



***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,

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

S Burrows  
Town Clerk

To:

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

## 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: \_\_\_\_\_

# Agenda Item 8

## Burial Authority Committee - Burial Authority Budget 2022-23

Saltash Town Council

For the year ended 31 March 2023

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	Precept/ 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	16,355	1,145	21,862	24,070	26,501	29,177
4614 BA Memorial Bench Income (Churchtown)	292	0	0	0	583	(583)	1,000	1,101	1,212	1,335
<b>Total Burial Authority Income</b>	<b>23,802</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>16,938</b>	<b>562</b>	<b>22,862</b>	<b>25,171</b>	<b>27,713</b>	<b>30,512</b>
<b>Total Operating Income</b>	<b>23,802</b>	<b>0</b>	<b>0</b>	<b>17,500</b>	<b>16,938</b>	<b>562</b>	<b>22,862</b>	<b>25,171</b>	<b>27,713</b>	<b>30,512</b>
<b>Operating Expenditure</b>										
<b>Burial Authority Expenditure</b>										
6000 BA Petrol	120	0	0	300	126	174	378	416	458	504
6001 BA Machinery Maintenance Costs	38	0	0	250	0	250	275	303	334	367
6003 BA Health & Safety	0	0	0	50	0	50	55	61	67	73
6004 BA General Site Maintenance	233	0	0	500	557	(57)	613	675	744	819
6005 BA Fire Extinguishers	61	0	0	82	41	41	90	99	109	120
6008 BA Tree Survey & Tree Maintenance	81	0	0	718	818	(100)	791	870	958	1,055
6009 BA Electricity Costs	206	0	0	276	208	68	690	760	836	921
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385	21,385	23,545	25,923
6011 BA Water	0	0	0	331	0	331	364	401	442	486
6012 BA Memorial Bench (Expenditure)	0	0	0	0	147	(147)	0	0	0	0
6013 BA Security Alarm Maintenance	156	0	0	157	284	(127)	173	190	210	231
6014 BA Cemetery Software Subscription	290	0	0	299	665	(366)	329	362	399	439
<b>Total Burial Authority Expenditure</b>	<b>22,569</b>	<b>0</b>	<b>0</b>	<b>24,348</b>	<b>13,539</b>	<b>10,809</b>	<b>25,143</b>	<b>25,522</b>	<b>28,102</b>	<b>30,938</b>
<b>Burial Authority Staffing Expenditure</b>										
Burial Authority Staffing Expenses	152	0	0	269	62	207	296	326	359	395
6666 ST BA Staff Training (Churchtown)	0	0	0	206	0	206	227	250	275	303
Burial Authority Staffing Costs	7,718	0	0	10,368	7,990	2,378	8,949	9,853	10,848	11,944
<b>Total Burial Authority Staffing Expenditure</b>	<b>7,869</b>	<b>0</b>	<b>0</b>	<b>10,843</b>	<b>8,052</b>	<b>2,791</b>	<b>9,472</b>	<b>10,429</b>	<b>11,482</b>	<b>12,642</b>
<b>Total Operating Expenditure</b>	<b>30,439</b>	<b>0</b>	<b>0</b>	<b>35,191</b>	<b>21,591</b>	<b>13,600</b>	<b>34,615</b>	<b>35,951</b>	<b>39,584</b>	<b>43,580</b>
<b>Total Burial Authority Operating Expenditure</b>	<b>30,439</b>	<b>0</b>	<b>0</b>	<b>35,191</b>	<b>21,591</b>	<b>13,600</b>	<b>34,615</b>	<b>35,951</b>	<b>39,584</b>	<b>43,580</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(6,637)</b>	<b>0</b>	<b>0</b>	<b>(17,691)</b>	<b>(4,653)</b>	<b>(13,038)</b>	<b>(11,753)</b>	<b>(10,780)</b>	<b>(11,871)</b>	<b>(13,068)</b>
<b>Burial Authority EMF Expenditure</b>										
6070 BA EMF Churchtown Cemetery Capital Works	0	7,668	0	0	1,464	6,204	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>2,264</b>	<b>26,571</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>23,855</b>	<b>40,171</b>	<b>34,615</b>	<b>35,951</b>	<b>39,584</b>	<b>43,580</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>(6,917)</b>	<b>(39,609)</b>	<b>(11,753)</b>	<b>(10,780)</b>	<b>(11,871)</b>	<b>(13,068)</b>

