



# ***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)

7 November 2025

Dear Councillor

I write to summon you to the **Meeting of the Joint Burial Board Committee** to be held at the Guildhall on **Thursday 13th November 2025 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,

S Burrows  
Town Clerk/ RFO

**To Councillors:**

Rev L Bushell Hawke (Ex Officio Chairman) R Bullock (Deputy Chairman) J Peggs B Samuels B Stoyel B Jones L Batham	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 25 February 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 - 15)
10. To receive a report on the Headstone Health and Safety Audit 2025 and consider any actions and associated expenditure. (Pages 16 - 24)
11. To set the Fees and Charges for the year 2026/27 recommending to the Policy and Finance Committee. (Page 25)
12. To set the Joint Burial Board budget for the year 2026/27 recommending to the Policy and Finance Committee. (Page 26)

13. 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).
14. To consider any items referred from the main part of the agenda.
15. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
16. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      Tuesday 10 February 2026 6.30 pm

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 25th February 2025 at 6.00 pm**

**PRESENT:** Rev L Bushell Hawke (Ex Officio Chairman), R Bullock, J Dent, J Peggs (Deputy Chairman), B Samuels, B Jones and L Batham.

**ALSO PRESENT:** D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** None received.

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#### **31/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **32/24/25 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.

#### **33/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None.

**34/24/25      TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 29 OCTOBER 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 Peggs, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 29 October 2024 were confirmed as a true and correct record.

**35/24/25      TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

**36/24/25      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

37/24/25

**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.

Churchyard Gates

It was **RESOLVED** to note.

Grass Cutting & Moss Control

It was **RESOLVED** to note.

Uneven ground signs St Stephens Churchyard

The Ex-Officio Chairman informed the meeting that the installation of the signs must be permitted by the Ecclesiastical planning department through the Diocese. This is due to the signs needing to be fixed by drilling into the walls.

The Office Manager / Assistant to the Town Clerk emphasised that the signs are a Health and Safety requirement. Members discussed freestanding signs be permitted whilst waiting for Ecclesiastical planning approval.

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

1. To note the update;
2. The Ex-Officio Chairman to request permission to install the signs with the Ecclesiastical Planning Portal via the Diocese for the entrances to St Stephen's Churchyard;
3. To delegate to the Service Delivery Manager to liaise with the Ex-Officio Chairman to procure suitable temporary Health and Safety signs.

### Headstone Survey

The Office Manager / Assistant to the Town Clerk informed the meeting that the Town Council will proceed with the Headstone Survey Health and Safety Audit in 2025.

Members discussed the headstone survey in detail.

It was proposed by Councillor Samuels, seconded by L Batham and **RESOLVED:**

1. To note the report on the headstone survey and approve the Town Council to proceed with the headstone audit in 2025;
2. The Ex-Officio Chairman to share information on the headstone survey, promote where possible and support the Town Council social media posts;
3. The Ex-Officio Chairman to manage the results of the headstone survey and any enquiries during the process.

### General ground maintenance

The Ex Officio Chairman updated the meeting on a water leak from a standpipe in the churchyard, the Office Manager/Assistant to the Town Clerk clarified that it is the church's responsibility, not the Town Councils.

Members were informed that no plan for the church's water system has been identified and turning off the stopcock at the standpipe cuts off water to the entire churchyard.

It was proposed by Reverend Laura Bushell Hawke (Ex-Officio Chairman), seconded by Councillor Dent and **RESOLVED:**

1. To note the update;
2. To delegate to the Service Delivery Manager to liaise with the PCC Wardens to investigate the leak from the old standpipe located within the churchyard reporting back to the Ex-Officio Chairman and the Deputy Chairman.

**38/24/25      TO RECEIVE AN UPDATE ON THE LAW COMMISSION BURIAL AND CREMATION CONSULTATION 2024 AND CONSIDER ANY ACTIONS.**

Members received and discussed the report on the recent Law Commission Burial and Cremation Consultation, referencing the information outlined in the circulated reports pack.

The Law Commission have completed the first phase of the consultation and are now analysing responses before making final recommendations to Government.

It was **RESOLVED** to note.

**39/24/25      TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Ex-Officio Chairman informed the meeting that the Parochial Church Council (PCC) met in January 2025 and have voted not to close the Churchyard whilst waiting for the Law Commission Report.

The Ex-Officio Chairman added that this did not mean that the closure of the Churchyard will not be considered in the future, but that the decision has been paused until the results of the Law Commission Burial and Cremation Consultation were available.

