



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

21 February 2024

Dear Councillor

I write to summon you to the **Meeting of the Joint Burial Board Committee** to be held at the Guildhall on **Tuesday 27th February 2024 at 6.00 pm.**

The meeting is open to the public and press. Any member of the public requiring to put a question to the Joint Burial Board Committee must do so by **12 noon the day before the meeting** either by email to 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 Councillors:

R Bickford (Deputy Chairman) R Bullock J Dent J Peggs L Maddock B Jones	Other members of the Council 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 Joint Burial Board Committee.

Please note: Any member of the public requiring to put a question to the Joint Burial Board must do so by 12 noon the day before the meeting.
5. To receive and approve the minutes from the Joint Burial Board meeting held on 24th October 2023 as a true and correct record. (Pages 4 - 8)
6. To receive the Joint Burial Board budget statement and consider any actions and associated expenditure. (Page 9)
7. To consider Health & Safety reports as may be received.
8. To consider Risk Management reports as may be received.
9. To receive an update on the wildflower areas at St Stephens Churchyard and consider any actions and associated expenditure.
10. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Page 10)
11. 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).
12. To consider any items referred from the main part of the agenda.
13. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

14. To consider urgent non-financial items at the discretion of the Chairman.
15. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 25 June 2024 6.00 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 24th October 2023 at 2.00 pm

PRESENT: Councillors: R Bickford (Deputy Chairman), J Dent, J Peggs, L Maddock and B Jones.

ALSO PRESENT: S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: R Bullock.

15/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Deputy Chairman Councillor Richard Bickford asked the PCC for an update on the position of ex-officio Chairman.

Churchwarden B Jones confirmed he will undertake the role in the absence of a Reverend.

16/23/24 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.

17/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None received.

18/23/24 **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 27TH JUNE 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 Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 27th June 2023 were confirmed as a true and correct record.

19/23/24 **TO RECEIVE AND CONSIDER A REFERRAL FROM THE SERVICES COMMITTEE HELD ON 12TH OCTOBER 2023.**

Members received the referral from the Services Committee.

Consideration was to be given to Saltash Environmental Action's request under Agenda Item 13 – To receive a report from Saltash Environmental Action and consider any actions and associated expenditure.

It was **RESOLVED** to note.

20/23/24 **TO RECEIVE THE JOINT BURIAL BOARD 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 Bickford, seconded by Councillor Dent and **RESOLVED** to note the budget statements and vire £250 from budget code 6101 BB Machinery Maintenance Costs and £250 from 6104 General Site Maintenance to 6170 EMF Repairs to Cemetery Wall to cover additional spend.

21/23/24 **TO SET THE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer reported on the proposed amendments to the Fees and Charges for the year 2024/25.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** the Joint Burial Board Fees and Charges for the year 2024/2025 to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

22/23/24 TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer reported on the proposed amendments to the Joint Burial Board Budget for the year 2024/25.

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** the Joint Burial Board Budget Statement for the year 2024/2025 to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

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

Nothing to report.

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

Nothing to report.

25/23/24 TO RECEIVE A VERBAL UPDATE FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Deputy Chairman confirmed the recent appointment of the Service Delivery Manager who attended St Stephens Churchyard this week. The Town Clerk confirmed contact details would be shared with PCC Members.

The Town Clerk provided a verbal overview of the ongoing maintenance works currently being undertaken and the difficulties working in the Church grounds due to the condition of the graves. The update included recent recruitment within the Service Delivery Department, a comprehensive headstone survey to be undertaken and the clearing and securing of the cemetery hut having recently been actioned.

The Town Clerk added that some trees within the Churches grounds are to be felled due to die back disease, with enquires having been made in regards to the trees located on the cemetery boundary to determine ownership and responsibility. Further information to follow at a future meeting.

It was **RESOLVED** to note.

26/23/24 **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the request received by Saltash Environmental Action to replace trees within the Churchyard grounds.

Members agreed that due to the trees being native hawthorns with minimal maintenance requirements they were more suited to the area.

Churchwarden L Maddock confirmed at a recent PCC meeting it was approved to permit the replacement of the trees with the minutes from the PCC meeting to be shared with the Town Council to confirm permission has been given for the planting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve the planting of two hawthorn trees, at the east of the cemetery boundary wall currently at no cost to the Town Council, with permission already having been sought with PCC for the planting to go ahead.

27/23/24 **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).

28/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

29/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

30/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

31/23/24

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

It was proposed by Councillor Bickford, seconded by L Maddock and **RESOLVED** to issue the following Press and Social Media Releases:

1. Partnership with S.E.A for tree planting within the Churchyard.

DATE OF NEXT MEETING

Tuesday 27 February 2024 at 6.00 pm

Rising at: 2.31 pm

Signed: _____
Chairman

Dated: _____

Agenda Item 6

Joint Burial Board Committee - Burial Board Budget 2023-24

Saltash Town Council

For the month ended 31 January 2024

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 Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Burial Board Operating Income										
Burial Board Income										
4600 BB Cemetery Fees (St. Stephens)	13,833	0	0	11,000	7,185	3,815	8,863	9,510	10,204	10,949
4605 BB SLA Payment Grass Cutting	585	0	0	621	628	(7)	628	674	723	776
4607 BB Memorial Bench Income (St Stephens)	0	0	0	0	0	0	450	483	518	556
Total Burial Board Income	14,418	0	0	11,621	7,813	3,808	9,941	10,667	11,445	12,281
Total Burial Board Operating Income	14,418	0	0	11,621	7,813	3,808	9,941	10,667	11,445	12,281
Burial Board Operating Expenditure										
Burial Board Expenditure										
6100 BB Petrol	295	0	0	504	193	311	541	580	623	668
6101 BB Machinery Maintenance Costs	0	0	(250)	716	0	466	769	825	885	950
6103 BB Health & Safety	0	0	0	110	0	110	119	128	137	147
6104 BB General Site Maintenance	56	0	(250)	1,410	339	821	1,513	1,623	1,742	1,869
6108 BB Tree Survey & Tree Maintenance	1,370	0	0	3,647	2,650	997	3,914	4,200	4,506	4,835
6109 BB Memorial Bench (Expenditure)	0	0	0	0	0	0	376	403	432	464
Total Burial Board Expenditure	1,722	0	(500)	6,387	3,182	2,705	7,232	7,759	8,325	8,933
Burial Board Staffing Expenditure										
Burial Board Staff Expenses	145	0	(691)	691	0	0	0	0	0	0
6670 ST BB Staff Training (St. Stephens)	0	0	(530)	530	0	0	0	0	0	0
Burial Board Staffing Costs	18,164	0	(20,881)	20,881	0	0	0	0	0	0
Total Burial Board Staffing Expenditure	18,309	0	(22,102)	22,102	0	0	0	0	0	0
Total Burial Board Operating Expenditure	20,031	0	(22,602)	28,489	3,182	2,705	7,232	7,759	8,325	8,933
Total Burial Board Operating Expenditure	20,031	0	(22,602)	28,489	3,182	2,705	7,232	7,759	8,325	8,933
Total Burial Board Operating Surplus/ (Deficit)	(5,613)	0	22,602	(16,868)	4,632	1,102	2,709	2,908	3,120	3,348
Burial Board EMF Expenditure										
6170 BB EMF Repairs to Cemetery Wall	0	15,286	500	0	15,763	23	3,000	3,000	3,000	3,000
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	(2,800)	0	0	0	0	0	0	0
Total Burial Board EMF Expenditure	0	18,086	(2,300)	0	15,763	23	3,000	3,000	3,000	3,000
Total Burial Board Expenditure (Operational & EMF)	20,031	18,086	(24,902)	28,489	18,944	2,729	10,232	10,759	11,325	11,933
Total Burial Board Budget Surplus/Deficit	(5,613)	(18,086)	24,902	(16,868)	(11,131)	1,079	(291)	(92)	120	348

To/From Reserves & Budget Virements

- Virement from General Reserves to Burial Board Staffing Costs - £131 - PE 99/22/23
- Virement from General Reserves to 6693 ST BB EMF Staff Contingency (St. Stephens) - £6,030 - FTC 58/23/24
- Virement from 6624 ST BB Cemetery Staff Gross Pay (St Stephens) to 6618 ST SE Services Delivery Gross Pay - £16,422 - BB 5/23/24
- Virement from 6625 ST BB Cemetery – Employers NI to 6619 ST SE Services Delivery Employers NI - £1,387 - BB 5/23/24
- Virement from 6626 ST BB Cemetery Staff – Employers Pension (St. Stephens) to 6620 ST SE Services Delivery Employers Pension - £3,203 - BB 5/23/24
- Virement from 6667 ST BB Cemetery Staff – Clothing (St. Stephens) to 6673 ST SE Services Delivery – Clothing - £138.00 - BB 5/23/24
- Virement from 6668 ST BB Cemetery Staff – Mobiles (St. Stephens) to 6674 ST SE Services Delivery – Mobiles - £473.00 - BB 5/23/24
- Virement from 6669 ST BB Staff Travelling Expenses (St. Stephens) to 6675 ST SE Services Delivery Staff Travelling Expenses - £80.00 - BB 5/23/24
- Virement from budget code 6670 ST BB Staff Training (St. Stephens) to 6676 ST SE Services Delivery Staff Training - £530.00 - BB 5/23/24
- Virement from budget code 6693 ST BB EMF Staff Contingency (St. Stephens) to 6700 ST SE Services Delivery Staff Contingency - £8,830.00 - BB 5/23/24
- Virement from 6101 BB Machinery Maintenance to 6170 BB EMF Repairs to Cemetery Wall - £250 - BB 20/23/24
- Virement from 6104 BB General Maintenance to 6170 BB EMF Repairs to Cemetery Wall - £250 - BB 20/23/24

NOTE: The budget report has been updated with the Precept figures for 2024/25

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

1. Gravestone survey

We will be carrying out an extensive health and safety check on the St Stephen Churchyard gravestones, starting on the 12th March.

The intention will be to lay down any that are deemed to be dangerous and cornered in a safe manner. This may take the department a week or so as we need time to go through the site. Once carried out, a report will be provided to the Church of numbers etc.

Saltash Town Council doesn't hold any Exclusive Rights of Burial details. It is the Church's responsibility to contact those who own the grave to let them know of the above process.

2. No Mow May

It was agreed at the last Town Council Services Committee Meeting that we would scale back the No Mow May due to the issues this caused last year to the machinery, staff welfare and time taken to cut areas following May. In order to take part in the initiative, we will leave some areas of the Churchyard such as corners, bases of trees and the older section (walkways to be mowed) we are also working with SEA to create some other wild flower areas to add some colour, subject to P.C.C permission.

3. General Site Maintenance

We are up to date on all areas of maintenance at the Churchyard. No issues to report.

**End of Report
Service Delivery Manager**