# Agenda Item 11



SALTASH  
TOWN COUNCIL



## DRAFT QUOTE

Pengelley Funeral Services  
139 Fore Street  
Saltash  
Cornwall  
PL12 6AB  
UNITED KINGDOM

**Date**  
1 Dec 2022  
**Expiry**  
31 Dec 2022  
**Quote Number**  
QU-0005  
**VAT Number**  
165131333

Saltash Town Council  
12 Lower Fore Street  
Saltash  
Cornwall  
PL12 6JX  
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
1 SDGA (Service Delivery General Assistant) for approximately 2 hours for each visit. To attend site and carry out grounds maintenance works including: weeding, shrub/hedge pruning and replace any ground bark as required.	1.00	450.00	20%	450.00
Visits would be once a month during the summer (1st June to 31st August) and as required thereafter including a hard prune back in late winter to early spring. All required visits would be added to the Service Delivery Pre-Planned Maintenance Schedules.				
Price per month:				
			Subtotal	450.00
			TOTAL VAT 20%	90.00
			<b>TOTAL GBP</b>	<b>540.00</b>

### Terms

We trust that we have interpreted your requirements accurately. If however, we could be of further assistance, please contact our office. Quote valid for 30 days.

**To receive Churchtown Fees and Charges report and consider any actions and associated expenditure**

This report relates to Churchtown Cemetery Fees and Charges:

*Renewal of **Exclusive Rights of Burial** - Length of Exclusive Right of Burial - 10 Years:*

- *Second and third interment admin fee (ERB must be determined) £28 - see attached Fees and Charges sheet.*

There is no charge for the above Service due to there being no work to undertake. We believe the charge was added in error and has been removed as instructed by the Town Clerk due to confusion and overpayment from the funeral directors.

Please note: should Members agree to ratify the Town Clerks amendment, it will then need to be recommended to the Policy and Finance Committee and Full Council for full transparency and audit.

**End of Report**  
**Administration Officer**

## Burial Authority - Churchtown Cemetery

### Fees and Charges

Description	2022/2023 (As of 1st April 2022)	2023/2024 (As of 1st April 2023)
<b><u>Interment Fees</u></b>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700
1st Interment of ashes in a casket - (double depth plot)	£333	£333
2nd Interment of ashes in a casket - (ERB determined)	£333	£333
1st Interment of loose ashes - (double depth plot)	£167	£167
2nd Interment of loose ashes - (ERB determined)	£167	£167
Interment of ashes in Garden of Remembrance	£333	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	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	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	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	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Renewal of Grant of Right to Erect a Memorial	£28	£28
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
Removal of Headstones & Cremation Tablets other than for an additional inscription		£56
<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	No Charge
<del>Second and third interment admin fee (ERB must be determined)</del>	<del>£28</del>	<del>£28</del>
Renewal of Exclusive Rights of Burial	£28	£28
Renewal of Exclusive Rights of Cremated Remains	£28	£28
Issue & registration of duplicate deed of grant of grave space	£28	£28
Inspection of Burial Register	£28	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84
Permission of right to CWG Commission or MOD	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£28	£28
Search of Registers by our staff (non resident)	£56	£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	All Fees Double
<b><u>Benches &amp; Other Memorials - 10 Years Lease (Residents &amp; Non Residents) (VARIABLE)</u></b>		
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100	£100
Memorial Plaque on a bench at Churchtown Cemetery	£350	£350

## **To receive a report on the Churchtown Cemetery Management Policy and Regulations and consider any actions or associated expenditure.**

### **Overview:**

Two queries have been raised since the last Burial Authority Committee meeting held 01/11/2022 from funeral directors. These queries and supporting information from the ICCM have been included in the report, with proposals on changes to the Churchtown Management Policy and Regulations document attached.

