To receive draft Heads of Terms for a licence for shared use of a car park at Churchtown Cemetery

Attached to this report is Anthony Estates proposed draft Heads of Terms for a Licence for shared use of Churchtown Cemetery car park for Members consideration.

William Trinick Estate Manager met with the Town Council Service Delivery Manager on site to better understand the Town Council's funeral process at Churchtown Cemetery. It seems that the only possible site-specific involvement from Saltash Town Council might be putting out cones on the road, but William agreed that this could and would best be done by Anthony Estates. This hopefully simplifies the proposed arrangement between both parties and does not involve any costs for Saltash Town Council. The proposed terms in any case allow for any direct costs now or in the future to be recharged to Anthony Estates.

The Heads of Terms don't include the use of Churchtown Cemetery car park for those visiting graves. In terms of how it works operationally, it would be the same but without prior notification to Saltash Town Council. We would hope that everyone needing to use the car park would be respectful of funerals taking place on their arrival and is subject to availability at the time. Anthony Estates have not included any cost within the proposed licence fee to cover revisits.

Commercial terms:

1. £500 per year annually in advance

2. A charge of £50 per burial, to be paid within seven days of the car park booking being confirmed.

Both 1 and 2 will be increased five yearly in line with the Retail Prices Index (RPI).

The proposed commercial terms (as above) are an assessment based on what Anothony Estates expect their income to be. Charges for natural burials are typically between £1,000 and £1,500, out of which comes operating overheads including a manager, the long-term management of the site and direct costs associated with each burial. Based on say 25 burials per year at £1,200, the parking charge for burial, plus the annual £500, would be about 6% of their gross turnover, which they feel would be realistic.

The increase in line with RPI five yearly isn't in line with Saltash Town Council budget / precept setting. Members may wish to consider this further.

The draft Heads of Terms include the adoption of Saltash Town Council's booking system. This has brought comfort to their request. We don't want any Town Council service to fail especially funerals.

There are now four Town Council staff members trained in the administration of burials, cremations and memorials at Town Council level not funeral director level. This is sufficient to be able to accommodate the natural burial site as per the draft Heads of Terms should Saltash Town Council wish to proceed. The number of staff trained allows for sickness and annual leave without compromising the Town Council service (Churchtown Cemetery) and potentially the Licence with Anthony Estates.

Any additional requests from Anthony Estate would need to be considered at the time of the request by the Town Clerk.

Break Clause:

Either party may serve to the other not less than 12 months' notice to terminate the Licence on the fifth anniversary of the Term and Five yearly thereafter.

The above raises concern in that it would be very difficult for Saltash Town Council to end the agreement if it doesn't work (6 years is a long time). However, any length of time would be difficult because the site is relying on some parking being available and will be moving the project forward on that basis.

Service Delivery:

It is to be expected that our team may be working at Churchtown Cemtery the day of a natural burial taking place. Depending on the type of work there may need to be down time to respect the funeral, however, the Town Council administration department will work closely with service delivery department so that they are aware of all funerals taking place.

End of Report

Town Clerk / RFO