

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Joint Burial Board Committee held at the St Stephens Church followed by a site visit on Tuesday 25th October 2022 at 3.00 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk), R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager), A Primmer (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** None.

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Due to newly appointed staff attending, Saltash Town Council (STC) Co-Chairman Dent gave a brief introduction and welcomed those attending the meeting.

#### **19/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Joint Burial Board (JBB) Co-Chairman Reverend R Magrath informed those present of the actions required in the event of a fire or emergency.

#### **20/22/23 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.

#### **21/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None.

**22/22/23**      **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON TUESDAY 28TH JUNE 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 Bullock and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Tuesday 28<sup>th</sup> June 2022 were confirmed as a true and correct record.

**23/22/23**      **TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**24/22/23**      **TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO POLICY AND FINANCE COMMITTEE.**

Members discussed the budget setting for the year 2023/24.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and following a vote of STC board Members **RESOLVED** to reduce the operating income from £19,800 to £11,000 against budget code 4600 BB Cemetery Fees (St Stephens) based on the previous 2022/23 income.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Bullock and following a vote of STC board Members resolved to **RECOMMEND** the Joint Burial Board Budget Statement for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22<sup>nd</sup> November 2022 as attached.

The Town Clerk informed Members that the JBB Fees and Charges had not been included on the agenda due to a clerical error. The Town Clerk advised the JBB Fees and Charges are to be received at the Burial Authority Committee meeting to be held on Tuesday 1<sup>st</sup> November 2022. Members of the St Stephens Joint Burial Board were invited, as members of the public, to attend the Burial Authority Committee meeting were the forementioned will be agreed.

JBB Co-Chairman Rev R Magrath requested Town Council Members consider implementing a mechanism to support reduction of fees should a family of a deceased be experiencing financial hardship.

**25/22/23 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

No report.

**26/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**27/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Service Delivery Manager (SDM) gave a brief verbal update on the report received.

It was **RESOLVED** to note.

**28/22/23 TO RECEIVE AN UPDATE ON THE PROVISION AND MAINTENANCE OF MEMORIAL BENCHES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

JBB Co-Chairman Rev R Magrath gave a verbal update following the P.C.C meeting held in September.

JBB Co-Chairman Rev R Magrath spoke of the Church wishing to keep the process of purchasing and installations of any requested memorial benches as simple as possible. The Church Faculty would provide the Town Council with necessary permissions and paperwork, inclusive of the approved location and reserving the right to remove any bench deemed hazardous due to lack of care and deterioration.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** that;

1. The Town Council offer a supply and install service for composite memorial benches within St Stephens Churchyard at a cost of £350 + VAT
2. The List B Faculty (received by email) provides the Town Council with assurance that St Stephens Church have approved the inscription and location for install.

**29/22/23**     **TO RECEIVE AN UPDATE ON THE P.C.C REGISTERING THE CHURCHYARD AS CLOSED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the 12 cremation plots available for purchase and the potential impact on the Church if the next section of the Churchyard was registered closed.

Members discussed the cost impact to the Town Council by continuing to maintain the Churchyard more than the agreed Service Level Agreement in place with Cornwall Council.

JBB Co-Chairman Rev R Magrath has requested advice from the Archdeacon of Bodmin on closing the churchyard, with the view taken that whilst cremation plots are available for burials of cremated remains, closing the Churchyard was not an option they wished to pursue at this time.

P.C.C acknowledge the resource and cost implications the maintenance of the Churchyard has on the Town Council and the requirement to review this item on a regular basis as the Churchyard is almost at capacity.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to defer the item to the following Joint Burial Board Committee meeting scheduled to be held on Tuesday 28<sup>th</sup> February 2023.

**30/22/23**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**31/22/23**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**32/22/23**     **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**33/22/23      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).

**34/22/23      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

Due to the weather and no areas of concern the site visit was postponed.

**DATE OF NEXT MEETING**

Tuesday 28 February 2023 at 6.00 pm

Rising at: 4.12 pm

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

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