### **Maintenance Responsibility at Churchtown Cemetery**

### **Information:**

A Funeral Director asked if owners of the Exclusive Right of Burial (EROB) are charged maintenance fees at Churchtown Cemetery. This is not the case. However, this request prompted an investigation into the maintenance responsibilities of both the Town Council and owners of EROBs at Churchtown Cemetery.

### **Subsidence:**

#### **Extract from STC Management Policy and Regulations:**

**4.1.8. The Council or its contractors will make good any subsidence within the grave at any time after the funeral.**

The Service Delivery Manager does not agree that the Town Council should be responsible for subsidence within the grave.

### **ICCM advice:**

The ICCM state that 'the wording in the Town Council's regulations is not completely clear. As an authority the Town Council would be responsible for any **topping up of graves** – usually after a burial and especially within the first 12 months when graves sink a lot'.

'Once a memorial has been placed the **re-levelling** of a grave would normally be the responsibility of the grave owner to pay for usually carried out by a suitably qualified mason'.

## **Town Council's Grave Digger Information**

From discussions with the Town Councils grave digger the following statements were confirmed.

1. The grave digger will on average top up graves when they need topping up – up to 2 years after the interment. This would be free of charge to the owner of the EROB/Town Council.
2. However, it is the practice of the grave digger to top up graves up to 3 or 4 years as needed when at Churchtown Cemetery. Surplus top soil would be taken from a new interment and placed on the sunken grave. Grass seed would then be applied. Again at no cost to the owner of the EROB/Town Council.
3. The grave digger would top up graves even after 4 years at no cost to the owner of the EROB/Town Council. In your experience, it would be unusual for graves to sink after 5 or 6 years.

## **Further Supporting Information**

### **Plymouth City Council:**

Plymouth City Council are responsible for everything below ground. PCC would level graves which have sunk at no cost to the owner of the EROB.

### **Cornwall Council:**

Due to health and safety concerns Cornwall Council would correct any subsidence within a grave or top up.

There would be no charge to the family although this charge may be reflected in the original cost of the Interment/EROB.

## **The placement of temporary grave markers**

### **Information:**

Grave markers such as a wooden cross with plaque are usually provided by the Funeral Director to the family at the time of interment. These markers are normally intended to mark the graves with family names until such time as the family wish to place a memorial headstone or cremation tablet.

A request has been received from a Funeral Director with regard to a grave at Churchtown Cemetery. The third interment in this grave was the last known member of the family. There is therefore no one who is able to claim ownership of the EROB.

The Funeral Director requested that a concerned group within the community should be allowed to purchase and install a headstone on the grave. This was not possible due to the need for the EROB to be transferred where possible to a member of the family.

The Funeral Director then requested that a wooden cross commemorating the first two internees in the grave and a wooden cross commemorating the last internee be removed and replaced with a single wooden cross bearing the names of all three internees. The Funeral Director to bear the cost.

The Funeral Director was also concerned that the Town Council would remove the crosses as only holders of the EROB can authorize any memorials on the grave.

### **ICCM advice:**

The ICCM advise that markers such as wooden crosses with a plaque are usually temporary. Most cemeteries allow this in the interval between the interment and the installation of a memorial.

The Town Council does not have to allow markers to be placed on the grave or cremation plot at the time of the interment. These are permitted at the Town Council's discretion.

The Town Council is entitled to remove such markers after 12 months. However, it is possible, as with some other cemeteries to leave the marker on the grave or cremation plot after the 12 month period.

Usually, Cemetery owners such as the Town Council would not remove the marker after 12 months should there be no memorial stone. However, the Town Council could remove it if they so wished.

Once a marker is in place instructions for further work to the grave, e.g., a memorial or request to install a further/replacement cross can only be taken from the EROB holder, not the Funeral Director or other members of the Community.

The ICCM advise that the matter of grave markers should be written into the Management Policy and Regulations.



## Proposals

### **Proposal 1: Maintenance Responsibility at Churchtown Cemetery**

Members to consider replacing the following sentence in the Management Policy and Regulations, recommending to the next policy and finance committee meeting.

