

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 29th October 2024 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent, S Lennox-Boyd and S Miller.

ALSO PRESENT: 3 Members of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and F Morris (Planning and General Administrator).

APOLOGIES: M Griffiths.

17/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Miller to nominate Councillor Dent.

There were no other nominations.

Following a vote it was **RESOLVED** to elect Councillor Dent as Chairman.

Councillor Dent in the Chair.

18/24/25 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd to nominate Councillor Miller.

Councillor Dent withdrew the nomination for Councillor Miller.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd to nominate Councillor Bullock.

Following a vote it was **RESOLVED** to elect Councillor Bullock as Vice Chairman.

19/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

20/24/25 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.

21/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None.

22/24/25 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 25 APRIL 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 Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 25 April 2024 were confirmed as a true and correct record.

23/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

24/24/25 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to Report.

25/24/25

TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR SHARED FACILITIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members of the report from the Town Clerk and Draft Heads of Terms from Antony Estate as contained within the circulated reports pack.

The Town Clerk briefed Members on the report and advised that they are being asked if they wish to move forward in partnership with Antony Estate based on the Draft Heads of Terms as received within the circulated reports pack, before moving this forward to Full Town Council to be held on 7 November 2024 for approval.

Members received and discussed the reports regarding shared facilities at Churchtown Cemetery.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to be held on 7 November 2024;

1. To approve Antony Estate's Draft Heads of Terms, as attached, for a Licence for shared use of the car park at Churchtown Cemetery together with the Town Clerk's report;
2. That Antony Estate cover Saltash Town Council's legal costs.

26/24/25 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to delegate to the Service Delivery Manager to obtain costs regarding a timeless grave plan sign at Churchtown Cemetery working within budget and to liaise with the Town Clerk for final approval.

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

1. To note the report;
2. To approve the purchase of box hedging to be installed in the Children's Section of Churchtown Cemetery, to create an improved hedgerow, working within the 2025/26 budget and allocated to budget code 6004 BA General Site Maintenance;
3. To approve the purchase of a water heater for the public toilets (allotment holders and funerals) at Churchtown Cemetery at a maximum cost of £200 allocated to Budget Code 6000 Petrol.

27/24/25 TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer briefed Members on the proposed amendments to the Fees and Charges for the year 2025/26.

Members discussed and debated the Burial Authority Fees and Charges for the year 2025/26.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** the Burial Authority Fees and Charges for the year 2025/26 as attached, to the Policy and Finance Committee meeting to be held on the 12 November 2024.

28/24/25 TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

The Town Clerk informed the meeting that the Property Maintenance Sub Committee have not yet inputted their figures into budget code BA EMF 6070 Churchtown Cemetery Capital Works from the meeting held on 28 October 2024.

Members discussed and debated the budget setting for the year 2025/26.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** the Burial Authority Budget Statement for the year 2025/26, as attached, to the Policy and Finance Committee Meeting to be held on 12 November 2024 subject to the Property Maintenance Five-Year Plan figures and the following amendments;

Burial Authority Operating Income

1. To rename budget code 4614 BA Memorial Bench Income to 4614 BA Memorial Income due to Memorial Rose Bushes and Plaques also being available for purchase;
2. To create a new income code for Churchtown Car Park and to set the precept income at £1,000 based on the figures contained within the reports circulated within the reports pack and the potential start date for the natural burial site;

Burial Authority Operating Expenditure

3. To delete budget code 6003 BA Health and Safety as all Health and Safety items are purchased by Policy and Finance for all sites;
4. To vire any unspent funds from budget code 6003 BA Health and Safety to 6070 BA EMF Churchtown Cemetery Capital Works, subject to there being an unspent balance available at the end of the year;
5. To rename budget code 6012 BA Memorial Bench (Expenditure) to 6012 BA Memorial Income, due to the additional availability of Memorial Rose Bushes and Plaques.

Burial Authority - EMF Expenditure

6. Budget Code 6070 BA EMF Churchtown Cemetery Capital Works – considered at the Property Maintenance Sub Committee held on 28 October 2024 and agreed to increase the precept by £1,500. The figures are yet to be transferred.

29/24/25 TO RECEIVE THE LAW COMMISSION BURIAL AND CREMATION CONSULTATION AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

30/24/25 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).

31/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

32/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

33/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.02 pm

Signed: _____
Chairman

Dated: _____