It was **RESOLVED** to note.

**40/24/25      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).

**41/24/25      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**42/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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



43/24/25

**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 Samuels and **RESOLVED** to issue a Press and Social Media release on the Headstone Survey Health and Safety Audit scheduled for 2025.

**DATE OF NEXT MEETING**

Tuesday 29 July 2025 at 2.00 p.m. to be followed by a site visit.

Rising at: 6.23 pm

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

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

Joint Burial Board Committee - Burial Board Budget 2025-26  
Saltash Town Council  
For the 6 Months ended September 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Burial Board Operating Income</b>				
4600 BB Cemetery Fees (St. Stephens)	8,075	6,000	1,735	4,265
4605 BB SLA Payment Grass Cutting	659	659	666	(7)
4607 BB Memorial Bench Income (St Stephens)	0	450	0	450
<b>Total Burial Board Operating Income</b>	<b>8,734</b>	<b>7,109</b>	<b>2,401</b>	<b>4,708</b>
<b>Burial Board Operating Expenditure</b>				
6100 BB Petrol	257	200	36	164
6101 BB Machinery Maintenance Costs	746	793	233	560
6104 BB General Site Maintenance	1,137	2,000	574	1,426
6108 BB Tree Survey & Tree Maintenance	480	4,032	750	3,282
6109 BB Memorial Bench (Expenditure)	0	388	0	388
<b>Total Burial Board Operating Expenditure</b>	<b>2,620</b>	<b>7,413</b>	<b>1,592</b>	<b>5,821</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>6,114</b>	<b>(304)</b>	<b>809</b>	<b>(1,113)</b>
<b>Burial Board EMF Expenditure</b>				
6170 BB EMF General Maintenance	0	9,952	0	9,952
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>9,952</b>	<b>0</b>	<b>9,952</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>2,620</b>	<b>17,365</b>	<b>1,592</b>	<b>15,773</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>6,114</b>	<b>(10,256)</b>	<b>809</b>	<b>(11,065)</b>

To/From Reserves & Budget Virements

<b>Key</b>
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 Department and consider any actions and associated expenditure**

**Report to:** Joint Burial Board.

**Date of Report:** 26/09/2025

**Officer writing the report:** Acting Service Delivery Manager

**Purpose of the report:**

To receive a service delivery update regarding ongoing maintenance within the grounds of St Stephen's.

**Officer Recommendations:**

Members are asked to note the update report.

**Report Summary**

Grass Cutting:

All grassed areas continue to be cut on a fortnightly basis in accordance with the scheduled maintenance programme, ensuring a neat and presentable appearance across the site. Where wildflower areas are in bloom, these sections are being left undisturbed to support biodiversity and seasonal growth, in line with environmental best practices set by Saltash Town Council and other local authorities.

Waste Management:

On-site bins are being emptied weekly to ensure cleanliness and prevent overflow this cost is currently absorbed by Saltash Town Council.

### Wildflower Areas:

(Please refer to **the picture below** for reference regards to site wildflower locations)

The designated wildflower sections have reached the end of their seasonal cycle. These areas have now been trimmed and raked in preparation for their next bloom period.

St Stephens wild-flower areas (in red).



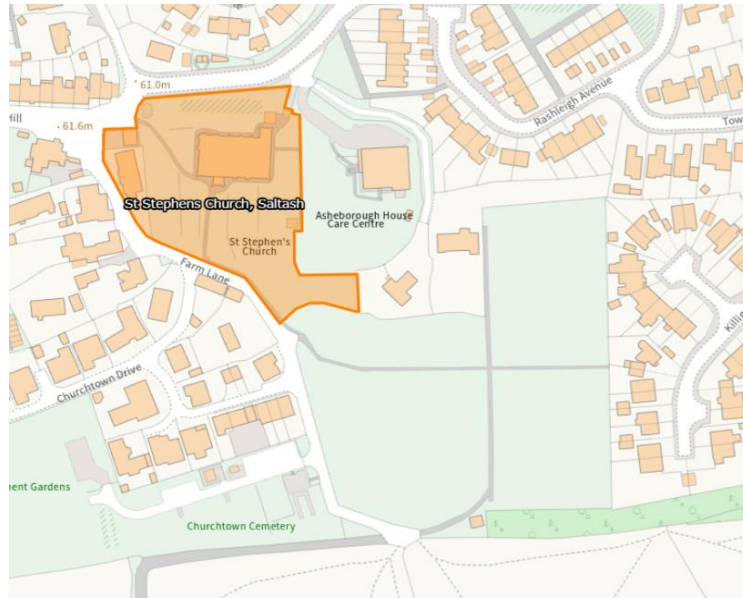
### General Weekly Health & Safety

Weekly health and safety checks are being carried out by the Acting Service Delivery Manager in accordance with internal procedures. These inspections ensure that operational areas remain compliant, hazards are identified promptly, and corrective actions are taken where necessary.

