

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 24th October 2023 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), J Foster, S Lennox-Boyd and S Miller (Vice-Chairman).

ALSO PRESENT: 3 Members of the Public, B Austin (Chair, Churchtown Farm) and H Frank (Secretary, Churchtown Farm), S Burrows (Town Clerk), W Peters (Finance Officer) and F Morris (Planning and General Administrator)

APOLOGIES: M Griffiths.

28/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

29/23/24 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.

30/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

31/23/24 **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 25TH SEPTEMBER 2023 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 Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 25th September 2023 were confirmed as a true and correct record.

The Chairman announced that the next item of business to be received is Agenda Item Number 13.

32/23/24 **TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the proposal and implications of multiuse of Churchtown Cemetery facilities. The Town Clerk appraised Members with regard to concerns relating to administrative requirements and the limited space within the Churchtown Cemetery Car Park now and into the future, although recognised the importance of partnership working where practicable.

At the request of the Chairman, members agreed that the Chair of Friends of Churchtown Farm would be permitted to speak.

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

1. To refuse the request for storage and shared parking at Churchtown Cemetery, due to lack of contact or information on how a booking system would successfully operate from Antony Estates since the last Burial Authority Meeting held on 25th September 2023;
2. To offer further discussions around the potential management of the site.

33/23/24 **TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd seconded by Councillor Foster and **RESOLVED** to note the budget statement and vire £500 from 6071 EMF Replace Machinery and Equipment to 6004 General Site Maintenance to cover expenditure for a replacement bench at Churchtown Cemetery.

34/23/24 **TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer informed Members of the Fees and Charges for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND** the Burial Authority Fees and Charges for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

35/23/24 **TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** the Burial Authority Committee budget for the year 2024/25 including amendments to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

36/23/24 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

37/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

38/23/24 **TO RECEIVE A VERBAL UPDATE FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman confirmed the recent appointment of the Service Delivery Manager who joined the team this week.

The Town Clerk provided a verbal overview of the ongoing maintenance works currently being undertaken. The update included recent recruitment within the Service Delivery Department, grass cutting, bark laying to suppress the weeds, fencing works to the compound area, wood treatment to the toilet block, and burials and memorials have taken place with no concerns to report.

The Town Clerk asked Members to consider promoting the Memorials at Churchtown Cemetery.

The Town Clerk added that the Town Council Cornish Wall between the beehive section of the allotments and the Churchtown development remains unfinished and that there seem to be other loose parts of the wall. The developer is in touch with the office but the appointment of a specialist contractor to undertake the work has proven difficult. Recently, details of further specialist contractors have been provided to the developer. Further information to follow at a future meeting.

It was **RESOLVED** to note.

39/23/24 **TO RECEIVE QUOTES FOR CHURCHTOWN CEMETERY COMPOUND FENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Bullock and **RESOLVED** to delegate to the Service Delivery Manager to procure fencing materials within budget for the works to be completed in-house and the cost to be allocated to Budget Code 6070 EMF Churchtown Cemetery Capital Works.

40/23/24 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).

41/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

42/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

43/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

44/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. To promote the Churchtown Cemetery Memorial Services.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.23 pm

Signed: _____
Chairman

Dated: _____