SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Thursday 22nd October 2026 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bullock, M Johns, S Miller, B Samuels and B Stoyel.

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

APOLOGIES: None.

16/26/27 TO ELECT A CHAIRMAN.

The outgoing Chairman invited Members to indicate their interest in standing for the position of Chairman of the Burial Authority Committee for the forthcoming municipal year.

Councillor Bullock showed interest.

A written ballot was conducted.

Following the ballot, the outgoing Chairman Councillor Bullock confirmed that a majority vote had been achieved.

It was proposed by Councillor Bullock, seconded by Councillor Ashburn and **RESOLVED** that Councillor Bullock be elected Chairman of the Burial Authority Committee for the year 2026-27.

The Chairman Councillor Bullock in the Chair.

17/26/27 TO ELECT A VICE CHAIRMAN.

The Chairman invited Members to indicate their interest in standing for the position of Vice Chairman of the Burial Authority Committee for the forthcoming municipal year.

Councillor Ashburn showed interest.

A written ballot was conducted.

Following the ballot, the Chairman confirmed that a majority vote had been achieved.

It was proposed by Councillor Bullock, seconded by Councillor Johns and **RESOLVED** that Councillor Ashburn be elected Vice Chairman of the Burial Authority Committee for the year 2026-27.

18/26/27 **CIVILITY AND RESPECT PLEDGE REMINDER.**

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

19/26/27 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

20/26/27 **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.

21/26/27 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

22/26/27 **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 28 APRIL 2026 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.

Following a unanimous vote (4 in favour, 0 against, 2 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 28 April 2026 were confirmed as a true and correct record.

23/26/27 **TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

24/26/27 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

25/26/27 **TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

26/26/27 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report of the Acting Service Delivery Manager as included within the circulated reports pack.

Members discussed the report in detail, with particular consideration given to the potential installation of a small Cornish wall to provide a clear distinction between the ashes plots and the children's plots. Members also considered the impact of box blight on the hedging at the entrance to Churchtown Cemetery and the options available for its future management.

Members asked that their thanks and appreciation be conveyed to the Service Delivery Team for their continued hard work and dedication in maintaining Churchtown Cemetery to such a high standard. Their efforts were recognised as making a significant contribution to the presentation, upkeep and dignity of the cemetery.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Miller, and **RESOLVED:**

1. To note the report.

2. Not to approve the construction of a Cornish wall and instead to grass the area, with the different sections of the churchyard to be identified by appropriate signage that is sympathetic to and in keeping with the character of the site;

3. To retain the hedging affected by box blight until Spring, while continuing to monitor its condition. A further update is to be presented to the next meeting of the Burial Authority Committee.

27/26/27 **TO RECEIVE AND NOTE A REPORT ON THE RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL.**

Members received the report contained within the circulated reports pack regarding the renewal of Exclusive Rights of Burial.

The Chairman provided Members with an overview of the Cemetery Management Regulations relating to Exclusive Rights of Burial, outlining the rights granted to deed holders, the renewal process, and the Town Council's responsibilities in administering and maintaining accurate cemetery records.

It was **RESOLVED** to note.

28/26/27 **TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2027/28 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Town Clerk informed Members of the fees and charges for the 2027/28 financial year, as included within the circulated reports pack.

Following an unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Johns and resolved to **RECOMMEND** the Burial Authority Fees and Charges for the year 2027/28 as attached to the Extraordinary Policy and Finance Committing meeting to be held on 24 November 2026 with delegated authority granted to the Town Clerk to amend the proposed memorial bench charge should the 2026 Parochial Fees necessitate an increase to ensure full cost recovery.

29/26/27 **TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2027/28 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Town Clerk informed Members of the budget statement for the 2027/28 financial year, as included within the circulated reports pack, and advised Members that the proposed budget represented a reduction in expenditure compared to the previous year.

Following a unanimous vote, it was proposed by Councillor Ashburn, seconded by Councillor B Samuels, and resolved to **RECOMMEND** the Burial Authority Committee budget for 2027/28 financial year, as attached, to the Extraordinary Policy and Finance Committee meeting to be held on 24 November 2026.