## Cornwall Council Responsibility to Headstone Safety at St Stephens Churchyard

(Please refer to **picture below** - for the map provided by Cornwall Council showing headstone and memorial health a safety inspections/audit carried out under their jurisdiction.)

Cornwall Council has confirmed ownership and responsibility for the closed sections surrounding the main church area at St Stephens and has provided a map of the sections they currently manage.



## The Side Entrance Gate Works Completed

(Please refer to **picture below** – gate picture)

The side entrance gates have been fully completed last April by the Service Delivery team and have been well received by members of the public and the church.





### External weeding and overgrowth removed.

Overgrown weeds and excessive soil build-up along the roadside wall on Farm Lane have been dug out and removed. This has significantly improved the overall appearance of the area and has contributed to a noticeable reduction in dog fouling.

### Pathways are due to be soft brushed to remove moss.

Certain areas are to be mechanically soft brushed and delicate areas treated with a eco-friendly herbicide free moss treatment to reduce any slip trips and fall in the upcoming winter months.

### Entrance Warning Signs Installed

(Please refer to **picture below** - Signs installed to each of the four main entrances to the churchyard)

400mm x 400mm safety signs have now been installed at each main entrance to St Stephens Churchyard. These signs inform visitors of the potential hazards posed by unstable memorials and form part of the wider headstone safety initiative.



### Rear Churchyard Gate Access Sign Installed

(Please refer to **picture below** - New “No Parking in front of the gate sign” recently installed)

A new sign has been installed on the rear access gate of the churchyard, adjacent to the entrance of Churchtown Farm Nature Reserve. The sign is intended to inform visitors to keep the gate area clear at all times, as access is regularly required for operational purposes.



### **Signature of Officer:**

M. Cotton

Acting Service Delivery Manager

**To receive a report on the Headstone Health and Safety Audit 2025 and consider any actions and associated expenditure.**

**Report to:** Joint Burial Board

**Date of Report:** 7.11.25

**Officer Writing the Report:** Office Manager / Assistant to the Town Clerk

**Purpose of the report:**

To ensure that Members are aware of the agreement between Saltash Town Council and St Stephens Church and the Town Council's liabilities therein.

**Officers Recommendations**

To seek a legal review of the constitution to clearly define the Town Council's liabilities and ensure accurate budgeting for the site.

**Report Summary**

The 2025 Headstone and Memorial Safety Audit is currently underway for all headstones and memorials located within the grounds of St Stephens.

Under the terms of the 1982 agreement between the Incumbent and the Town Council, it was agreed that the Town Council would be responsible for some of the maintenance of the churchyard outlined in green on the attached agreement. Please refer to map in **Appendix A.**

The 2021 Headstone and Memorial Safety Audit was partially completed, during which headstones were tested for stability and, where necessary, safely laid down to prevent risk.

Following recent advice from the ICCM, the Service Delivery Department have been using treated wooden stakes and strapping techniques to secure unstable or unsafe memorials from the ICCM advice received is as follows:

ICCM's general advice is that if possible stake and band a memorial to try and establish if there is a living owner or anyone that would like to take ownership of a grave by placing a notice and also contacting any living owners via grave records.



You should put a sign on it and cordon the memorial off as well if possible for health and safety.

If a stone is very dangerous and cannot be supported via a temporary fix, then it is possible to lay it flat but it is best to try and preserve the look of the cemetery first as laying them flat also causes a trip hazard.

As mentioned by the ICCM, an alternative option is to lay unstable headstones flat on the ground. This approach may result in an unsightly appearance, pose a tripping hazard and risks damage to machinery and plant equipment when stones become obscured by grass growth.

To date the Service Delivery Department have completed approximately 60 staking and strapping of existing headstones. Please refer to picture below:



For health and safety reasons, each unstable headstone requires a warning notice. It is hoped these signs will encourage those responsible for individual memorials to come forward and arrange necessary repairs.

