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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 24th October 2023 at 6.30 pm

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

ALSO PRESENT: 3 Members of the Public, B Austin (Chair, Churchtown Farm) and H Frank (Secretary, Churchtown Farm), S Burrows (Town Clerk), W Peters (Finance Officer) and F Morris (Planning and General Administrator)

APOLOGIES: M Griffiths.

28/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

29/23/24 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.

30/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

31/23/24 **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 25TH SEPTEMBER 2023 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 Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 25th September 2023 were confirmed as a true and correct record.

The Chairman announced that the next item of business to be received is Agenda Item Number 13.

32/23/24 **TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the proposal and implications of multiuse of Churchtown Cemetery facilities. The Town Clerk appraised Members with regard to concerns relating to administrative requirements and the limited space within the Churchtown Cemetery Car Park now and into the future, although recognised the importance of partnership working where practicable.

At the request of the Chairman, members agreed that the Chair of Friends of Churchtown Farm would be permitted to speak.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED:**

1. To refuse the request for storage and shared parking at Churchtown Cemetery, due to lack of contact or information on how a booking system would successfully operate from Antony Estates since the last Burial Authority Meeting held on 25th September 2023;
2. To offer further discussions around the potential management of the site.

33/23/24 **TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd seconded by Councillor Foster and **RESOLVED** to note the budget statement and vire £500 from 6071 EMF Replace Machinery and Equipment to 6004 General Site Maintenance to cover expenditure for a replacement bench at Churchtown Cemetery.

34/23/24 **TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer informed Members of the Fees and Charges for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND** the Burial Authority Fees and Charges for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

35/23/24 **TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** the Burial Authority Committee budget for the year 2024/25 including amendments to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

36/23/24 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

37/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

38/23/24 TO RECEIVE A VERBAL UPDATE FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman confirmed the recent appointment of the Service Delivery Manager who joined the team this week.

The Town Clerk provided a verbal overview of the ongoing maintenance works currently being undertaken. The update included recent recruitment within the Service Delivery Department, grass cutting, bark laying to suppress the weeds, fencing works to the compound area, wood treatment to the toilet block, and burials and memorials have taken place with no concerns to report.

The Town Clerk asked Members to consider promoting the Memorials at Churchtown Cemetery.

The Town Clerk added that the Town Council Cornish Wall between the beehive section of the allotments and the Churchtown development remains unfinished and that there seem to be other loose parts of the wall. The developer is in touch with the office but the appointment of a specialist contractor to undertake the work has proven difficult. Recently, details of further specialist contractors have been provided to the developer. Further information to follow at a future meeting.

It was **RESOLVED** to note.

39/23/24 TO RECEIVE QUOTES FOR CHURCHTOWN CEMETERY COMPOUND FENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Bullock and **RESOLVED** to delegate to the Service Delivery Manager to procure fencing materials within budget for the works to be completed in-house and the cost to be allocated to Budget Code 6070 EMF Churchtown Cemetery Capital Works.

40/23/24 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).

41/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

42/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

43/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

44/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Foster, seconded by Councillor Miller and **RESOLVED** to issue the following Press and Social Media release:

1. To promote the Churchtown Cemetery Memorial Services.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.23 pm

Signed: _____
Chairman

Dated: _____

Minute Item 34/23/

Burial Authority - Churchtown Cemetery

Fees and Charges

Description	2023/2024 (As of 1st April 2023)	2024/25 Proposed Charge Amendments
<u>Interment Fees</u>		
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
<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>		
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
<u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u>		
Permission to erect headstone including first inscription	£111	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Removal of a headstone & cremation tablet other than for an additional inscription	£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	No Charge	No Charge
<u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u>		
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
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
<u>Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VARIABLE)</u>		
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100 inc. VAT	£100 inc. VAT
Memorial Plaque on a bench at Churchtown Cemetery (Propose increase to £450 + VAT = £540. This will cover the cost for bench & plaque £375.50 + estimated maintenance over 10 years £74.50 = £450 + VAT)	£420 inc. VAT	Propose increase to £540 inc. VAT

