SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 29th October 2024 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent, S Lennox-Boyd and S Miller.

ALSO PRESENT: 3 Members of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and F Morris (Planning and General Administrator).

APOLOGIES: M Griffiths.

17/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Miller to nominate Councillor Dent.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Dent as Chairman.

Councillor Dent in the Chair.

18/24/25 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd to nominate Councillor Miller.

Councillor Dent withdrew the nomination for Councillor Miller.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd to nominate Councillor Bullock.

Following a vote it was **RESOLVED** to elect Councillor Bullock as Vice Chairman.

19/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

20/24/25 **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.

21/24/25 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None.

22/24/25 **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 25 APRIL 2024 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 25 April 2024 were confirmed as a true and correct record.

23/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

24/24/25 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to Report.

25/24/25 **TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR SHARED FACILITIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members of the report from the Town Clerk and Draft Heads of Terms from Antony Estate as contained within the circulated reports pack.

The Town Clerk briefed Members on the report and advised that they are being asked if they wish to move forward in partnership with Antony Estate based on the Draft Heads of Terms as received within the circulated reports pack, before moving this forward to Full Town Council to be held on 7 November 2024 for approval.

Members received and discussed the reports regarding shared facilities at Churchtown Cemetery.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to be held on 7 November 2024;

1. To approve Antony Estate's Draft Heads of Terms, as attached, for a Licence for shared use of the car park at Churchtown Cemetery together with the Town Clerk's report;

2. That Antony Estate cover Saltash Town Council's legal costs.

26/24/25 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed the Service Delivery Department report as contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to delegate to the Service Delivery Manager to obtain costs regarding a timeless grave plan sign at Churchtown Cemetery working within budget and to liaise with the Town Clerk for final approval.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To note the report;

2. To approve the purchase of box hedging to be installed in the Children's Section of Churchtown Cemetery, to create an improved hedgerow, working within the 2025/26 budget and allocated to budget code 6004 BA General Site Maintenance;

3. To approve the purchase of a water heater for the public toilets (allotment holders and funerals) at Churchtown Cemetery at a maximum cost of £200 allocated to Budget Code 6000 Petrol.

27/24/25 **TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer briefed Members on the proposed amendments to the Fees and Charges for the year 2025/26.

Members discussed and debated the Burial Authority Fees and Charges for the year 2025/26.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** the Burial Authority Fees and Charges for the year 2025/26 as attached, to the Policy and Finance Committee meeting to be held on the 12 November 2024.

28/24/25 **TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

The Town Clerk informed the meeting that the Property Maintenance Sub Committee have not yet inputted their figures into budget code BA EMF 6070 Churchtown Cemetery Capital Works from the meeting held on 28 October 2024.

Members discussed and debated the budget setting for the year 2025/26.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** the Burial Authority Budget Statement for the year 2025/26, as attached, to the Policy and Finance Committee Meeting to be held on 12 November 2024 subject to the Property Maintenance Five-Year Plan figures and the following amendments;

Burial Authority Operating Income

1. To rename budget code 4614 BA Memorial Bench Income to 4614 BA Memorial Income due to Memorial Rose Bushes and Plaques also being available for purchase;

2. To create a new income code for Churchtown Car Park and to set the precept income at £1,000 based on the figures contained within the reports circulated within the reports pack and the potential start date for the natural burial site;

Burial Authority Operating Expenditure

3. To delete budget code 6003 BA Health and Safety as all Health and Safety items are purchased by Policy and Finance for all sites;

4. To vire any unspent funds from budget code 6003 BA Health and Safety to 6070 BA EMF Churchtown Cemetery Capital Works, subject to there being an unspent balance available at the end of the year;

5. To rename budget code 6012 BA Memorial Bench (Expenditure) to 6012 BA Memorial Income, due to the additional availability of Memorial Rose Bushes and Plaques.

Burial Authority - EMF Expenditure

6. Budget Code 6070 BA EMF Churchtown Cemetery Capital Works – considered at the Property Maintenance Sub Committee held on 28 October 2024 and agreed to increase the precept by £1,500. The figures are yet to be transferred.

29/24/25 TO RECEIVE THE LAW COMMISSION BURIAL AND CREMATION CONSULTATION AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

30/24/25 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).

