



# ***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)

4 February 2026

Dear Councillor

I write to summon you to the **Meeting of the Joint Burial Board Committee** to be held at the Guildhall on **Tuesday 10th February 2026 at 6.00 pm.**

The meeting is open to the public and press. Any member of the public requiring to put a question to the Joint Burial Board Committee 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 sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

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 Councillors:**

Rev L Bushell Hawke (Ex Officio Chairman) R Bullock (Deputy Chairman) J Peggs B Samuels B Stoyel L Batham Vacancy (PCC)	Other members of the Council 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 Members of the Joint Burial Board Committee.  
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 Joint Burial Board meeting held on 13 November 2025 as a true and correct record. (Pages 4 - 9)
6. To receive the Joint Burial Board budget statement and consider any actions and associated expenditure. (Page 10)
7. To consider Health & Safety reports as may be received.
8. To consider Risk Management reports as may be received.
9. To receive a report from the Service Delivery Department and consider any actions and associated expenditure. (Pages 11 - 17)
10. 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).
11. To consider any items referred from the main part of the agenda.
12. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.

13. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 30 June 2026 at 2:30pm to be followed by a site visit.

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Thursday 13th November 2025 at 6.00 pm

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

**ALSO PRESENT:** S Burrows (Town Clerk / RFO)

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

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#### **44/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **45/25/26 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.

#### **46/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None received.

#### **47/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 25 FEBRUARY 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 Bullock, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 25 February 2025 were confirmed as a true and correct record.

48/25/26 **TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

49/25/26 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

50/25/26 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

51/25/26 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

52/25/26 **TO RECEIVE A REPORT ON THE HEADSTONE HEALTH AND SAFETY AUDIT 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED:**

1. To appoint Coodes Solicitors to provide advice on the Town Council's liabilities under the constitution and any related matters.
2. To allocate the associated cost to budget code 6170 EMF General Maintenance;
3. To suspend the headstone audit work until legal advice has been obtained;
4. For the Town Clerk to report back at a future Joint Burial Board meeting.

**53/25/26 TO SET THE FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Town Clerk reported on the proposed amendments to the Fees and Charges for the year 2026/27 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** the Joint Burial Board Fees and Charges for the year 2026/27 as attached to the Extraordinary Policy and Finance Committee Meeting to be held on 25 November 2025.

**54/25/26 TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Town Clerk reported on the budget statement for the year 2026/27 contained within the circulated reports pack.

Members discussed the budget setting for the year 2026/27.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 25 November 2025:

Operational Expenditure:

1. To vire unspent funds from budget code 6108 Tree Survey and Tree Maintenance to budget code 6170 BB EMF General Maintenance subject to there being an unspent balance available at the end of the year;
2. That the Joint Burial Board Committee budget for the year 2026-27, as attached, be referred to the Extraordinary policy and Finance Committee meeting on 25 November 2025.

**55/25/26 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).

**56/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**57/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**58/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 10 February 2026 at 6.00 pm

Rising at: 6.22 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

**Joint Burial Board - St. Stephens Cemetery**  
**Fees and Charges**

Description	2025/26 Charge	2026/27 Proposed Charge <b>Amendments / Additions</b>
<b><u>Interment Fees</u></b>		
Re-opening / Interment of a body (Saltash residents)	£700	£700
Re-opening / Burial of cremated remains (Saltash residents)	£333	£333
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 Deputy Chairman of the Joint Burial Board Committee.)	All Fees Double	All Fees Double
<b><u>Benches</u></b>	<b>Inc VAT</b>	<b>Inc VAT</b>
To supply, fit and maintain a memorial bench, to include plaque Costs have increased by £50 therefore recommend increase to fee from £450 + VAT = £540 to £500 + VAT = £600	£540	<del>£540</del> £600

