

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 28th June 2022 at 6.30 pm

**PRESENT:** Councillors: R Bullock, J Dent, S Lennox-Boyd, D Yates, R Magrath, L Maddock and S McKee (Co-Chair).

**ALSO PRESENT:** S Burrows (Town Clerk) and D Joyce (Administration Officer).

**APOLOGIES:** Mrs M Wills.

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#### **1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS**

St Stephens Co-Chairman Mrs S McKee in the Chair.

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

#### **2/22/23 STC MEMBERS TO ELECT A CO-CHAIRMAN**

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Yates and following a vote of STC board Members it was **RESOLVED** to elect Councillor Dent as the STC Co-Chairman of the Joint Burial Board Committee.

#### **3/22/23 ST STEPHENS MEMBERS TO ELECT A CO-CHAIRMAN**

It was proposed by S McKee, seconded by L Maddock and following a vote of PCC board Members it was **RESOLVED** to elect Reverend R Magrath as St Stephens Co-Chairman of the Joint Burial Board Committee.

S McKee remained in the Chair for this meeting.

#### **4/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**5/22/23**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/22/23**      **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON TUESDAY 8TH FEBRUARY 2022 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 Lennox-Boyd and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Tuesday 8<sup>th</sup> February 2022 were confirmed as a true and correct record.

**7/22/23**      **FINANCE:**

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**8/22/23**      **HEALTH & SAFETY**

No report.

**9/22/23**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**10/22/23**      **CORRESPONDENCE.**

None.

11/22/23 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the report received.

Members discussed various items such as the collection of wildflower seeds by SEA in the specified wildflower sections, the condition of the grounds and footpaths and St Stephens responsibility for general site maintenance.

St Stephens wished to thank the Service Delivery team for their outstanding work at the Churchyard and praised the staff for their professionalism and attention to detail.

It was **RESOLVED** to note.

12/22/23 **TO REVIEW THE PROVISION AND MAINTENANCE OF MEMORIAL BENCHES**

The Town Clerk reminded Members of a previous report received in 2021 for the provision and installation of Memorial benches at Churchtown Cemetery.

Following previous Town Council meetings clarification has been sought from St Stephens Church, subject to an incumbent vicar being appointed, to clarify the Church's internal processes for the procurement and installation of Memorial benches within St Stephens grounds.

The Town Council have offered a supply and fit service to anyone who wishes to install a bench at St Stephens at a cost of £350.00+vat subject to providing the necessary written permission from the Church faculty of the location of the approved memorial bench.

It was proposed by R Magrath, seconded by L Maddock and **RESOLVED** to defer to the next Joint Burial Board meeting so that the PCC have an opportunity to discuss the item at the next PCC meeting to be held on 7<sup>th</sup> September 2022.

**13/22/23**      **TO REVISIT AND RECONSIDER P.C.C REGISTERING THE CHURCHYARD AS CLOSED FOLLOWING THE APPOINTMENT OF THE NEW INCUMBENT**

Members discussed the implications, cost and concerns of the impact for both the Town Council and St Stephens Church if the decision to close the Churchyard is made.

It was proposed by L Maddock, seconded by Rev R Magrath and **RESOLVED** to defer to the next Joint Burial Board meeting so that the PCC have an opportunity to discuss the item at the next PCC meeting to be held on 7<sup>th</sup> September 2022.

**14/22/23**      **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).

**15/22/23**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**16/22/23**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**17/22/23**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

For information only:

Co-Chairman for St Stephens Reverend R Magrath informed Members of a scheduled meeting with PCC and SEA to be held next week regarding maintenance of the designated wildflower section within the Churchyard.

R Magrath spoke of further discussions held with project leaders for the restoration and memorialisation of the fallen Firemen's graves with the view to moving forward with the project as soon as possible.

18/22/23

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

None.

**DATE OF NEXT MEETING**

Tuesday 25 October 2022 at 2pm – Meeting to be held on site at St Stephens Church followed by a site visit.

Rising at: 7.07 pm

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

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