31/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

32/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

33/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.02 pm

Signed: _____
Chairman

Dated: _____

ANTONYESTATE

Draft
HEADS OF TERMS
for a Licence for shared use of a car park at Churchtown, Saltash

Subject to contract

Parties	Saltash Town Council (STC/Licensor) and Antony Estate (AE/Licensee)
Area for use	The Churchtown Cemetery Car Park.
Proposed use	Use for parking for those attending burials at the proposed Churchtown natural burial ground, only for the duration of the burial.
Term	40 years from the commencement date of the Licence.
Break clauses	Either party may serve to the other not less than 12 months' notice to terminate the Licence on the fifth anniversary of the Term and five yearly thereafter.
Booking system	AE will adopt the preferred booking method of STC, namely the following or otherwise any other system that STC nominates: 1. AE will email STC via its nominated email address (currently burialsandmemorials@saltash.gov.uk) to request a date and time for the use of the car park for an internment. 2. The Town Council Administrator will follow STC's internal procedures as it does for similar requests from funeral directors and either confirm this date and time or ask for another to be requested, in which case the procedure will be repeated. AE will arrange its own grave digging and the placing of cones on the roadside, so there is no further service is required from STC.
Commercial terms	AE will pay STC a licence fee as follows: 1. £500 per year annually in advance. 2. A charge of £50 per burial, to be paid within seven days of the car park booking being confirmed. Both sums will be increased five yearly in line with the Retail Prices Index. AE will additionally pay STC any charges for any specific services provided by STC.

Estate Office, Antony, Torpoint, Cornwall. PL11 3AB tel: 01752 815303
email: info@antonyestate.com

Responsibilities	AE will be responsible for ensuring that the car park is left in a clean and tidy state after every burial and will be fully responsible for the rectification of any specific damages that occur.
Insurance	AE will indemnify STC against all losses and damages arising out of its use of the car park.
Alienation	AE may create its own management vehicle, such as a company or similar entity under its direct control, in order to operate the natural burial site, but will not assign or sub-let the Licence agreement to any third party.
Reputational matters	AE will use best endeavours to manage the natural burial ground served by the car park to a high standard and in cooperation with STC and members of the public, and will establish a trust for the management of the site which will remain in existence for the long term in order to ensure its upkeep for the benefit of the family and descendants of the deceased.
Legal costs	AE will pay STC's reasonable legal costs for the preparation and completion of the licence agreement.

To receive draft Heads of Terms for a licence for shared use of a car park at Churchtown Cemetery

Attached to this report is Anthony Estates proposed draft Heads of Terms for a Licence for shared use of Churchtown Cemetery car park for Members consideration.

William Trinick Estate Manager met with the Town Council Service Delivery Manager on site to better understand the Town Council's funeral process at Churchtown Cemetery. It seems that the only possible site-specific involvement from Saltash Town Council might be putting out cones on the road, but William agreed that this could and would best be done by Anthony Estates. This hopefully simplifies the proposed arrangement between both parties and does not involve any costs for Saltash Town Council. The proposed terms in any case allow for any direct costs now or in the future to be recharged to Anthony Estates.

The Heads of Terms don't include the use of Churchtown Cemetery car park for those visiting graves. In terms of how it works operationally, it would be the same but without prior notification to Saltash Town Council. We would hope that everyone needing to use the car park would be respectful of funerals taking place on their arrival and is subject to availability at the time. Anthony Estates have not included any cost within the proposed licence fee to cover revisits.

Commercial terms:

1. £500 per year annually in advance

2. A charge of £50 per burial, to be paid within seven days of the car park booking being confirmed.

Both 1 and 2 will be increased five yearly in line with the Retail Prices Index (RPI).

The proposed commercial terms (as above) are an assessment based on what Anothony Estates expect their income to be. Charges for natural burials are typically between £1,000 and £1,500, out of which comes operating overheads including a manager, the long-term management of the site and direct costs associated with each burial. Based on say 25 burials per year at £1,200, the parking charge for burial, plus the annual £500, would be about 6% of their gross turnover, which they feel would be realistic.

The increase in line with RPI five yearly isn't in line with Saltash Town Council budget / precept setting. Members may wish to consider this further.

The draft Heads of Terms include the adoption of Saltash Town Council's booking system. This has brought comfort to their request. We don't want any Town Council service to fail especially funerals.

There are now four Town Council staff members trained in the administration of burials, cremations and memorials at Town Council level not funeral director level. This is sufficient to be able to accommodate the natural burial site as per the draft Heads of Terms should Saltash Town Council wish to proceed. The number of staff trained allows for sickness and annual leave without compromising the Town Council service (Churchtown Cemetery) and potentially the Licence with Anthony Estates.

Any additional requests from Anthony Estate would need to be considered at the time of the request by the Town Clerk.

Break Clause:

Either party may serve to the other not less than 12 months' notice to terminate the Licence on the fifth anniversary of the Term and Five yearly thereafter.

The above raises concern in that it would be very difficult for Saltash Town Council to end the agreement if it doesn't work (6 years is a long time). However, any length of time would be difficult because the site is relying on some parking being available and will be moving the project forward on that basis.

Service Delivery:

It is to be expected that our team may be working at Churchtown Cemtery the day of a natural burial taking place. Depending on the type of work there may need to be down time to respect the funeral, however, the Town Council administration department will work closely with service delivery department so that they are aware of all funerals taking place.

