept by the Council and may be viewed by reasonable request. Extended searches by Council staff may incur a fee.

- 4.6.5. Interments shall normally take place between 9:00am and 4:00pm, Monday to Friday excluding Bank Holidays. It may be possible to accommodate funerals outside of these times and at short notice but the Council reserves the right to charge an extra fee for this service.
- 4.6.6. New graves will be dug to accommodate 3 burials unless ground conditions do not allow.
- 4.6.7. Initially three rows of graves will be marked out to provide sufficient space should more than one grave be required at any one time. No fewer than three rows will exist at any time.
- 4.6.8. Burials will start at the gate end of the cemetery at the end of the row nearest to the driveway.

#### **4.7. Future expansion**

- 4.7.1 Land adjacent to the cemetery, temporarily used to provide allotments, will be used to extend the cemetery as required. Notice will be given to allotment tenants.