Operating Income;

1. To create a new budget code 4616 BA Churchtown Carpark Income.

Operating Expenditure;

2. To vire unspent funds from budget code 6004 BA General Site Maintenance to budget code 6070 BA EMF Churchtown Cemetery Capital Works subject to there being unspent balance available at the end of the year;

Ear Marked Funds;

3. That any increase to budget code 6070 BA EMF Churchtown Cemetery Capital Works be confirmed following the Building Surveyor Condition Report being received.

30/26/27 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).

31/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

32/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

33/26/27 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: 7.12 pm

Signed: _____
Chairman

Dated:

_____

Burial Authority - Churchtown Cemetery

Fees and Charges

Description	2026/27 Charge	2027/28 Proposed Charge Amendments New Charges	Plymouth City Council At 1 April 2026	Cornwall Council At 1 April 2026
Interment Fees				
Interment under the age of 18 years - Saltash residents only	No Charge	No Charge	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700	£1,019	£1,496
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700	£1,019	£1,496
1st Interment of ashes in a casket - (double depth plot)	£333	£333	£218	£303
2nd Interment of ashes in a casket - (ERB determined)	£333	£333	£218	£606
1st Interment of loose ashes - (double depth plot)	£167	£167	£714 incl ERB 25 yrs	
2nd Interment of loose ashes - (ERB determined)	£167	£167	£714 incl ERB 25 yrs	
~~Interment of ashes in Garden of Remembrance~~ Remove this option as service not provided	£333	~~£333~~	£82	£162
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.	No Charge	No Charge		
Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years				
Exclusive Right of Burial under the age of 18 years - Saltash residents only	No Charge	No Charge	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333	£916 / 25 yrs	£1,216 / 50 yrs
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111		£728 / 50 yrs
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111		£728 / 50 yrs
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge		
Memorial Permissions - Length of Right to Erect a Memorial - 10 years				
Permission to erect headstone under the age of 18 years - Saltash residents only	No Charge	No Charge	No Charge	
Permission to erect headstone including first inscription	£111	£111	£218	£363
Additional inscriptions	£56	£56	£77	£181
Permission to place cremated remains tablet	£56	£56	£99	
Removal of a headstone & cremation tablet other than for an additional inscription	£56	£56		
Cleaning of headstone on site or off site (Introduce new fee based on requests from Memorial Owner)		£56		
Renewal of Grant of Right to Erect a Memorial	£28	£28		
Permission to erect/place monument Commonwealth War Grave Commission / Ministry of Defence	No Charge	No Charge		
Cremation foundation slab and tablet to be supplied by ERB owner				
Service Men and Emergency Service Personnel killed in active service - Saltash residents only.	No Charge	No Charge		
Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years				
Single grave for the interment and renewal under the age of 18 years - Saltash resident only	No Charge	No Charge		
Renewal of Exclusive Rights of Burial	£60	£60	£714 / 25 yrs	£73
Renewal of Exclusive Rights of Cremated Remains	£60	£60		£73
Issue & registration of duplicate deed of grant of grave space	£28	£28	£87	
Inspection of Burial Register	£28	£28		
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51	£60	
Transfer of ERB certificate, ~~by Statutory Declaration~~ up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour (remove wording as fee could relate to either Statutory Declaration, Grant of Assent or Grant of Probate)	£84	£84		
Permission of right to Commonwealth War Grave Commission / Ministry of Defence	No Charge	No Charge		
Permission to place a war grave marker	No Charge	No Charge		
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application	£1,548.00	
Search of Registers by our staff (per search)	£28	£28	£17	£96
Search of Registers by our staff (non resident)	£56	£56	£17	
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 Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double		
Benches & Other Memorials - 10 Years Lease (Residents & Non Residents) (VATABLE)	**Inc VAT**	**Inc VAT**	**Inc VAT**	
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden No increase in costs therefore no recommendation for price increase	£120	£120	£463	
To supply, fit and maintain a memorial bench, to include plaque Costs have slightly increased since last year £619.20 incl VAT therefore recommendation for small increase to fee £620 incl VAT	£600	~~£600~~ £620	New bench £1,908 Existing bench £600 Renewal for 5 years £453	

Burial Authority Committee - Burial Authority Budget 2026-27
Saltash Town Council
For the year ended 31 March 2027