End of Report

Town Clerk / RFO

Burial Authority - Churchtown Cemetery

Fees and Charges

Description	2024/25 Charges	2025/26 Proposed Charges Amendments
Interment Fees		
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
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		
Exclusive Right of Burial under the age of 18 years - Saltash residents only	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
Memorial Permissions - Length of Right to Erect a Memorial - 10 years		
Permission to erect headstone under the age of 18 years - Saltash residents only		No Charge
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~~ Commonwealth War Grave / Ministry of Defence	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.		No Charge
Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years		
Single grave for the interment and renewal 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~~ Commonwealth War Grave Commission or ~~MOD~~ Ministry of Defence	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
Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VATABLE)		
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100 inc. VAT	£100 inc. VAT
To supply, fit and maintain a memorial bench Including plaque	£540 inc. VAT	£540 inc. VAT

Burial Authority Committee - Burial Authority Budget 2024-25
Saltash Town Council
For the year ended 31 March 2025

Black text - budget assumptions
Red text - Actions required by FO
Purple text - new codes
Blue text - recommend virements

Account	Actual 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Recommendation from Property Maintenance Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Burial Authority Operating Income										
4612 BA Cemetery Fees	17,505	12,104	10,436	1,668	15,000	Based on Current Year income	15,450	15,914	16,392	16,884
4614 BA Memorial ~~Bench~~ Income	950	900	167	733	458	Based on 1 bench & 1 rose bush Rename code to include all items on F&C	756	779	803	828
4615 BA National Grid Wayleave Income	0	15	0	15	15	Based on Current Year income	16	17	18	19
4616 BA Churchtown Carpark Income (New code)	0	15	0	15	1,000	New code for carpark income. Estimated to commence November 2025	16	17	18	19
Total Burial Authority Operating Income	**18,455**	**13,034**	**10,603**	**2,431**	**16,473**		**16,238**	**16,727**	**17,231**	**17,750**
Burial Authority Operating Expenditure										
6000 BA Petrol	117	406	75	331	250	Current Budget + CPI 3%	341	352	363	374
6001 BA Machinery Maintenance Costs	121	296	188	108	305	Current Budget + CPI 3%	112	116	120	124
~~6003 BA Health & Safety~~	0	60	0	60	0	Budget not used. H&S equipment purchased by P&F for all sites. Delete code Vire unused budget to 6070 BA EMF Churchtown Cemetery Capital Works				
6004 BA General Site Maintenance	2,132	658	558	100	1,000	Based on current year spend	104	108	112	116
6005 BA Fire Extinguishers	0	97	0	97	100	Current Budget + CPI 3%	100	103	107	111
6008 BA Tree Survey & Tree Maintenance	0	849	0	849	875	Current Budget + CPI 3%	875	902	930	958
6009 BA Electricity Costs	396	394	136	258	406	Current Budget + CPI 3%	266	274	283	292
6010 BA PWLB Loan Repayment & Interest	21,385	21,385	10,692	10,693	10,693	Last instalment July 25	0	0	0	0
6011 BA Water	0	391	0	391	403	Current Budget + CPI 3%	403	416	429	442
6012 BA Memorial ~~Bench~~ (Expenditure)	187	751	30	721	408	Based on 1 bench & 1 rose bush £396 + CPI 3% Rename code to match income 4614	743	766	789	813
6013 BA Security Alarm Maintenance	164	186	132	54	241	2024/25 Annual Maintenance £219 + 10% for 2025/26	57	59	61	63
6014 BA Cemetery Software Subscription	377	1,439	290	1,149	726	2024/25 subscription £660 + 10% increase	1,184	1,220	1,257	1,295
Total Burial Authority Operating Expenditure	**24,878**	**26,912**	**12,100**	**14,812**	**15,407**		**4,185**	**4,316**	**4,451**	**4,588**
Total Burial Authority Operating Surplus/ (Deficit)	**(6,423)**	**(13,878)**	**(1,498)**	**(12,380)**	**1,066**		**12,053**	**12,411**	**12,780**	**13,162**
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	2,279	4,391	(20)	4,411	1,500	Recommended by Property Maintenance	1,500	1,500	1,500	1,500
6071 BA EMF Replace Machinery & Equipment	0	13,942	127	13,815	0	No increase required	0	0	0	0
6073 BA EMF Memorial Garden	476	3,724	154	3,570	0	No increase required	0	0	0	0
Total Burial Authority EMF Expenditure	**2,755**	**22,057**	**261**	**21,797**	**1,500**		**1,500**	**1,500**	**1,500**	**1,500**
Total Burial Authority Expenditure (Operational & EMF	**27,633**	**48,969**	**12,361**	**36,608**	**16,907**		**5,685**	**5,816**	**5,951**	**6,088**
Total Burial Authority Budget Surplus/ Deficit	**(9,178)**	**(35,935)**	**(1,758)**	**(34,177)**	**(434)**		**10,553**	**10,911**	**11,280**	**11,662**

Estimated CPI 3% for Qtr 4 2024/25*
* Bank of England Monetary Policy Report August 24

Precept 2024/25	**(14,374)**
Precept 2025/26	**(434)**
Increase / (Decrease)	**(13,940)**
Difference as %	**-96.98%**