From:

4.1.8. The Council or its contractors will make good any subsidence within the grave at any time after the funeral.

To:

4.1.8. The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB.

Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.

### **Proposal 2: The placement of temporary grave markers**

Members to consider and confirm the text to added into the Churchtown Cemetery Management Policy and Regulations as the new policy numbers below, recommending to the next policy and finance committee meeting.

4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial, which would normally take place within 12 months.

4.3.6. If there are no family members remaining, the person arranging the interment may also organise for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.

4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.

**End of report  
Planning & General Administrator**

# 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.~~

The Council or its contractors will make good any subsidence within the first 12 months after the funeral. Thereafter, the need to make good and pay to correct any subsidence will be the responsibility of the owner of the EROB.

Once a memorial has been placed the re-levelling of a grave will be the responsibility of the owner of the EROB to pay for to be carried out by a suitably qualified mason.

- 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. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial which would normally take place within 12 months.
- 4.3.6. If there are no family members remaining, the person arranging the interment may also organise for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.
- 4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.
- 4.3.8. Applications to place a memorial must bear the signature of the owner of the EROB.
- 4.3.9. All memorials must be fixed to BS8415 by a competent and registered stone mason. Membership of the British Register of Memorial Masons (BRAMM).
- 4.3.10. 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.
- 4.3.11. 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.
- 4.3.12. 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.
- 4.3.13. All burial memorials to be traditional upright headstones and fixed to the ground with a concrete base adhering to maximum measurements as outlined above.

- 4.3.14. 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.
- 4.3.15. 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.
- 4.3.16. 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.
- 4.3.17. 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.
- 4.3.18. 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.
- 4.3.19. 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.
- 4.3.20. The grave number and mason's name must be inscribed on the rear of the grave base in letters no greater than 15mm high.
- 4.3.21. 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

#### **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.

## **To receive a report from the Service Delivery Department and consider any actions and associated expenditure**

### **Grounds Maintenance**

The usual maintenance works have been undertaken during Autumn/Spring months – wedding, boarder maintenance, and grass cutting (weather dependant).

The grounds program is ongoing, we are currently taking part in No Mow May, grass cutting is to take place again in June – number of cuts will depend on the weather conditions.

Formal hedges and the entrance planted area is scheduled to be maintained from June.

The work to extend the ash plot garden have taken place and trees planted to identify the area.

### **The Memorial Rose Garden**

Re-edging of the border to the garden has taken place and regular weeding to the rose bed continues. The box border will be trimmed and pruned as required.

The signage to identify the area has now been installed within budget and there are two memorial roses planted in the 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.

There is a need to undergo a comprehensive full stock take of all assets, spare parts and consumables. This review will allow the department to maximise storage and operate efficiency.

### **Memorial Management**

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.

### **Burials**

There are no issues to report.

### **End of Report**

**Assistant Service Delivery Manager**



# Agenda Item 15

To receive a report on a letters to heaven concept and consider any actions and associated expenditure

## Overview:

The Town Council have been approached by a resident who has posed the following question in relation to installing a post box at Churchtown Cemetery with the aim to support loved ones to cope with grief by writing letters.

*Dear Town Council*

*You may have seen in the news recently the beautiful and moving idea a young girl in Nottingham had of a 'letters to heaven' postbox at her local cemetery. It was a chance for her to write and send a letter to her grandparents - <https://www.bristolworld.com/read-this/girls-postbox-to-heaven-idea-to-be-rolled-out-across-crematoriums-in-uk-4022793> I recently lost my best friend very suddenly and unexpectedly aged 38 who is buried at Churchtown. She left behind 3 devastated young children who miss her everyday, I noticed next to her plot is also a young father who died in his 30s with gifts and crafts on his grave from his daughter. Obviously the cemetery also has mothers, fathers, grandparents and friends of all ages and I would like to enquire if a similar letters to heaven postbox could be considered for Churchtown Cemetery for loved ones to cope with grief and write letters as a help with this. I could see this being a wonderful addition to the peaceful space and something that would be a help and support for those of all ages greiving. I would be happy to raise the funds for the postbox, I would like it to be similar to the one in the news article above so I can source this and ensure it is painted in the correct tone - to be approved by those involved with Churchtown Cemetery.*

## Review:

The following link relates to the original site mentioned in the query raised by the resident and the site owners information relating to the project, this also includes a story of the post box and how it came to first being placed at one of the Crematorium sites.

