

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 14th October 2025 at 6.30 pm

PRESENT: Councillors: A Ashburn (Vice-Chairman), R Bullock (Chairman), G McCaw, S Miller, B Samuels and B Stoyel.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and W Peters (Finance Officer)

APOLOGIES: None.

15/25/26 TO ELECT A CHAIRMAN

Councillor Bullock in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel, to nominate Councillor Bullock.

No further nominations were received.

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

Councillor Bullock remained in the Chair.

16/25/26 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor Ashburn, seconded by Councillor B Samuels, to nominate Councillor Ashburn.

No further nominations were received.

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

17/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

18/25/26 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 received.

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

19/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

20/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 29 APRIL 2025 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 Stoyel, seconded by Councillor McCaw and **RESOLVED** that the minutes of the Burial Authority Committee held on 29 April 2025 were confirmed as a true and correct record.

21/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

22/25/26 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

23/25/26 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

It was **RESOLVED** to note.

24/25/26 TO RECEIVE A REPORT ON EXCLUSIVE RIGHTS OF BURIAL RENEWALS AND CONSIDER ANY ACTIONS AND EXPENDITURE.

Members discussed the report on the renewal of Exclusive Rights of Burial (EROB) for Churchtown Cemetery, as included in the circulated reports pack. The Office Manager / Assistant to the Town Clerk provided clarification on the process to be followed if the Town Council is unable to contact the EROB holder.

It was **RESOLVED** to note.

25/25/26 TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

Members reviewed and discussed the 2026/27 fees and charges, noting that the Town Council continues to offer competitive rates.

The Finance Officer recommended a slight increase in fees for EROB renewals, benches, and other memorials to reflect the cost of materials, installation and administrative time.

It was proposed by Councillor Stoyel, seconded by Councillor McCaw and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 25 November 2025 to approve the Burial Authority Committee Fees and Charges for the year 2026/27, as attached.

26/25/26 TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer worked through the budget statement for the year 2026/27 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor McCaw and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 25 November 2025 the Burial Authority Committee budget statement for the year 2026/27 (as attached) including the following amendments:

Operating Expenditure

1. To delete budget code 6005 BA Fire Extinguishers as it is no longer required;
2. To delete budget code 6010 BA PWLB Loan Repayment & Interest as it is no longer required;
3. To vire £403 from budget code 6011 BA Water to 6073 BA EMF Memorial Garden whilst the Town Council continues to locate the meter at Churchtown Cemetery;
4. To create budget code 6015 BA Annual Keyholding Service.

27/25/26 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).

28/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

29/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

30/25/26

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

It was proposed by Councillor Bullock, seconded by Councillor Ashburn
and **RESOLVED** to issue the following Press and Social Media release:

1. Exclusive Rights of Burial Renewals.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.02 pm

Signed: _____
Chairman

Dated: _____

Burial Authority - Churchtown Cemetery

Fees and Charges

| Description | 2025/26 Charges | 2026/27 Proposed Charges Amendments |
|--|----------------------|---|
| <u>Interment Fees</u> | | |
| 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 |
| <u>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</u> | | |
| 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 |
| <u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u> | | |
| Permission to erect headstone under the age of 18 years - Saltash residents only | No Charge | 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 Commonwealth War Grave Commission / Ministry of Defence | No Charge | No Charge |
| Cremation foundation slab and tablet to be supplied by ERB owner | No Charge | No Charge |
| Service Men and Emergency Service Personnel killed in active service - Saltash residents only. | No Charge | No Charge |
| <u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u> | | |
| 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 |
| (increase price to cover Admin time required) | £28 | £60 |
| Renewal of Exclusive Rights of Cremated Remains | | £28 |
| (increase price to cover Admin time required) | £28 | £60 |
| 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 Commonwealth War Grave Commission / 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 |
| <u>Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VATABLE)</u> | Inc VAT | Inc VAT |
| Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden (Cost to purchase plaque £51 + rose £17 + labour/materials £30 = £98, suggest increasing fee to £100 + VAT = £120) | £100 | £100 £120 |
| To supply, fit and maintain a memorial bench Including plaque (cost to purchase bench £399 + plaque £51 + labour/materials £250 = £699, suggest increasing fee to £500 + VAT = £600) | £540 | £540 £600 |

Burial Authority Committee - Burial Authority Budget 2025-26
Saltash Town Council
For the month of August 2025

Black text - budget assumptions
Red text - Further Actions (TBA)
Purple text - new codes
Blue text - recommend virements
Green text - recommendation from Property Maintenance

