

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Thursday 13th November 2025 at 6.00 pm

**PRESENT:** Councillors: R Bullock (Deputy Chairman), J Peggs, B Samuels and B Stoyel.

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

**APOLOGIES:** Rev L Bushell Hawke (Ex Officio Chairman)

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#### **44/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **45/25/26 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 received.

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

None received.

#### **46/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None received.

#### **47/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 25 FEBRUARY 2025 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 B Samuels and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 25 February 2025 were confirmed as a true and correct record.

48/25/26 **TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

49/25/26 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

50/25/26 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

51/25/26 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

52/25/26 **TO RECEIVE A REPORT ON THE HEADSTONE HEALTH AND SAFETY AUDIT 2025 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To appoint Coodes Solicitors to provide advice on the Town Council's liabilities under the constitution and any related matters.
2. To allocate the associated cost to budget code 6170 EMF General Maintenance;
3. To suspend the headstone audit work until legal advice has been obtained;
4. For the Town Clerk to report back at a future Joint Burial Board meeting.

**53/25/26 TO SET THE FEES AND CHARGES FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Town Clerk reported on the proposed amendments to the Fees and Charges for the year 2026/27 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** the Joint Burial Board Fees and Charges for the year 2026/27 as attached to the Extraordinary Policy and Finance Committee Meeting to be held on 25 November 2025.

**54/25/26 TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Town Clerk reported on the budget statement for the year 2026/27 contained within the circulated reports pack.

Members discussed the budget setting for the year 2026/27.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 25 November 2025:

Operational Expenditure:

1. To vire unspent funds from budget code 6108 Tree Survey and Tree Maintenance to budget code 6170 BB EMF General Maintenance subject to there being an unspent balance available at the end of the year;
2. That the Joint Burial Board Committee budget for the year 2026-27, as attached, be referred to the Extraordinary policy and Finance Committee meeting on 25 November 2025.

**55/25/26 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).

**56/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**57/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**58/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 10 February 2026 at 6.00 pm

Rising at: 6.22 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

**Joint Burial Board - St. Stephens Cemetery**  
**Fees and Charges**

Description	2025/26 Charge	2026/27 Proposed Charge <b>Amendments /</b> <b>Additions</b>
<b><u>Interment Fees</u></b>		
Re-opening / Interment of a body (Saltash residents)	£700	£700
Re-opening / Burial of cremated remains (Saltash residents)	£333	£333
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
<b><u>Benches</u></b>		
	<b>Inc VAT</b>	<b>Inc VAT</b>
To supply, fit and maintain a memorial bench, to include plaque Costs have increased by £50 therefore recommend increase to fee from £450 + VAT = £540 to £500 + VAT = £600	£540	<del>£540</del> £600

Joint Burial Board Committee - Burial Board Budget 2025-26  
Saltash Town Council  
For the month of August 2025

Black text - budget assumptions  
Red text - Further Actions (TBA)  
Purple text - new codes  
Blue text - recommend virements  
Green text - recommendation from Property Maintenance

Account	Prior YTD 2024/25	EMF Balances B/F 2024/25	Budget 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept 2026/27	Notes	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31
<b>Burial Board Operating Income</b>											
4600 BB Cemetery Fees (St. Stephens)	8,075	0	6,000	1,735	4,265	3,000	Based on current year income and St Stephens is now closed for new burial graves	3,114	3,232	3,355	3,482
4605 BB SLA Payment Grass Cutting	659	0	659	666	(7)	666	Base on current year income	691	717	744	772
4607 BB Memorial Bench Income (St Stephens)	0	0	450	0	450	0	Base on current year income	0	0	0	0
<b>Total Burial Board Operating Income</b>	<b>8,734</b>	<b>0</b>	<b>7,109</b>	<b>2,401</b>	<b>4,708</b>	<b>3,666</b>		<b>3,805</b>	<b>3,949</b>	<b>4,099</b>	<b>4,254</b>
<b>Burial Board Operating Expenditure</b>											
6100 BB Petrol	257	0	200	36	164	208	Current budget + CPI	216	224	233	242
6101 BB Machinery Maintenance Costs	746	0	793	233	560	774	Prior year + CPI	803	834	866	899
6104 BB General Site Maintenance	1,137	0	2,000	96	1,904	2,076	Current budget + CPI	2,155	2,237	2,322	2,410
6108 BB Tree Survey & Tree Maintenance	480	0	4,032	500	3,532	2,000	Recommend virement to 6170 BB EMF General Maintenance for any surplus budget at YE 2025/26 Reduce 2026/27 budget to £2,000 (saving £2,032 compared to 2025/26). Any unplanned spend can be vired from 6170 BB EMF General Maintenance	2,076	2,155	2,237	2,322
6109 BB Memorial Bench (Expenditure)	0	0	388	0	388	0	Based on budgeted income for 2026/27	0	0	0	0
<b>Total Burial Board Operating Expenditure</b>	<b>2,620</b>	<b>0</b>	<b>7,413</b>	<b>864</b>	<b>6,549</b>	<b>5,058</b>		<b>5,250</b>	<b>5,450</b>	<b>5,658</b>	<b>5,873</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>6,114</b>	<b>0</b>	<b>(304)</b>	<b>1,537</b>	<b>(1,841)</b>	<b>(1,392)</b>		<b>(1,445)</b>	<b>(1,501)</b>	<b>(1,559)</b>	<b>(1,619)</b>
<b>Burial Board EMF Expenditure</b>											
6170 BB EMF General Maintenance	0	6,952	3,000	0	9,952	3,000	Recommendation from Property & Maintenance	3,000	0	0	0
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>6,952</b>	<b>3,000</b>	<b>0</b>	<b>9,952</b>	<b>3,000</b>		<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>2,620</b>	<b>6,952</b>	<b>10,413</b>	<b>864</b>	<b>16,501</b>	<b>8,058</b>		<b>8,250</b>	<b>5,450</b>	<b>5,658</b>	<b>5,873</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>6,114</b>	<b>(6,952)</b>	<b>(3,304)</b>	<b>1,537</b>	<b>(11,793)</b>	<b>(4,392)</b>		<b>(4,445)</b>	<b>(1,501)</b>	<b>(1,559)</b>	<b>(1,619)</b>

Estimated CPI 3.8% based on July 25 as reported by Office of National Statistics 20-08-25

Precept 2025/26	(3,304)
Precept 2026/26	(4,392)
<b>Increase / (Decrease)</b>	<b>1,088</b>
<b>Difference as %</b>	<b>-32.9%</b>