



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

8 October 2025

Dear Councillor

I write to summon you to the **Meeting of Burial Authority Committee** to be held at the Guildhall on **Tuesday 14th October 2025 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](mailto:enquiries@saltash.gov.uk) or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

PP S Burrows  
Town Clerk / RFO

To:

A Ashburn R Bullock G McCaw S Miller B Samuels B Stoyel	All other Councillors for information
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## Agenda

1. To elect a Chairman
2. To elect a Vice Chairman
3. Health and Safety Announcements.
4. Apologies.
5. 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.
6. 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.
7. To receive and approve the minutes from the Burial Authority meeting held on 29 April 2025 as a true and correct record. (Pages 4 - 7)
8. To receive the Burial Authority Committee budget statement and consider any actions and associated expenditure. (Page 8)
9. To consider Risk Management reports as may be received.
10. To consider Health & Safety reports as may be received.
11. To receive a report from the Service Delivery Department and consider any actions and associated expenditure.
12. To receive a report on Exclusive Rights of Burial Renewals and consider any actions and expenditure. (Page 9)
13. To set the Burial Authority Fees and Charges for the year 2026/27 recommending to the Policy and Finance Committee. (Pages 10 - 31)
14. To set the Burial Authority budget for the year 2026/27 recommending to the Policy and Finance Committee. (Page 32)

15. 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).
16. To consider any items referred from the main part of the agenda.
17. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
18. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: To be confirmed.