

SALTASH TOWN COUNCIL

Minutes of the Meeting of Burial Authority Committee held at the Guildhall on Tuesday 12th October 2021 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), M Griffiths, S Lennox-Boyd, J Peggs, B Samuels (Vice-Chairman) and P Samuels.

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

APOLOGIES: Councillors: R Bickford, G Challen, L Challen, S Gillies, S Martin, S Miller, G Taylor and D Yates.

The Mayor Councillor P Samuels in the Chair.

1/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

2/21/22 TO ELECT A CHAIR

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Dent as Chairman of the Burial Authority Committee.

3/21/22 TO ELECT A VICE CHAIR

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to elect Councillor B Samuels as Vice Chairman of the Burial Authority Committee.

4/21/22 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.

5/21/22 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

6/21/22 **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON TUESDAY 6TH OCTOBER 2020 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 Dent, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Burial Authority Committee held on Tuesday 6th October 2020 were confirmed as a true and correct record.

7/21/22 **FINANCE:**

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

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

Members asked when the budget 6010 BA Public Works Loan Board Repayments & Interest would come to an end. The Finance Officer advised the loan would be repaid by the year 2025. Due to a typographical error this was not reflected in the budget sheets circulated in the reports pack.

Members requested £5,000.00 be transferred from budget code 6071 BA Replace Machinery & Equipment to budget code 6070 BA Churchtown Cemetery Capital Works.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Meeting to be held on Wednesday 24th November 2021 to approve the Burial Authority Budget for the year 2022/2023 as attached.

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

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Meeting to be held on Wednesday 24th November 2021 to approve the Burial Authority Fees and Charges for the year 2022/2023 as attached.

8/21/22 **HEALTH & SAFETY.**

No Report.

9/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

10/21/22 **CORRESPONDENCE.**

None.

11/21/22 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.**

Members praised the Service Delivery Team for their hard work.

It was **RESOLVED** to note.

12/21/22 **TO RECEIVE A REPORT AND CONSIDER THE PROVISION AND MAINTENANCE OF MEMORIAL BENCHES**

The Administration Officer briefed Members on the report received.

The report outlined three options Members considered.

Option 1:

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to:

1. Purchase and install 6 composite benches at a total cost of £3,090.00 within budget.
2. Allocate the cost to budget code 6070 EMF Capital Works.
3. Give delegated authority to the SDM, Chairman and Vice Chairman to determine the location of the benches.

Option 2:

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** that the Town Council offer the purchase of a memorial plaque with inscription and installation, including maintenance, for a lease period of 10 years at a cost to the customer of £350.00.

Option 3:

It was **RESOLVED** that memorial benches are not to be installed at St Stephens Church until an incumbent vicar is appointed.

13/21/22 **TO RECEIVE, CONSIDER AND APPROVE THE MEMORIAL BENCH APPLICATION FORM AND AMENDMENTS TO THE MANAGEMENT POLICY AND REGULATIONS**

Members received and considered the Memorial Bench application form and amendments to the Town Councils Management Policy and Regulations for Churchtown Cemetery and Rules and Regulations relating to the erection of Memorials.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to note and approve subject to an amendment to the Management Policy and Regulations to state that the Town Council will replace a rose bush like for like should it deteriorate and expire within the lease period.

14/21/22 **TO RECEIVE, CONSIDER AND APPROVE THE ROSE BUSH MEMORIAL APPLICATION FORM**

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to approve the Rose Bush Memorial Application Form and that the fees and charges for a rose bush are as advertised and would not be doubled if a non-Saltash resident wished to apply.

15/21/22 **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).

16/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

17/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

18/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

19/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Memorial Rose Bushes and Memorial Benches available upon application at Churchtown Cemetery.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.37 pm

Signed: _____
Chairman

Dated: _____