Burial Authority Committee - Burial Authority Budget 2023-24
Saltash Town Council
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/25 Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
Operating Income											
Burial Authority Income											
4612 BA Cemetery Fees (Churchtown)	16,411	0	0	21,862	5,043	16,819	12,104 Based on Current YTD	12,988	13,936	14,953	16,045
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	700	300	900 Based on 2 x Benches @ £450	966	1,036	1,112	1,193
Total Burial Authority Income	16,994	0	0	22,862	5,743	17,119	13,004	13,953	14,972	16,065	17,238
Total Operating Income	16,994	0	0	22,862	5,743	17,119	13,004	13,953	14,972	16,065	17,238
Operating Expenditure											
Burial Authority Expenditure											
6000 BA Petrol	126	0	0	378	25	354	406 Current Budget + CPI 7.3%	436	467	502	538
6001 BA Machinery Maintenance Costs	0	0	0	275	0	275	296 Current Budget + CPI 7.3%	318	341	366	392
6003 BA Health & Safety	0	0	0	55	0	55	60 Current Budget + CPI 7.3%	64	69	74	80
6004 BA General Site Maintenance	557	0	0	613	642	(29)	658 Current Budget + CPI 7.3% Note: 23/24 Actual includes £525 for one off cost for hire of mower	706	758	813	872
6005 BA Fire Extinguishers	41	0	0	90	0	90	97 Current Budget + CPI 7.3%	104	112	120	129
6008 BA Tree Survey & Tree Maintenance	818	0	0	791	0	791	849 Current Budget + CPI 7.3%	911	977	1,049	1,125
6009 BA Electricity Costs	230	0	0	690	44	646	394 Based on annual kwh at current rates + 15%	423	454	487	522
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385 Based on Repayment Loan Schedule (Last payment due 30- 07-25)	10,692	0	0	0
6011 BA Water	0	0	0	364	0	364	391 Current Budget + CPI 7.3%	420	450	483	518
6012 BA Memorial Bench (Expenditure)	147	0	0	0	0	0	751 Based on 2 benches to match income code 4614 Memorial Benches (Bench £350 + plaque £25.50)	806	865	928	995
6013 BA Security Alarm Maintenance	159	0	0	173	124	49	186 Current Budget + CPI 7.3%	200	214	230	247
6014 BA Cemetery Software Subscription	288	0	0	329	377	(48)	405 Current Actual YTD + CPI 7.3%	435	466	500	537
Total Burial Authority Expenditure	23,753	0	0	25,143	11,903	13,240	25,878	15,513	5,173	5,551	5,956
Burial Authority Staffing Expenditure											
Burial Authority Staffing Expenses (Delete Code)	62	0	(296)	296	0	0	0 Staffing now carried out by	326	359	395	435
6666 ST BA Staff Training (Churchtown) (Delete Code)	0	0	(227)	227	0	0	0 Service Department	250	275	303	333
Burial Authority Staffing Costs (Delete Code)	7,494	0	(8,949)	8,949	0	0	0	9,853	10,848	11,944	13,150
Total Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	0	10,429	11,482	12,642	13,918
Total Operating Expenditure	31,309	0	(9,472)	34,615	11,903	13,240	25,878	25,942	16,655	18,193	19,874
Total Burial Authority Operating Expenditure	31,309	0	(9,472)	34,615	11,903	13,240	25,878	25,942	16,655	18,193	19,874
Total Burial Authority Operating Surplus/ (Deficit)	(14,314)	0	9,472	(11,753)	(6,160)	3,879	(12,874)	(11,989)	(1,683)	(2,128)	(2,636)
Burial Authority EMF Expenditure											
6070 BA EMF Churchtown Cemetery Capital Works	1,464	6,204	0	0	0	6,204	1,500 As per 5 Year Plan	1,500	1,500	1,500	1,500
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967	0 To be Agreed at Committee Meeting	0	0	0	0
6073 BA EMF Memorial Garden	800	4,200	0	0	250	3,950	0 To be Agreed at Committee Meeting	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown) (Delete Code)	0	1,200	(1,200)	0	0	0	0 Staffing now being carried out by Service Department	0	0	0	0
Total Burial Authority EMF Expenditure	2,264	26,571	(1,200)	0	250	25,121	1,500	1,500	1,500	1,500	1,500
Total Burial Authority Expenditure (Operational & EMF)	33,573	26,571	(10,672)	34,615	12,153	38,361	27,378	27,442	18,155	19,693	21,374
Total Burial Authority Budget Surplus/ Deficit	(16,578)	(26,571)	10,672	(11,753)	(6,410)	(21,242)	(14,374)	(13,489)	(3,183)	(3,628)	(4,136)