<https://www.gedlingcrematorium.co.uk/letters-to-heaven.php#:~:text=Located%20within%20our%20beautiful%20memorial,%2C%20and%20'post%20them'>

Having reviewed information available, areas and sites that have adopted this concept all seem to be privately owned sites, some fall under the same group the Westerleigh group, this group have 36 crematorium sites throughout the UK <https://www.westerleighgroup.co.uk/locations.php>  
Having reached out to the group of crematoriums mentioned on how they manage the concept the following information has been received.

*Thank you for your email. I am delighted to hear you are thinking of having a 'Letters to Heaven' post box.*

*We are currently trialling composting the letters and then the soil will go back into our grounds to regenerate the land. We shred the letters first. I know that some people have decided to bury the letters and some just shred them.*

*From feedback it is more important that the letters are not opened or read that people seem to care the most about. This is what we focus on and not what happens afterwards. We do have to be*

*careful when advertising what happens as it is a bit like 'Santa' and don't want to ruin the thoughts for children. ( we don't advertise what happens).*

*Each site within Westerleigh group looks after their own post box. Please let me know if you would like any further information.*

Reviewing the cost involved, some examples for post boxes range from £97 to £260, this does include a stand to display the box (Example one). For safety reasons and to prevent theft/damage the best solution would be to attach a potential post box to the cemetery hut using security screws.

Example 1

[https://www.diy.com/departments/royal-mail-post-box-with-floor-stand-er-cast-iron-wall-mounted-wedding-authentic-pillar-replica-lockable-post-office-letter-box/5055986143079\\_BQ.prd?ds\\_rl=1272379&gclid=EAlaIqobChMI-7Wzq8v0\\_QIVCbDtCh3uqgXeEAQYAyABEgLYqPD\\_BwE&gclsrc=aw.ds](https://www.diy.com/departments/royal-mail-post-box-with-floor-stand-er-cast-iron-wall-mounted-wedding-authentic-pillar-replica-lockable-post-office-letter-box/5055986143079_BQ.prd?ds_rl=1272379&gclid=EAlaIqobChMI-7Wzq8v0_QIVCbDtCh3uqgXeEAQYAyABEgLYqPD_BwE&gclsrc=aw.ds)

Example 2

[https://www.amazon.co.uk/Mounted-Letterboxes-Rustproof-Weatherproof-Lockable/dp/B09VMDS8LX/ref=sr\\_1\\_6?keywords=Red+Post+Box&qid=1679661606&sr=8-6](https://www.amazon.co.uk/Mounted-Letterboxes-Rustproof-Weatherproof-Lockable/dp/B09VMDS8LX/ref=sr_1_6?keywords=Red+Post+Box&qid=1679661606&sr=8-6)

Example 3

[https://www.amazon.co.uk/Vintage-Mounted-Authentic-Lockable-Weatherproof/dp/B0B1Z5CJWN/ref=sr\\_1\\_17?keywords=Red+Post+Box&qid=1679661606&sr=8-17](https://www.amazon.co.uk/Vintage-Mounted-Authentic-Lockable-Weatherproof/dp/B0B1Z5CJWN/ref=sr_1_17?keywords=Red+Post+Box&qid=1679661606&sr=8-17) .

**Proposal:**

1. To procure a post box mentioned in example three at a cost of £116.62 +VAT from budget code 6073 BA EMF Memorial Garden current available budget £4,200.
2. To promote the Service via social media, notice boards and the Town Council website.
3. The Service Delivery Department to empty the post box as required.
4. Letters to be shredded and included in the Town Councils green waste process for disposal.
5. Service Delivery Manager to include the Service in future Service Delivery reports to be received at future Burial Authority meetings.

**End of Report**  
**Assistant Town Clerk**