Joint Burial Board Committee - Burial Board 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 YTD 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
<b>Burial Board Operating Income</b>											
4600 BB Cemetery Fees (St. Stephens)	8,075	0	6,000	1,735	4,265	3,000	Based on current year income and St Stephens is now closed for new burial graves	3,114	3,232	3,355	3,482
4605 BB SLA Payment Grass Cutting	659	0	659	666	(7)	666	Base on current year income	691	717	744	772
4607 BB Memorial Bench Income (St Stephens)	0	0	450	0	450	0	Base on current year income	0	0	0	0
<b>Total Burial Board Operating Income</b>	<b>8,734</b>	<b>0</b>	<b>7,109</b>	<b>2,401</b>	<b>4,708</b>	<b>3,666</b>		<b>3,805</b>	<b>3,949</b>	<b>4,099</b>	<b>4,254</b>
<b>Burial Board Operating Expenditure</b>											
6100 BB Petrol	257	0	200	36	164	208	Current budget + CPI	216	224	233	242
6101 BB Machinery Maintenance Costs	746	0	793	233	560	774	Prior year + CPI	803	834	866	899
6104 BB General Site Maintenance	1,137	0	2,000	96	1,904	2,076	Current budget + CPI	2,155	2,237	2,322	2,410
6108 BB Tree Survey & Tree Maintenance	480	0	4,032	500	3,532	2,000	Recommend virement to 6170 BB EMF General Maintenance for any surplus budget at YE 2025/26 Reduce 2026/27 budget to £2,000 (saving £2,032 compared to 2025/26). Any unplanned spend can be vired from 6170 BB EMF General Maintenance	2,076	2,155	2,237	2,322
6109 BB Memorial Bench (Expenditure)	0	0	388	0	388	0	Based on budgeted income for 2026/27	0	0	0	0
<b>Total Burial Board Operating Expenditure</b>	<b>2,620</b>	<b>0</b>	<b>7,413</b>	<b>864</b>	<b>6,549</b>	<b>5,058</b>		<b>5,250</b>	<b>5,450</b>	<b>5,658</b>	<b>5,873</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>6,114</b>	<b>0</b>	<b>(304)</b>	<b>1,537</b>	<b>(1,841)</b>	<b>(1,392)</b>		<b>(1,445)</b>	<b>(1,501)</b>	<b>(1,559)</b>	<b>(1,619)</b>
<b>Burial Board EMF Expenditure</b>											
6170 BB EMF General Maintenance	0	6,952	3,000	0	9,952	3,000	Recommendation from Property & Maintenance	3,000	0	0	0
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>6,952</b>	<b>3,000</b>	<b>0</b>	<b>9,952</b>	<b>3,000</b>		<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>2,620</b>	<b>6,952</b>	<b>10,413</b>	<b>864</b>	<b>16,501</b>	<b>8,058</b>		<b>8,250</b>	<b>5,450</b>	<b>5,658</b>	<b>5,873</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>6,114</b>	<b>(6,952)</b>	<b>(3,304)</b>	<b>1,537</b>	<b>(11,793)</b>	<b>(4,392)</b>		<b>(4,445)</b>	<b>(1,501)</b>	<b>(1,559)</b>	<b>(1,619)</b>

Estimated CPI 3.8% based on July 25 as reported by Office of National Statistics 20-08-25

Precept 2025/26	(3,304)
Precept 2026/26	(4,392)
<b>Increase / (Decrease)</b>	<b>1,088</b>
<b>Difference as %</b>	<b>-32.9%</b>

## Joint Burial Board Committee - Burial Board Budget 2025-26

Saltash Town Council

For the 9 months to December 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Burial Board Operating Income</b>					
4600 BB Cemetery Fees (St. Stephens)	8,075	6,000	2,770	3,230	3000
4605 BB SLA Payment Grass Cutting	659	659	666	(7)	666
4607 BB Memorial Bench Income (St Stephens)	0	450	0	450	0
<b>Total Burial Board Operating Income</b>	<b>8,734</b>	<b>7,109</b>	<b>3,436</b>	<b>3,673</b>	<b>3666</b>
<b>Burial Board Operating Expenditure</b>					
6100 BB Petrol	257	200	72	128	208
6101 BB Machinery Maintenance Costs	746	793	296	497	774
6104 BB General Site Maintenance	1,137	2,000	614	1,386	2076
6108 BB Tree Survey & Tree Maintenance	480	4,032	1,050	2,982	2000
6109 BB Memorial Bench (Expenditure)	0	388	0	388	0
<b>Total Burial Board Operating Expenditure</b>	<b>2,620</b>	<b>7,413</b>	<b>2,031</b>	<b>5,382</b>	<b>5058</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>6,114</b>	<b>(304)</b>	<b>1,405</b>	<b>(1,709)</b>	<b>(1,392)</b>
<b>Burial Board EMF Expenditure</b>					
6170 BB EMF General Maintenance	0	9,952	0	9,952	3000
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>9,952</b>	<b>0</b>	<b>9,952</b>	<b>3000</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>2,620</b>	<b>17,365</b>	<b>2,031</b>	<b>15,334</b>	<b>8058</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>6,114</b>	<b>(10,256)</b>	<b>1,405</b>	<b>(11,661)</b>	<b>(4,392)</b>

### Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

**To receive a report from the Service Delivery Departmental and consider any actions and associated expenditure.**

**Report to:** Joint Burial Board Committee

**Date of Report:** 2<sup>nd</sup> February 2026

**Officer Writing the Report:** Acting Service Delivery Manager

**Purpose of the report:**

Departmental report to Joint Burial Board Committee.

**Officers Recommendations**

Members are asked to note to report and the associated updates in regard to grounds maintenance and general maintenance across the St Stephens Churchyard.

**Report Summary**

**General Weekly Health & Safety**

Weekly health and safety checks to all Saltash Town Council sites and land are being carried out by the Acting Service Delivery Manager or competent SDGA in accordance with internal procedures. These inspections ensure that operational areas remain compliant, hazards are identified promptly, and corrective actions are taken where necessary.

**Waste Collection Rounds and General Site House Keeping**

The Service Delivery Department regularly empty the churchyard bins twice a week, Wednesdays and Sundays along with general litter picking as needed and brushing up around the main entrances.

### Town Council Grass Cutting and Ground Maintenance

The Service Delivery Team are making effective use of the seasonal downtime now that grass growth has slowed down due to the cold and wet winter weather. This has provided valuable time to begin essential preparation work ahead of the 2026 grass-cutting season.

The team are currently servicing all handheld grounds-maintenance equipment and small plant machinery to ensure everything is in full working order for the start of the new season. In addition, both the workshop and garage areas at Longstone Depot and Churchtown Cemetery are being thoroughly cleaned, organised, and tidied.

These efforts will help ensure we are fully prepared, well-equipped, and ready for a successful and efficient start to the upcoming season.

Additionally, when the grass is not as active this time of the year, we are completing the pre-planned maintenance programme which includes hedge cutting and shaping around the churchyard to ensure all areas are looking their best and presentable.

### Tree Works and Tree Maintenance

The Service Delivery Team have completed various tree works on fallen trees around the St Stephens Churchyard due to recent storm damage. We have cleared any large broken-down limbs and cleared the debris. Some trees leaning over that have been identified as a hazard have been addressed to ensure compliance.

We have also had the appointed tree surgeon carry out chainsaw climbing works on the mature Ash tree in the Churchyard due to partial crown separation and excessive loading on the secondary limbs which were over hanging the path and headstone underneath. Limb laterally and height reduced to alleviate loading and lower risk from failure in high winds. Risk reduced to a tolerable level in accordance with industry standards in reasonable timeframe with minimal impact to the tree which is a respected site asset.

See Appendix A for Pictures.

### Pathways Clearance and Moss Removal

The Service Delivery Team are well underway carrying out annual pathway clearance work as needed and to keep the site neat and presentable around the public footpaths and front of the churchyard and Farm Lane using mainly mechanical sweeping methods and selective herbicide treatment where applicable.

See Appendix B for pathway clearance work recently completed.

Next Scheduled site visit with members

The Acting Service Delivery Manager has the next planned site visit with scheduled for June 2026 following the scheduled meeting to be held on site at St Stephen.

**End of report.**

Signature of Officer:

Acting Service Delivery Manager

## Appendix A to E

### Appendix A:

Some winter pathway clearance pictures. SDGA's using our departmental Kerstan mechanical sweeper and hand tools to keep the site weed free and looking clean and presentable.



**Appendix B:**

Photographs showing the appointed tree surgeon carrying out maintenance works to the large ash tree identified in the recent site tree survey as posing a high risk to visitors and to the memorial located underneath.





**End Of Appendices Pictures and information notes.**