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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 29th October 2024 at 4.00 pm

PRESENT: Councillors: R Bullock, J Dent, J Peggs (Deputy Chairman), B Samuels and B Jones.

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

APOLOGIES: Rev L Bushell Hawke (Ex Officio Chairman).

16/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

17/24/25 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.

18/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None.

19/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 8 AUGUST 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 B Samuels, seconded by Councillor Dent and **RESOLVED** to amend the time of rising on the minutes of the Joint Burial Board Committee held on 8 August 2024 from 7.40 p.m. to 2.40 p.m.

It was proposed by B Jones, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 8 August 2024 were confirmed as a true and correct record.

20/24/25 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 **RESOLVED** to note.

21/24/25 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

22/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

23/24/25 **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 Peggs, seconded by Councillor Dent and **RESOLVED**;

1. To note the report;
2. To approve the purchase of double entrance gates to the side entrance of the Churchyard, to be installed by the Service Delivery Team at a cost of £775.00 allocated to Budget Code 6104 General Site Maintenance;
3. To approve the Service Delivery Team to purchase and use the MossOff Chemical Free Product to help remove the moss across the pathways at the Churchyard at an approximate cost of £25 for 5 Litres allocated to Budget Code 6104 General Site Maintenance;
4. PCC Members to liaise with Reverend Laura Bushell Hawke to move the Health and Safety Signage forward as soon as possible.

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

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

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

It was proposed by Councillor Dent, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Joint Burial Board Fees and Charges for the year 2025/26 as attached to the Policy and Finance Committee Meeting to be held on 12 November 2024.

25/24/25

TO SET THE JOINT BURIAL BOARD 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 BB EMF 6170 Repairs to Cemetery Wall 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 Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Joint Burial Board 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 5 Year Plan figures.

Operational Income:

1. Budget Code 4600 BB Cemetery Fees – to remain at £6,000. No further burials; only re-openings will be permitted;
2. Budget Code 4607 BB Memorial Bench Income to remain at £450 due to there being further capacity for Memorial Benches;

Operational Expenditure

3. To delete Budget Code 6103 BB Health and Safety as Health and Safety items are purchased by Policy and Finance for all sites. To vire unspent funds at the end of the financial year to Budget Code 6170 BB EMF General Maintenance;
4. To vire unspent funds at the end of the financial year from Budget Codes 6104 BB General Site Maintenance and 6108 BB Tree Survey and Tree Maintenance to Budget Code 6170 BB EMF General Maintenance;

BB – EMF Expenditure

5. Budget Code 6170 BB EMF Repairs to Cemetery Wall to be renamed BB EMF General Maintenance. Any funds left in unused budgets to remain in the EMF fund for future use;
6. Budget Code 6170 BB EMF General Maintenance – considered at the Property Maintenance Sub Committee held on 28 October 2024, figures are yet to be transferred.

26/24/25 TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report submitted by The Senior Policy and Data Compliance Monitoring Officer contained within the circulated reports pack.

The Town Clerk advised Members that until there is something more solid on the horizon than a consultation about a future recommendation, St Stephen's Church should proceed with the parameters of the current law.

It was proposed by Councillor B Samuels, seconded by B Jones and **RESOLVED** that PCC continue to proceed with the closure of the Churchyard which relates to Minute Number 11/24/25 reporting back at the next Joint Burial Board Committee Meeting.

27/24/25 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).

28/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

29/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

30/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** to issue the following Press and Social Media release:

1. Law Commission Burial and Cremation Consultation 2024.

DATE OF NEXT MEETING

Tuesday 25 February 2025 at 6.00 pm

Rising at: 4.24 pm

Signed: _____
Chairman

Dated: _____

Joint Burial Board - St. Stephens Cemetery
Fees and Charges

Description	2024/2025	2025/26 Proposed Charge Amendments
<u>Interment Fees</u>		
Re-opening / Interment of a body (Saltash residents)	£700	£700
Re-opening / Burial of cremated remains (Saltash residents)	£335	£335 £333 to match Burial Authority F&C's
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 STC Co-Chairman Deputy Chairman of the Joint Burial Board Committee.)	All Fees Double	All Fees Double
<u>Benches</u>		
	Inc VAT	Inc VAT
To supply, fit and maintain a memorial bench, to include plaque	£540	£540

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

Recommendation
from Property
Maintenance

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

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept 2025/26	Notes	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
Burial Board Operating Income										
4600 BB Cemetery Fees	7,185	8,863	6,005	2,858	6,000	Due to capacity of graves, income reduced compared to prior year	6,180	6,366	6,557	6,754
4605 BB SLA Payment Grass Cutting	628	628	659	(31)	659	Based on Current Income	679	700	721	743
4607 BB Memorial Bench Income	0	450	0	450	450	Based in 1 bench	464	478	493	508
Total Burial Board Operating Income	7,813	9,941	6,664	3,277	7,109		7,323	7,544	7,771	8,005
Burial Board Operating Expenditure										
6100 BB Petrol	272	541	175	366	200	Based on prior year	206	213	220	227
6101 BB Machinery Maintenance Costs	94	769	541	228	793	Current Budget + CPI 3%	817	842	868	895
6103 BB Health & Safety	0	119	0	119	0	Budget not used. H&S equipment purchased by P&F for all sites. Delete code Vire unused budget to 6170 BB EMF General Maintenance & Repairs)				
6104 BB General Site Maintenance	541	1,513	493	1,020	2,000	Increased to £2k to allow for rotational grave stone surveys & maintenance Vire unused balance to 6170 EMF General Maintenance & Repairs)	2,060	2,122	2,186	2,252
6108 BB Tree Survey & Tree Maintenance	2,650	3,914	0	3,914	4,032	Current Budget + CPI 3% Vire unused balance to 6170 EMF General Maintenance & Repairs)	4,153	4,278	4,407	4,540
6109 BB Memorial Bench (Expenditure)	0	376	0	376	388	Current Budget + CPI 3%	400	412	425	438
Total Burial Board Operating Expenditure	3,557	7,232	1,209	6,023	7,413		7,636	7,867	8,106	8,352
Total Burial Board Operating Surplus/ (Deficit)	4,256	2,709	5,455	(2,746)	(304)		(313)	(323)	(335)	(347)
Burial Board EMF Expenditure										
6170 BB EMF Repairs to Cemetery Wall (RENAME BB EMF General Maintenance)	15,763	3,023	0	3,023	3,000	Refer to Property Maintenance 5 year plan Rename code Virements from 6103, 6104, 6108	3,000	3,000	3,000	3,000
Total Burial Board EMF Expenditure	15,763	3,023	0	3,023	3,000		3,000	3,000	3,000	3,000
Total Burial Board Expenditure (Operational & EMF)	19,320	10,255	1,209	9,046	10,413		10,636	10,867	11,106	11,352
Total Burial Board Budget Surplus/Deficit	(11,506)	(314)	5,455	(5,769)	(3,304)		(3,313)	(3,323)	(3,335)	(3,347)

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

Precept 2024/25 (290)
Precept 2025/26 (3,304)
Increase / (Decrease) 3,014
Difference as % 1039.31%