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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Thursday 15th October 2026 at 5.30 pm

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

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

APOLOGIES: None

71/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

72/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

73/26/27 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.

74/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.

None received.

75/26/27 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 10 FEBRUARY 2026 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 vote (5 in favour, 0 against, 1 abstentions), it was proposed by Councillor Peggs, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 10 February 2026 were confirmed as a true and correct record.

76/26/27 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

77/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

78/26/27 TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

79/26/27 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED**:

1. To note the report.
2. To revert to the manual removal of weeds around the church pathway at appropriate intervals;
3. To delegate authority to the Town Clerk to contact Cormac to obtain further information regarding the relaying of the pathway around the church reporting back to the Chairman Reverend L Bushell Hawke;
4. To delegate authority to the Town Clerk to contact Cormac to request copies of their Churchyard headstone inspection records, risk assessments, and any associated documentation relating to their responsibility of the closed section of the churchyard only.

80/26/27

TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that the Parochial Church Council (PCC) had approved the closure of St Stephen's Churchyard and was progressing the necessary documentation for submission to the Ministry of Justice.

Members expressed their support for the proposed churchyard closure.

The Chairman further advised that, as part of the submission process, supporting information would be required, including the latest tree survey and the completion of headstone inspections.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED:**

1. To note the verbal update and that it is intended to submit the closed churchyard documentation within the next 12 months;
2. To support the formal closure of the churchyard;
3. To approve the undertaking of headstone inspections by the Service Delivery Team in support of the churchyard closure process;
4. To approve the laying down of identified unsafe headstones, rather than staking, and to replace any existing stakes with a laying-down approach to ensure a consistent method is applied throughout the churchyard;
5. To provide the Chairman, Reverend L. Bushell Hawke, with a copy of the most recent tree survey for the site;
6. To request that the Town Council's Communications and Engagement Officer works closely with Reverend L. Bushell Hawke to prepare and issue appropriate social media communications and a press release regarding the headstone inspections, ensuring the matter is communicated sensitively and respectfully.

**81/26/27 TO SET THE FEES AND CHARGES FOR THE YEAR 2027/28
RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Town Clerk reported on the proposed amendments to the Fees and Charges for the year 2027/28 contained within the circulated reports pack.

The Chairman informed Members that the installation of memorial benches within St Stephen's Churchyard is subject to the granting of a faculty by St Stephen's Church, and that a faculty application fee will be payable.

Following a vote (4 in favour, 0 against, 2 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor Bullock and resolved to **RECOMMEND** the Joint Burial Board Fees and Charges for the year 2027/28 as attached to the Extraordinary Policy and Finance Committing meeting to be held on 24 November 2026 with delegated authority granted to the Town Clerk to amend the proposed memorial bench charge should the 2026 Parochial Fees necessitate an increase to ensure full cost recovery.

**82/26/27 TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR
2027/28 RECOMMENDING TO THE POLICY AND FINANCE
COMMITTEE.**

The Town Clerk informed Members of the budget statement for the 2027/28 financial year, as included within the circulated reports pack, and advised Members that the proposed budget represented a reduction in expenditure compared to the previous year.

Members considered and discussed the proposed budget for 2027/28.

Following a vote (4 in favour, 0 against, and 2 abstentions), it was proposed by Councillor B. Samuels, seconded by Councillor B. Stoyel, and resolved to **RECOMMEND** the Joint Burial Board Committee budget for the 2027/28 financial year, as attached, to the Extraordinary Policy and Finance Committee meeting to be held on 24 November 2026.

Operating Expenditure:

1. To vire unspent funds from budget code 6104 BB General Site Maintenance to budget code 6170 BB EMF General Maintenance subject to there being an unspent balance available at the end of the year;

2.

Ear Marked Funds:

3. That any increase to budget code 6170 BB EMF General Maintenance be confirmed following the building surveyor Condition Report being received.

83/26/27 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).

84/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

85/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

86/26/27 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to issue the following Press and Social Media releases:

1. Memorial safety testing at St Stephens Churchyard (at the appropriate time).
2. Natural churchyard grounds (share St Stephen's social media post).