| Account | Prior Year 2024/25 | EMF Balances B/F 2024/25 | Budget 2025/26 | Actual YTD 2025/26 | Budget Available 2025/26 | Precept 2026/27 | Notes | Budget 2027/28 | Budget 2028/29 | Budget 2029/30 | Budget 2030/31 |
|---|-----------------------|--------------------------------|-------------------|--|--------------------------------|--------------------|--|-------------------|-------------------|-------------------|-------------------|
| Burial Authority Operating Income | | | | | | | | | | | |
| 4612 BA Cemetery Fees | 21,390 | 0 | 15,000 | 10,698 | 4,302 | 15,570 | Current budget + CPI | 16,162 | 16,776 | 17,413 | 18,075 |
| 4614 BA Memorial Bench Income | 167 | 0 | 458 | 83 | 375 | 600 | Assume income for 1 bench and 1 rose bush/plaque | 623 | 647 | 672 | 698 |
| 4615 BA National Grid Wayleave Income | 0 | 0 | 15 | 14 | 1 | 14 | Same amount each year | 14 | 14 | 14 | 14 |
| 4616 BA Churchtown Carpark Income | 0 | 0 | 1,000 | 0 | 1,000 | 0 | Awaiting plans from Anthony Estate for introducing fees | 0 | 0 | 0 | 0 |
| Total Burial Authority Operating Income | 21,557 | 0 | 16,473 | 10,795 | 5,678 | 16,184 | | 16,799 | 17,437 | 18,099 | 18,787 |
| Burial Authority Operating Expenditure | | | | | | | | | | | |
| 6000 BA Petrol | 360 | 0 | 250 | 15 | 235 | 260 | Current budget + CPI | 270 | 280 | 291 | 302 |
| 6001 BA Machinery Maintenance Costs | 287 | 0 | 305 | 100 | 205 | 317 | Current budget + CPI | 329 | 342 | 355 | 368 |
| 6004 BA General Site Maintenance | 608 | 0 | 1,000 | 580 | 420 | 1,038 | Current budget + CPI | 1,077 | 1,118 | 1,160 | 1,204 |
| 6005 BA Fire Extinguishers | 0 | 0 | 100 | 0 | 100 | | Annual invoice coded to 6214 PF 0 Health & Safety Recommend deleting code | 0 | 0 | 0 | 0 |
| 6008 BA Tree Survey & Tree Maintenance | 0 | 0 | 875 | 364 | 511 | 908 | Current budget + CPI | 943 | 979 | 1,016 | 1,055 |
| 6009 BA Electricity Costs | 345 | 0 | 406 | 69 | 337 | 421 | Current budget + CPI | 437 | 454 | 471 | 489 |
| 6010 BA PWLB Loan Repayment & Interest | 21,385 | 0 | 10,693 | 10,692 | 1 | 0 | Loan paid in full 30/07/2025. Recommend deleting code | 0 | 0 | 0 | 0 |
| 6011 BA Water | 0 | 0 | 403 | 0 | 403 | 0 | In discussion with SWWA for location of water meter - ongoing Recommend virement to 6073 BA EMF Memorial Garden for any unspent funds at Year End. | 0 | 0 | 0 | 0 |
| 6012 BA Memorial (Expenditure) | 173 | 0 | 408 | 3 | 405 | 518 | Assume purchase of 1 bench and 1 rose/plaque | 538 | 558 | 579 | 601 |
| 6013 BA Security Alarm Maintenance | 186 | 0 | 241 | 230 | 11 | 344 | Based on 2025/26 Contract cost +estimated 10% increase | 357 | 371 | 385 | 400 |
| 6014 BA Cemetery Software Subscription | 912 | 0 | 726 | 1,047 | (321) | 726 | Based on 2025/26 actual cost plus estimated 10% increase for subscription | 754 | 783 | 813 | 844 |
| 6015 BA Annual Keyholding Service (new code) | 0 | 0 | 0 | 0 | 0 | 184 | 2025/26 contract £167 + 10% Previously budgeted to Guildhall | 191 | 198 | 206 | 214 |
| Total Burial Authority Operating Expenditure | 24,255 | 0 | 15,407 | 13,100 | 2,307 | 4,716 | | 4,705 | 4,885 | 5,070 | 5,263 |
| Total Burial Authority Operating Surplus/ (Deficit) | (2,699) | 0 | 1,066 | (2,305) | 3,371 | 11,468 | 0 | 12,094 | 12,552 | 13,029 | 13,524 |
| Burial Authority EMF Expenditure | | | | | | | | | | | |
| 6070 BA EMF Churchtown Cemetery Capital Works | (20) | 4,472 | 1,500 | 0 | 5,972 | 1,500 | Recommendation from Property & Maintenance | 1,500 | 0 | 0 | 0 |
| 6071 BA EMF Replace Machinery & Equipment | 0 | 13,942 | 0 | 0 | 13,942 | 0 | No increase required | 0 | 0 | 0 | 0 |
| 6073 BA EMF Memorial Garden | 154 | 3,570 | 0 | 0 | 3,570 | 0 | No increase required | 0 | 0 | 0 | 0 |
| Total Burial Authority EMF Expenditure | 133 | 21,984 | 1,500 | 0 | 23,484 | 1,500 | | 1,500 | 0 | 0 | 0 |
| Total Burial Authority Expenditure (Operational & EMF) | 24,389 | 21,984 | 16,907 | 13,100 | 25,791 | 6,216 | | 6,205 | 4,885 | 5,070 | 5,263 |
| Total Burial Authority Budget Surplus/ Deficit | (2,832) | (21,984) | (434) | (2,305) | (20,113) | 9,968 | | 10,594 | 12,552 | 13,029 | 13,524 |
| Estimated CPI 3.8% based on July 25 as reported by Office of National Statistics 20-08-25 | | | | Precept 2025/26 (434) Precept 2026/27 9,968 Increase / (Decrease) (10,402) | | | | | | | |