



# **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)

17 May 2023

Dear Councillor

I write to summon you to the **Meeting of Burial Authority Committee** to be held at the Guildhall on **Tuesday 23rd May 2023 at 6.30 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 J Foster M Griffiths S Lennox-Boyd S Miller	All other Councillors for information
---	---------------------------------------

## Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
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 Town Council must do so by 12 noon the day before the meeting.

7. To receive and approve the minutes from the Burial Authority meeting held on 1st November 2022 as a true and correct record. (Pages 4 - 9)
8. To receive the Burial Authority Committee budget statement and consider any actions and associated expenditure. (Page 10)
9. To consider Health & Safety reports as may be received.
10. To consider Risk Management reports as may be received.
11. To note that Pengelly Funeral Service approved Churchtown Cemetery quote for works. (Page 11)
12. To ratify the amendment to Churchtown Fees and Charges and consider any actions and associated expenditure. (Pages 12 - 13)
13. To receive a report on Churchtown Cemetery Management Policy and Regulations and consider any actions and associated expenditure. (Pages 14 - 23)
14. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Page 24)
15. To receive a report on a letters to heaven concept and consider any actions and associated expenditure. (Pages 25 - 26)

16. 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).
17. To consider any items referred from the main part of the agenda.
18. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
19. To consider urgent non-financial items at the discretion of the Chairman.
20. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 7 November 2023 at 6.30 pm