

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 14th October 2025 at 6.30 pm

PRESENT: Councillors: A Ashburn (Vice-Chairman), R Bullock (Chairman), G McCaw, S Miller, B Samuels and B Stoyel.

ALSO PRESENT: D Joyce (Office Manager / Assistant to the Town Clerk) and W Peters (Finance Officer)

APOLOGIES: None.

15/25/26 TO ELECT A CHAIRMAN

Councillor Bullock in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel, to nominate Councillor Bullock.

No further nominations were received.

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

Councillor Bullock remained in the Chair.

16/25/26 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor Ashburn, seconded by Councillor B Samuels, to nominate Councillor Ashburn.

No further nominations were received.

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

17/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

18/25/26 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.

19/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

20/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 29 APRIL 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 Stoyel, seconded by Councillor McCaw and **RESOLVED** that the minutes of the Burial Authority Committee held on 29 April 2025 were confirmed as a true and correct record.

21/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

22/25/26 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

23/25/26 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

It was **RESOLVED** to note.

24/25/26 **TO RECEIVE A REPORT ON EXCLUSIVE RIGHTS OF BURIAL RENEWALS AND CONSIDER ANY ACTIONS AND EXPENDITURE.**

Members discussed the report on the renewal of Exclusive Rights of Burial (EROB) for Churchtown Cemetery, as included in the circulated reports pack. The Office Manager / Assistant to the Town Clerk provided clarification on the process to be followed if the Town Council is unable to contact the EROB holder.

It was **RESOLVED** to note.

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

Members reviewed and discussed the 2026/27 fees and charges, noting that the Town Council continues to offer competitive rates.

The Finance Officer recommended a slight increase in fees for EROB renewals, benches, and other memorials to reflect the cost of materials, installation and administrative time.

It was proposed by Councillor Stoyel, seconded by Councillor McCaw and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 25 November 2025 to approve the Burial Authority Committee Fees and Charges for the year 2026/27, as attached.

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

The Finance Officer worked through the budget statement for the year 2026/27 contained within the circulated reports pack.

It was proposed by Councillor Bullock, seconded by Councillor McCaw and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 25 November 2025 the Burial Authority Committee budget statement for the year 2026/27 (as attached) including the following amendments:

Operating Expenditure

1. To delete budget code 6005 BA Fire Extinguishers as it is no longer required;
2. To delete budget code 6010 BA PWLB Loan Repayment & Interest as it is no longer required;
3. To vire £403 from budget code 6011 BA Water to 6073 BA EMF Memorial Garden whilst the Town Council continues to locate the meter at Churchtown Cemetery;
4. To create budget code 6015 BA Annual Keyholding Service.

27/25/26 **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).

28/25/26 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

29/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

30/25/26

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

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

1. Exclusive Rights of Burial Renewals.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.02 pm

Signed: _____
Chairman

Dated: _____