DATE OF NEXT MEETING

Thursday 18 February 2027 at 6.00 pm

Rising at: 6.15 pm

Signed: _____
Chairman

Dated: _____

Joint Burial Board - St. Stephens Cemetery
Fees and Charges

Description	2026/27 Charge	2027/28 Proposed Charge Amendments	Plymouth City Council At 1 April 2026	Cornwall Council At 1 April 2026
<u>Interment Fees</u>				
Re-opening / Interment of a body (Saltash residents)	£700	£700	£1,019	£1,496
Re-opening / Burial of cremated remains (Saltash residents)	£333	£333	£218	£303
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		
<u>Benches</u>	Inc VAT	Inc VAT	Inc VAT	
To supply, fit and maintain a memorial bench, to include plaque Costs have slightly increased since last year (£516.30 + VAT = £607.80) therefore recommendation for small increase to fee £516.67 + VAT = £620) **The installation of a memorial bench within St Stephen's Churchyard is subject to the granting of a faculty by St Stephen's Church. A faculty application fee will be payable. For further information regarding the faculty application process and associated costs, please contact the Church directly.**	£600	~~£600~~ £620	New bench £1,908 Existing bench £600 Renewal for 5 years £453	

Joint Burial Board Committee - Burial Board Budget 2026-27
Saltash Town Council
For the month ending August 2026

Black text - budget assumptions
Red text - Further Actions (To Be Agreed)
Purple text - new codes
Blue text - recommend virements
Green text - recommendation from Services (5 Year Property Maintance)

Account	Prior YTD 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27	Precept 2027/28	Notes	Budget 2028/29	Budget 2029/30	Budget 2030/31	Budget 2031/32
Burial Board Operating Income										
4600 BB Cemetery Fees (St. Stephens)	3,105	3,000	4,132	(1,132)	3,000	Based on current year budget & prior year actual - no plans to increase fees therefore CPI increase not relevant	3,093	3,189	3,288	3,390
4605 BB SLA Payment Grass Cutting	666	666	681	(15)	681	Based on current year income	702	724	746	769
4607 BB Memorial Bench Income (St Stephens)	0	0	0	0	0	Based on current year income	0	0	0	0
Total Burial Board Operating Income	3,771	3,666	4,813	(1,147)	3,681		3,795	3,913	4,034	4,159
Burial Board Operating Expenditure										
6100 BB Petrol	108	208	69	139	214	Based on current budget + CPI	221	228	235	242
6101 BB Machinery Maintenance Costs	296	774	0	774	798	Based on current budget + CPI	823	849	875	902
6104 BB General Site Maintenance	614	2,076	35	2,041	1,000	Reduce to £1,000 based on 4 year average £583 Recommend virement to 6170 BB EMF General Maintenance for any surplus budget at YE 2026/27	1,031	1,063	1,096	1,130
6108 BB Tree Survey & Tree Maintenance	1,650	2,000	0	2,000	2,000	Based on current budget + CPI (4 year average £1,538)	2,062	2,126	2,192	2,260
6109 BB Memorial Bench (Expenditure)	0	0	0	0	0	Based on budgeted income 2027/28	0	0	0	0
Total Burial Board Operating Expenditure	2,668	5,058	105	4,953	4,012		4,137	4,266	4,398	4,534
Total Burial Board Operating Surplus/ (Deficit)	1,103	(1,392)	4,708	(6,100)	(331)		(342)	(353)	(364)	(375)
Burial Board EMF Expenditure										
6170 BB EMF General Maintenance	0	15,334	0	15,334	3,000	To be advised - Subject to updated 5 Year Property Maintenance report (Services)	0	0	0	0
Total Burial Board EMF Expenditure	0	15,334	0	15,334	3,000		0	0	0	0
Total Burial Board Expenditure (Operational & EM	2,668	20,392	105	20,287	7,012		4,137	4,266	4,398	4,534
Total Burial Board Budget Surplus/Deficit	1,103	(16,726)	4,708	(21,434)	(3,331)		(342)	(353)	(364)	(375)
CPI 3.1% based on August 26 as reported by Office of National Statistics 16-09-26										
					Precept 2026/27	(4,392)				
					Precept 2027/28	(3,331)				
					Increase / (Decrease)	(1,061)				
					Difference as %	24.2%				