Black text - budget assumptions
Red text - Further Actions (To Be Agreed)
Purple text - new codes
Blue text - recommend virements

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27	Precept Budget 2027/28	Notes	Budget 2028/29	Budget 2029/30	Budget 2030/31	Budget 2031/32
Burial Authority Operating Income										
4612 BA Cemetery Fees	24,261	15,570	5,621	9,949	15,570	Current budget (no plans to increase fees & charges)	16,053	16,551	17,064	17,593
4614 BA Memorial Bench Income	250	600	500	100	617	Assuming income for 1 bench and 1 rose bush/plaque	636	656	676	697
4615 BA National Grid Wayleave Income	464	14	14	(0)	14	No increase expected	14	14	14	14
4616 BA Churchtown Carpark Income	0	0	0	0	500	Annual licence fee £500 + £50 per burial No budget set for burial fee as numbers cannot be predicted with certainty	500	500	500	500
Total Burial Authority Operating Income	**24,975**	**16,184**	**6,135**	**10,049**	**16,701**		**17,203**	**17,721**	**18,254**	**18,804**
Burial Authority Operating Expenditure										
6000 BA Petrol	46	260	30	230	180	Reduce to £180 based on 4 year average £162	186	192	198	204
6001 BA Machinery Maintenance Costs	127	317	0	317	327	Current budget + CPI	337	347	358	369
6004 BA General Site Maintenance	993	1,038	102	936	1,070	Current budget + CPI Recommnend virement to 6070 BA EMF Churchtown Cemetery Capital Works for any unspent funds at Year End.	1,103	1,137	1,172	1,208
6008 BA Tree Survey & Tree Maintenance	481	908	0	908	936	Current budget + CPI	965	995	1,026	1,058
6009 BA Electricity Costs	452	421	72	349	466	Prior year budget + CPI (Prior year slightly higher than current budget)	480	495	510	526
6012 BA Memorial (Expenditure)	116	518	36	483	617	Assume purchase of 1 bench / Plaque and 1 rose bush / Plaque	636	656	676	697
6013 BA Security Alarm Maintenance	66	344	394	(50)	242	Based on 2026/27 Contract cost +estimated 5% increase	250	258	266	274
6014 BA Cemetery Software Subscription	660	726	387	339	726	Based on 2026/27 actual cost £660 plus estimated 10% increase for subscription	749	772	796	821
6015 BA Annual Keyholding Service	0	184	151	33	322	Quoted 2026/27 Contract cost + provision for 2 callouts + estimated 10% increase	332	342	353	364
Total Burial Authority Operating Expenditure	**2,941**	**4,716**	**1,171**	**3,545**	**4,886**		**5,038**	**5,194**	**5,355**	**5,521**
Total Burial Authority Operating Surplus/ (Deficit)	**22,034**	**11,468**	**4,964**	**6,504**	**11,815**		**12,165**	**12,527**	**12,899**	**13,283**
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	0	7,472	0	7,472	2,000	Future planned works creating low Cornish hedge to replace some box hedging	2,000	2,000	2,000	2,000
6071 BA EMF Replace Machinery & Equipment	0	13,942	0	13,942	0	No increase required	0	0	0	0
6073 BA EMF Memorial Garden	0	3,570	68	3,502	0	No increase required	0	0	0	0
6074 BA EMF Water	0	403	0	403	100	Currently not receiving bills as water meter location unknown. Accrue annual year cost as a contingency	103	106	109	112
Total Burial Authority EMF Expenditure	**0**	**25,387**	**68**	**25,319**	**2,100**		**2,103**	**2,106**	**2,109**	**2,112**
Total Burial Authority Expenditure (Operational & EMF)	**2,941**	**30,103**	**1,239**	**28,864**	**6,986**		**7,141**	**7,300**	**7,464**	**7,633**
Total Burial Authority Budget Surplus/ Deficit	**22,034**	**(13,919)**	**4,896**	**(18,815)**	**9,715**		**10,062**	**10,421**	**10,790**	**11,171**

CPI 3.1% based on August 26 as reported by Office of National Statistics 16-09-26

Precept 2026/27	**9,968**
Precept 2027/28	**9,715**
Increase / (Decrease)	**253**
Difference as %	**2.5%**