



# ***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)*

18 October 2023

Dear Councillor

I write to summon you to the **Meeting of Burial Authority Committee** to be held at the Guildhall on **Tuesday 24th October 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 (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 25th September 2023 as a true and correct record. (Pages 4 - 8)
6. To receive the Burial Authority Committee budget statement and consider any actions and associated expenditure. (Page 9)
7. To set the Burial Authority Fees and Charges for the year 2024/25 recommending to the Policy and Finance Committee. (Page 10)
8. To set the Burial Authority budget for the year 2024/25 recommending to the Policy and Finance Committee. (Page 11)
9. To consider Health & Safety reports as may be received.
10. To consider Risk Management reports as may be received.
11. To receive a verbal update from the Service Delivery Department and consider any actions and associated expenditure.
12. To receive quotes for Churchtown Cemetery compound fence and consider any actions and associated expenditure. (Pages 12 - 13)
13. To receive a request from Anthony Estates for the use of Churchtown Cemetery and consider any actions and associated expenditure. (Pages 14 - 28)  
**(Pursuant to BA held on 25.09.23 minute nr. 26/23/24 and FTC held on 5.10.23 minute nr. 195/23/24)**

14. 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).
15. To consider any items referred from the main part of the agenda.
16. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
17. To consider urgent non-financial items at the discretion of the Chairman.
18. 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.