

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 29th April 2025 at 6.30 pm

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

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

APOLOGIES: J Foster and M Griffiths.

1/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/25/26 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.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

3/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

4/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY 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 Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** that the minutes of the Burial Authority Committee held on 29 October 2024 were confirmed as a true and correct record.

5/25/26 TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

6/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

8/25/26 TO RECEIVE AN UPDATE ON THE CHURCHTOWN CEMETERY BOARD AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Service Delivery Department report as contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk highlighted the main points in the report and assured members that in the absence of a Churchtown Cemetery Board, staff would still be able to assist with enquiries.

Following a discussion it was **RESOLVED** to note that a timeless grave plan sign was not achievable due to key points raised and detailed in the report summary.

9/25/26

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

Members received the Service Delivery Department report as contained within the circulated reports pack.

Members discussed the report in full and in particular noted that the paintwork on the Letters to Heaven Post Box at Churchtown Cemetery has now faded.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to:

1. Note the report;
2. To request that the Letters to Heaven Post Box be repainted in Wedgewood Blue and that works be undertaken in-house by the Service Delivery Team.

10/25/26

TO RECEIVE A REPORT ON THE TOWN COUNCIL'S EXCLUSIVE RIGHTS OF BURIAL PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report as contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk highlighted the main points in the report and informed members that the Administration Team have now commenced the Exclusive Right of Burial (EROB) and Memorial Permit Renewals.

Members discussed the renewal process and amendments to the accompanying documents in the reports pack.

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

1. Note the report;
2. **RECOMMEND** to Full Council the amendments to the Churchtown Cemetery Management Policy and Regulations, the Rules and Regulations for the erection of memorials and the Churchtown Cemetery Application Forms, as attached.

11/25/26 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).

12/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

13/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

14/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to issue the following Press and Social Media release on completion of the work by the Service Delivery Team the Churchtown Cemetery – Letters to Heaven Post Box.

DATE OF NEXT MEETING

Tuesday 14 October 2025 at 6.30 pm

Rising at: 6.50 pm

Signed: _____
Chairman

Dated: _____