

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Burial Authority Committee held at the Guildhall on Monday 25th September 2023 at 6.30 pm**

**PRESENT:** Councillors: R Bullock, J Foster, S Lennox-Boyd and S Miller (Vice-Chairman).

**ALSO PRESENT:** Mr W Trinick, (Antony Estate), R Lumley (Assistant Town Clerk) and F Morris (Planning and General Administrator).

**APOLOGIES:** J Dent (Chairman) and M Griffiths.

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#### **20/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **21/23/24 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.

#### **22/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**23/23/24**      **TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 23RD MAY 2023 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 Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 23<sup>rd</sup> May 2023 were confirmed as a true and correct record.

**24/23/24**      **TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Assistant Town Clerk explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The Assistant Town Clerk provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

The Assistant Town Clerk informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED:**

1. To note the budget statement;
2. To vire £525 from 6071 EMF Replace Machinery & Equipment to 6004 General Site Maintenance due to an overspend;
3. To vire £48.00 from 6011 Water to 6014 Cemetery Software subscription due to an overspend.

The Assistant Town Clerk explained that additional virements are requested by the finance department to align staffing costs to the appropriate budget codes.

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the following virements to the Services Committee Meeting to be held on 12<sup>th</sup> October 2023, pending review of Budget Codes, 6666 ST BA Staff Training (Churchtown) and 6692 ST BA EMF Staff Contingency (Churchtown):

1. To vire £7,038.10 from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay to bring the budgets back in line;
2. To vire £594.52 from 6616 ST BA Cemetery Warden Employers NI to 6619 ST SE Services Delivery Employers NI to bring the budgets back in line;
3. To vire £1,372.13 from 6617 ST BA Cemetery Warden Employers Pension to 6620 ST SE Services Delivery Employers Pension to bring the budgets back in line;
4. To vire £59.00 from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing to bring the budgets back in line;
5. To vire £203.00 from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles to bring the budgets back in line;
6. To vire £34.00 from 6665 ST BA Staff Travelling Cost (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses to bring the budgets back in line;
7. To vire £227.00 from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training to bring the budgets back in line;
8. To vire £4,074.00 from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency to bring the budgets back in line.

**25/23/24**      **TO RECEIVE A REPORT ON CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** the amendment to the Churchtown Cemetery Management Policy and Regulations (as attached) to the Policy and Finance Committee to be held on 14<sup>th</sup> November 2023.

**26/23/24**      **TO RECEIVE A REQUEST FROM ANTHONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that a representative of Antony Estate was present at the meeting and with Members approval, the representative would be invited to present as a guest speaker.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the representative of Antony Estate as a guest speaker.

The representative of Antony Estate gave a presentation concerning the proposed Natural Burial Site at Churchtown Farm, Saltash and the proposal for shared facilities.

Following the presentation Members discussed the proposals and impacts for a shared arrangement for parking and the installation of a site unit for the use of Antony Estate at the Churchtown Cemetery site.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on 5<sup>th</sup> October 2023:

1. To agree in principal to authorise the use of 15 spaces at Churchtown Cemetery car park by Antony Estates for funeral services at their proposed Natural Burial site, subject to contract and agreements being in place, these are to be inclusive of a booking system controlled by the admin department, costs to be determined and site management during use.
2. To review the installation and lease of a storage unit at Churchtown Cemetery, for use by Antony Estates for their Natural Burial site subject to a site visit and update from Burial Authority committee members.

27/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 24 October 2023 at 6.30 pm

Rising at: 7.19 pm

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

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