

SALTASH TOWN COUNCIL

Minutes of the Meeting of Joint Burial Board Committee held at the Guildhall on Tuesday 12th October 2021 at 6.00 pm

PRESENT: Councillors: J Dent, B Samuels (Co-Chair), S Lennox-Boyd, S McKee (St Stephens PCC Co-Chair) and M Wills (St Stephens PCC).

ALSO PRESENT: C Cook (Locum Town Clerk), R Enticknap (Service Delivery Manager), S Emmett (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: Councillor D Yates, L Maddock (St Stephens PCC), D Fowell (Pengelly Funeral Service).

19/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

Co-Chairman Councillor B Samuels announced the next agenda item 2 – St Stephens Members to elect a Co-Chairman would be received upon the arrival of Mrs M Wills – Member of St Stephens Church.

20/21/22 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. Locum Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

21/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

22/21/22 **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON TUESDAY 6TH JULY 2021 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 B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Tuesday 6th July 2021 were confirmed as a true and correct record.

23/21/22 **FINANCE:**

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

- b. To set the Joint Burial Board budget for the year 2022/23

It was proposed by Councillor B Samuels, seconded by Councillor Dent and following a vote of STC board Members resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee to be held on Wednesday 24th November 2021 to approve the Joint Burial Board budget for 2022/2023 as attached.

M Wills – Member of St Stephens Church arrived and joined the meeting.

- c. To set the fees and charges for 2022/23

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to amend the amount of £703 Interment Fees – Re-opening /Interment of a body (Saltash Residents) to £700.00.

The Finance Officer informed Members that the Council's forecasted fees and charges for 2022/2023 were comparable to other church cemeteries and confirmed the amounts sufficiently covered costs of the services provided.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and following a vote of STC board Members resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee to be held on Wednesday 24th November 2021 to approve the Joint Burial Board fees and charges for 2022/2023 as attached.

Co-Chairman Councillor B Samuels announced the next item of business to be discussed is agenda item 2 – St Stephens Members to elect a Co-Chairman.

24/21/22 **ST STEPHENS MEMBERS TO ELECT A CO-CHAIRMAN**

In the absence of an incumbent Vicar it was proposed by M Wills, seconded by S McKee and **RESOLVED** to elect Mrs Sandra McKee, Member of St Stephens Church as St Stephens Co-Chairman of the Joint Burial Board Committee.

25/21/22 **HEALTH & SAFETY**

No report.

26/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

27/21/22 **CORRESPONDENCE.**

Co-Chairman Councillor B Samuels informed Members of correspondence received informing the Council of Mr B Jones – Church Warden’s resignation from the Joint Burial Board Committee.

Councillor B Samuels added that Mr Len Maddock had been appointed to the Joint Burial Board Committee until an incumbent Vicar has been appointed.

28/21/22 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.**

The Service Delivery Manager briefed Members on the report submitted and updated Members on recent issues which have since come to the SD Teams attention.

Headstones

Headstones which have been deemed unsafe have been identified and health and safety procedures followed. The SDM stated that it is proving difficult to resolve the issue of removing or replacing the deteriorating headstones due to records not being kept up to date with the financially responsible owner, therefore, the process is ongoing with Members to be kept up to date with any further progression.

Elder Bushes

The SDM informed Members of the growth of elder bushes at the base of yew trees. The SD Team are planning to remove the elder bushes due to health and safety issues which could arise and that this will form part of winter works programme.

S Mckee asked about the debris which had been left on the pathways due to the recent cutting of the churchyard grounds. The SDM advised that all debris from the surrounding pathways would be cleared upon completion of the works later this week.

Co-Chairman Councillor B Samuels offered praise to the SD Team for the works undertaken at the church.

It was **RESOLVED** to note.

29/21/22 **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).

30/21/22 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

31/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

32/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

33/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 8 February 2022 at 6.00 pm

Rising at: 6.27 pm

Signed: _____
Chairman

Dated: _____