The number of unsafe headstones identified has been significantly higher than expected. Treated wooden stakes, used to temporarily secure these memorials, have an estimated lifespan of 3–4 years due to ground contact and weather exposure, and will need replacing over time.

Given the current and future costs of this work, it is recommended that members seek a legal review of the constitution to clearly define the Town Council liabilities. This will support accurate budgeting.

If the current approach continues, over 200 additional headstones will require staking and strapping.

### **Budget Overview**

<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Cost</b>
Health and Safety Warning Signs	200+	£4.07	£814.00
250 machine-rounded, tanalised timber posts (100mm x 1.8m)	200+	£5.99	£1,198.00
<b>Total</b>			<b>£2,012.00+vat</b>

### **Budgets**

**Budget Codes:** 6104 BB General Site Maintenance

**Budget Availability:** £1,426.00

**Committed Spend:** £688.46

**Budget Code:** 6170 BB EMF General Maintenance

**Budget Availability:** £9,952

**Committed Spend:** £0

**Signature of Officer:**

Office Manager / Assistant to the Town Clerk

DATED

19 / 8 /

1982

ST. STEPHEN-BY-SALTASH  
CEMETERY

A G R E E M E N T

concerning the upkeep  
and maintenance thereof

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Sitwell Money,  
2 Princes Street,  
TRURO.



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THIS AGREEMENT is made the *nineteenth* day of *August* One thousand nine hundred and eighty *two* BETWEEN THE REVEREND PHILIP VAUGHAN HILLS Justice of the Peace Incumbent of the Benefice of the Ecclesiastical Parish of Saint Stephen-by-Saltash in the County of Cornwall and Diocese of Truro and WARWICK JONES Bachelor of Arts of 18 Hillside Road Saltash aforesaid and JOHN TREFFRY HOSKING of 14 Stuart's Way Hatt Saltash aforesaid Churchwardens of the Parish Church of Saint Stephen-by-Saltash aforesaid (hereinafter called "the Incumbent and Churchwardens" which expression shall include their successors) of the first part THE PAROCHIAL CHURCH COUNCIL OF SAINT STEPHEN-by-SALTASH aforesaid (hereinafter called "the Parish Council") of the second part and SALTASH TOWN COUNCIL (hereinafter called "the Town Council") Saltash aforesaid of the third part

WHEREAS:-

(1) The Incumbent and Churchwardens are responsible for the control and maintenance of the Churchyard and garden of rest surrounding and adjoining the Parish Church of Saint Stephen-by-Saltash situate in the County of Cornwall and Diocese of Truro which is for the purpose of identification shown on the plan annexed hereto and thereon verged pink and green

(2) The part of the said Churchyard verged pink on the said plan was closed by Order in Council dated 28th May 1889

(3) The Town Council is by virtue of the Local Government Act 1972 the municipal authority for the area in which the said Churchyard is situate

(4) The Incumbent and Churchwardens at the request of the Parish Council and under the authority of a Faculty given under the seal of the Vicar General of the Diocese of Truro on 17th September 1980 have agreed with the Town Council to license to the Town Council as from the date hereof and subject as hereinafter mentioned that part of the said Churchyard as is verged green on the said plan (hereinafter called "the Churchyard") and the Town Council has agreed to take the Churchyard for the purpose of controlling and maintaining the same at the expense of the inhabitants at large of the said area

NOW IT IS HEREBY AGREED as follows:-

1. In pursuance of the said agreement and in consideration of the premises the Incumbent and Churchwardens at the request and with the approval of the Parish Council do hereby irrevocably license



the Town Council to take the Churchyard verged green on the said plan for the purpose of contrölling and maintaining the same in good order and condition subject nevertheless to the stipulations and conditions set out in the Schedule hereto

2. A joint Burial Board shall be established by the Incumbent and Churchwardens and the Town Council of which the Incumbent or Priest-in-Charge for the time being shall be ex-officio Chairman and the Mayor Deputy Chairman provided that the Chairman shall be entitled to vote but shall not have a casting vote The Members of such Board shall be as follows:-

The Incumbent or Priest-in-Charge for the time being  
of the Parish of Saint Stephen-by-Saltash

The Mayor of Saltash for the time being

The Deputy Mayor of Saltash for the time being

Two members elected by the Town Council in such manner as the Town Council shall determine

The two Churchwardens for the time being of the Parish of Saint Stephen-by-Saltash

