

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Joint Burial Board Committee held at the St Stephens Church followed by a site visit on Tuesday 27th June 2023 at 2.00 pm**

**PRESENT:** Councillors: R Bickford (Deputy Chairman), R Bullock, J Dent, J Peggs, Reverend R Magrath (Ex-officio), L Maddock and B Jones.

**ALSO PRESENT:** R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** None

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#### **1/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/23/24 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.

#### **3/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None received.

4/23/24

**TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 28TH FEBRUARY 2023 AS A TRUE AND CORRECT RECORD.**

Councillor Peggs arrived at the meeting.

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 Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 28<sup>th</sup> February 2023 were confirmed as a true and correct record.

Reverend Magrath welcomed newly appointed Members from the Church B Jones (Church Warden) and L Maddock (Deputising until appointment of Church Warden) and the Mayor and Deputy Mayor of Saltash Town Council.

Members were informed of the reasons for the change in membership to ensure the Committee adheres to the St Stephen-by-Saltash Constitution.

Members wished for their thanks to be noted for previous Committee Members - S Mckee and M Wills.

5/23/24

**TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Assistant Town Clerk (ATC) explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The ATC provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

Town Council Members agreed to consider and approve the virements en bloc:

B Jones left the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** the following virements to the next Services Committee meeting:

1. £16,422.22 from budget code 6624 ST BB Cemetery Staff Gross Pay (St Stephens) to 6618 ST SE Services Delivery Gross Pay;
2. £1,387.21 from budget code 6625 ST BB Cemetery – Employers NI to 6619 ST SE Services Delivery Employers NI;
3. £3,201.96 from budget code 6626 ST BB Cemetery Staff – Employers Pension (St. Stephens) to 6620 ST SE Services Delivery Employers Pension;
4. £138.00 from budget code 6667 ST BB Cemetery Staff – Clothing (St. Stephens) to 6673 ST SE Services Delivery – Clothing;
5. £473.00 from budget code 6668 ST BB Cemetery Staff – Mobiles (St. Stephens) to 6674 ST SE Services Delivery – Mobiles;

6. £80.00 from budget code 6669 ST BB Staff Travelling Expenses (St. Stephens) to 6675 ST SE Services Delivery Staff Travelling Expenses;
7. £530.00 from budget code 6670 ST BB Staff Training (St. Stephens) to 6676 ST SE Services Delivery Staff Training;
8. £8,830.00 from budget code 6693 ST BB EMF Staff Contingency (St. Stephens) to 6700 ST SE Services Delivery Staff Contingency.

B Jones returned to the meeting.

**6/23/24**     **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**7/23/24**     **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**8/23/24**     **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The ATC gave a brief verbal overview of the report received and contained within the circulated reports pack.

Members discussed the need for a review of the No Mow May initiative with better publicity required in future years.

It was **RESOLVED** to note.

9/23/24

**TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Reverend Magrath spoke of conversations held with the Diocese solicitors and the Archdeacon of Bodmin.

P.C.C remain hesitant to close the churchyard for numerous reasons one of which is they are exploring the possibility to reuse land for new graves, should it be permitted, and if the churchyard were to be closed this would cease to be an option for consideration in the future.

Members discussed the cost and staffing impact to the Town Council by continuing to maintain the open sections of Churchyard.

Members debated the pros and cons of open and closed sections of the Churchyard and review of the current cutting schedule is necessary.

Members discussed the two areas highlighted on the map contained in the circulated reports pack, the red section labelled OSC and yellow section LC.

Members requested P.C.C to further review the position on closing the OSC section of the Churchyard due to there being no available plots. Members discussed the need for the yellow section to remain open as there are currently 10 available cremation plots.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** that Rev Magrath together with the P.C.C review the decision to register the OSC section of the Churchyard as closed reporting back at the next Joint Burial Board meeting to be held on 31<sup>st</sup> October 2023.

10/23/24

**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).

11/23/24

**TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**12/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**13/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**14/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 31 October 2023 at 6.00 pm

Rising at: 2.45 pm

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

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