



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

24 June 2026

Dear Councillor

I write to summon you to the **Meeting of the Joint Burial Board Committee** to be held at the St Stephen Church followed by a site visit on **Tuesday 30th June 2026 at 2.30 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 **no later than three working days before the meeting** either by email to 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 before the meeting.**

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Town Clerk/ RFO

To Councillors:

Rev L Bushell Hawke (Ex Officio Chairman) R Bullock J Peggs B Samuels B Stoyel (Deputy Chairman) L Batham Vacancy (PCC)	Other members of the Council for information
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Agenda

1. Civility and Respect Pledge Reminder.
2. Health and Safety Announcements.
3. Apologies.
4. 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.
5. 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 three working days 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.

6. To receive and approve the minutes from the Joint Burial Board meeting held on 10 February 2026 as a true and correct record. (Pages 4 - 6)
7. To receive the Joint Burial Board budget statement and consider any actions and associated expenditure. (Page 7)
8. To consider Health & Safety reports as may be received.
9. To consider Risk Management reports as may be received.
10. To receive a report from the Service Delivery Department and consider any actions and associated expenditure.
11. To receive an update on the P.C.C registering the churchyard as closed and consider any actions and associated expenditure.
12. 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).

13. To consider any items referred from the main part of the agenda.

14. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

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

Date of next meeting: Tuesday 6 October 2026 6.00 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 10th February 2026 at 6.00 pm

PRESENT: Councillors: Rev L Bushell Hawke (Ex Officio Chairman), R Bullock (Deputy Chairman), B Samuels and L Batham.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and E Lowton-Smith (Planning and General Administrator)

APOLOGIES: J Peggs and B Stoyel.

59/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

The Office Manager / Assistant to the Town Clerk informed those present of the actions required in the event of a fire or emergency.

60/25/26 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.

61/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None received.

62/25/26 **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 13 NOVEMBER 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.

Following a unanimous vote (4 in favour, 0 against, 0 abstentions) it was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 13 November 2025 were confirmed as a true and correct record.

63/25/26 **TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

64/25/26 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

65/25/26 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

66/25/26 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

St Stephens church would like to extend its thanks to the Service Delivery Team for the excellent care and upkeep of the church throughout the winter period.

It was **RESOLVED** to note.

67/25/26 **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).

68/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

69/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

70/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 30 June 2026 at 2.30 pm

Rising at: 6.04 pm

Signed: _____
Chairman

Dated: _____

Joint Burial Board Committee - Burial Board Budget 2026-27

Saltash Town Council

For the 2 months ending 31 May 2026

Account	Prior YTD 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
Burial Board Operating Income				
4600 BB Cemetery Fees (St. Stephens)	3,105	3,000	1,400	1,600
4605 BB SLA Payment Grass Cutting	666	666	0	666
Total Burial Board Operating Income	3,771	3,666	1,400	2,266
Burial Board Operating Expenditure				
6100 BB Petrol	108	208	69	139
6101 BB Machinery Maintenance Costs	296	774	0	774
6104 BB General Site Maintenance	614	2,076	0	2,076
6108 BB Tree Survey & Tree Maintenance	1,650	2,000	0	2,000
Total Burial Board Operating Expenditure	2,668	5,058	69	4,989
Total Burial Board Operating Surplus/ (Deficit)	1,103	(1,392)	1,331	(2,723)
Burial Board EMF Expenditure				
6170 BB EMF General Maintenance	0	15,334	0	15,334
Total Burial Board EMF Expenditure	0	15,334	0	15,334
Total Burial Board Expenditure (Operational & EMF)	2,668	20,392	69	20,323
Total Burial Board Budget Surplus/Deficit	1,103	(16,726)	1,331	(18,057)

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