In addition the undertakers regularly using the Churchyard shall be entitled to appoint a representative to represent their views at meetings but he shall have no vote the Secretary to such Board shall be the Clerk to the Council such Board shall create standing orders for the maintenance of the Churchyard and the day to day supervision thereof including employment and dismissal of staff or delegation of such tasks and provision of implements and machinery for use in the Churchyard Provided that the Incumbent will remain responsible for the organisation of funerals directly concerning Saint Stephens Church and it will be the undertaker's responsibility to ensure that a suitable Minister is appointed to conduct such funeral

3. The Incumbent and Churchwardens and the Parish Council shall pay to the Town Council all income received from existing or future trusts and investments of monies given or bequeathed for the upkeep of the Churchyard and the Town Council shall be free to seek donations from the local Churches who make use of the Churchyard and to receive contributions from the Commonwealth War Graves Commission

4. The Incumbent or Priest-in-Charge for the time being of the Parish of Saint Stephen-by-Saltash will have the right to determine the situation of all new graves in the Churchyard and the design and construction of all new monuments or memorial



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stones and the nature and wording of inscriptions on new or existing memorials shall be subject to his approval  
IN WITNESS whereof the Incumbent and Churchwardens have hereunto set their hands and seals the Chairman and two members of the Parish Council have hereunto set their hands and seals and the Common Seal of the Town Council has been hereunto affixed the day and year first before written

The Schedule referred to  
Stipulations and Conditions

1. The Town Council will henceforth observe the following stipulations and conditions and keep the Incumbent and Churchwardens and the Parish Council indemnified against all actions claims and liability whatsoever in anywise appertaining to the Churchyard
2. The terms and conditions of the Faculty granted to the Parish of Saint Stephen-by-Saltash on 5th June 1956 shall continue to apply to the Churchyard including that part sometimes called "the Lawn Cemetery" and the Garden of Rest
3. To call the Churchyard "Saint Stephen-by-Saltash Cemetery" and by no other name
4. Not to permit any public body or person to be granted an easement of any description over under or affecting the Churchyard or any part thereof without a Faculty first obtained
5. Not to remove or interfere with any existing grave or monument or alter or add to the inscription thereon without the written approval and consent of the Incumbent and Churchwardens and also the authority of a Faculty if after consultation with the Diocesan Authorities a Faculty is deemed to be necessary
6. To bear the whole of the financial cost of maintaining the Churchyard (but not any building or erection thereon apart from the workers hut) subject to the Town Council having the right to impose and receive such charges as the Town Council may determine and as may be authorised by law or regulation
7. To require the Undertaker to pay the Minister officiating at each and every burial (including the burial of ashes) a fee of not less than that prescribed by the Ecclesiastical Fees Measure 1962 as varied by subsequent Fees Orders such fee being the fee indicated therein as payable to the Incumbent and to require the Monumental Mason to pay to the Incumbent a fee in respect of any monument or memorial stone as prescribed by the most recent Fees



Order

8. To provide to the Parish Council details of each burial such information as is required to complete in all respects the Parish Burial Register

9. Not to permit to be reserved any gravespace without the authority of a Faculty

SIGNED SEALED and DELIVERED )  
by THE REVEREND PHILIP VAUGHAN  
HILLS WARWICK JONES and JOHN  
TREFRY HOSKING in the  
presence of:-

Josephine M. Lobb.  
22 FAIRFIELD

ST GERMAN'S SALTASH CORNWALL

STUDENT NURSE

SIGNED SEALED and DELIVERED )  
by THE REVEREND PHILIP  
VAUGHAN HILLS the Chairman  
and DAVID EDWARD GILLARD and

ANDREW WILLIAM FRANK LYNE  
two members of the Parochial  
Church Council of Saint  
Stephen-by-Saltash in the  
presence of:-

Josephine M. Lobb  
22 FAIRFIELD

ST GERMAN'S SALTASH CORNWALL

STUDENT NURSE

THE SEAL of Saltash Town  
Council was hereunto affixed )  
in the presence of:-

X R. R. Avery.  
Mayor of Saltash.

Philip Vaughan

Warwick Jones.

John T. Hosking.

Philip Vaughan

David Gillard.

Andrew W.F. Lyne





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

Description	2025/26 Charge	2026/27 Proposed Charge Amendments / Additions
<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

# Agenda Item 12

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 Consider future costs for gravestone staking	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)				
						Increase / (Decrease)	1,088				
						Difference as %	-32.9%				