



Saltash Town Council

Konsel An Dre Essa



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

19 April 2024

Dear Councillor

I write to summon you to the **Meeting of Burial Authority Committee** to be held at the Guildhall on **Thursday 25th April 2024 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 or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows
Town Clerk/ RFO

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. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the minutes from the Burial Authority meeting held on 24th October 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 consider Health & Safety reports as may be received.
8. To consider Risk Management reports as may be received.
9. To receive a request from Antony Estates for the use of Churchtown Cemetery and consider any actions and associated expenditure. (Pages 10 - 17)
10. To receive a request from the Friends of Churchtown Farm and consider any actions and associated expenditure. (Pages 18 - 21)
11. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Pages 22 - 25)
12. To receive amendments to the Churchtown Cemetery Management Policy and Regulations and consider any actions and associated expenditure. (Pages 26 - 27)

13. To receive a report on the Burial Management Software and consider any actions and associated expenditure. (Pages 28 - 31)
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 confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 29 October 2024 at 6.30 pm