

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 24th October 2023 at 2.00 pm

**PRESENT:** Councillors: R Bickford (Deputy Chairman), J Dent, J Peggs, L Maddock and B Jones.

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

**APOLOGIES:** R Bullock.

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#### **15/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

The Deputy Chairman Councillor Richard Bickford asked the PCC for an update on the position of ex-officio Chairman.

Churchwarden B Jones confirmed he will undertake the role in the absence of a Reverend.

#### **16/23/24 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.

#### **17/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None received.

**18/23/24** **TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 27TH JUNE 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 Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 27<sup>th</sup> June 2023 were confirmed as a true and correct record.

**19/23/24** **TO RECEIVE AND CONSIDER A REFERRAL FROM THE SERVICES COMMITTEE HELD ON 12TH OCTOBER 2023.**

Members received the referral from the Services Committee.

Consideration was to be given to Saltash Environmental Action's request under Agenda Item 13 – To receive a report from Saltash Environmental Action and consider any actions and associated expenditure.

It was **RESOLVED** to note.

**20/23/24** **TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to note the budget statements and vire £250 from budget code 6101 BB Machinery Maintenance Costs and £250 from 6104 General Site Maintenance to 6170 EMF Repairs to Cemetery Wall to cover additional spend.

**21/23/24** **TO SET THE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer reported on the proposed amendments to the Fees and Charges for the year 2024/25.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** the Joint Burial Board Fees and Charges for the year 2024/2025 to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October 2023, as attached.

**22/23/24 TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer reported on the proposed amendments to the Joint Burial Board Budget for the year 2024/25.

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** the Joint Burial Board Budget Statement for the year 2024/2025 to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

**23/23/24 TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**24/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**25/23/24 TO RECEIVE A VERBAL UPDATE FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Deputy Chairman confirmed the recent appointment of the Service Delivery Manager who attended St Stephens Churchyard this week. The Town Clerk confirmed contact details would be shared with PCC Members.

The Town Clerk provided a verbal overview of the ongoing maintenance works currently being undertaken and the difficulties working in the Church grounds due to the condition of the graves. The update included recent recruitment within the Service Delivery Department, a comprehensive headstone survey to be undertaken and the clearing and securing of the cemetery hut having recently been actioned.

The Town Clerk added that some trees within the Churches grounds are to be felled due to die back disease, with enquires having been made in regards to the trees located on the cemetery boundary to determine ownership and responsibility. Further information to follow at a future meeting.

It was **RESOLVED** to note.

**26/23/24**     **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the request received by Saltash Environmental Action to replace trees within the Churchyard grounds.

Members agreed that due to the trees being native hawthorns with minimal maintenance requirements they were more suited to the area.

Churchwarden L Maddock confirmed at a recent PCC meeting it was approved to permit the replacement of the trees with the minutes from the PCC meeting to be a shared with the Town Council to confirm permission has been given for the planting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve the planting of two hawthorn trees, at the east of the cemetery boundary wall currently at no cost to the Town Council, with permission already having been sought with PCC for the planting to go ahead.

**27/23/24**     **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).

**28/23/24**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**29/23/24**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**30/23/24**     **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

31/23/24

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

It was proposed by Councillor Bickford, seconded by L Maddock and **RESOLVED** to issue the following Press and Social Media Releases:

1. Partnership with S.E.A for tree planting within the Churchyard.

**DATE OF NEXT MEETING**

Tuesday 27 February 2024 at 6.00 pm

Rising at: 2.31 pm

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

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

**Joint Burial Board - St. Stephens Cemetery**  
**Fees and Charges**

Description	2023/2024 (As of 1st April 2023)	2024/25 Proposed Charge Amendments
<b><u>Interment Fees</u></b>		
Re-opening / Interment of a body (Saltash residents)	£700	£700
Re-opening / Burial of cremated remains (Saltash residents)	£335	£335
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Co-Chairman of the Burial Board Committee.)	All Fees Double	All Fees Double
<b><u>Benches</u></b>	<b>Inc VAT</b>	<b>Inc VAT</b>
To supply, fit and maintain a memorial bench, <a href="#">to include plaque</a>	£420	<a href="#">Propose increase to £540</a>
<span style="color: red;">(Cost for bench £350 + VAT. Cost for plaque £25.50 + VAT. Add cost for estimated installation/maintenance, say £75.00. Total cost £450 + VAT)</span>		

Joint Burial Board Committee - Burial Board Budget 2023-24  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balance s B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/25	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Burial Board Operating Income</b>												
<b>Burial Board Income</b>												
4600 BB Cemetery Fees (St. Stephens)	13,833	0	0	11,000	3,440	7,560	8,863	Based on Current YTD	9,510	10,204	10,949	11,748
4605 BB SLA Payment Grass Cutting	585	0	0	621	628	(7)	628	Based on Current CC SLA	674	723	776	833
4607 BB Memorial Bench Income (St Stephens) (New Code)	0	0	0	0	0	0	450	Based on 1 x Benches @ £450	483	518	556	597
<b>Total Burial Board Income</b>	<b>14,418</b>	<b>0</b>	<b>0</b>	<b>11,621</b>	<b>4,068</b>	<b>7,553</b>	<b>9,941</b>		<b>10,184</b>	<b>10,928</b>	<b>11,725</b>	<b>12,581</b>
<b>Total Burial Board Operating Income</b>	<b>14,418</b>	<b>0</b>	<b>0</b>	<b>11,621</b>	<b>4,068</b>	<b>7,553</b>	<b>9,941</b>		<b>10,184</b>	<b>10,928</b>	<b>11,725</b>	<b>12,581</b>
<b>Burial Board Operating Expenditure</b>												
<b>Burial Board Expenditure</b>												
6100 BB Petrol	295	0	0	504	100	404	541	Current Budget + CPI 7.3%	580	623	668	717
6101 BB Machinery Maintenance Costs	0	0	0	716	0	716	769	Current Budget + CPI 7.3%	825	885	950	1,019
6103 BB Health & Safety	0	0	0	110	0	110	119	Current Budget + CPI 7.3%	128	137	147	158
6104 BB General Site Maintenance	56	0	0	1,410	339	1,071	1,513	Current Budget + CPI 7.3%	1,623	1,742	1,869	2,006
6108 BB Tree Survey & Tree Maintenance	1,370	0	0	3,647	2,400	1,247	3,914	Current Budget + CPI 7.3%	4,200	4,506	4,835	5,188
6109 BB Memorial Bench (Expenditure) (New Code)	0	0	0	0	0	0	376	Based on 1 bench to match income code 4607 Memorial Bench Income (Bench £350 + plaque £25.50)	403	432	464	498
<b>Total Burial Board Expenditure</b>	<b>1,722</b>	<b>0</b>	<b>0</b>	<b>6,387</b>	<b>2,839</b>	<b>3,548</b>	<b>7,232</b>		<b>7,759</b>	<b>8,326</b>	<b>8,934</b>	<b>9,586</b>
<b>Burial Board Staffing Expenditure</b>												
Burial Board Staff Expenses (Delete Code)	145	0	(691)	691	0	0		Staffing now carried out by Service Department	761	838	923	1,016
6670 ST BB Staff Training (St. Stephens) (Delete Code)	0	0	(530)	530	0	0			583	642	707	778
Burial Board Staffing Costs (Delete Code)	18,164	0	(20,881)	20,881	0	0			22,990	25,312	27,868	30,683
<b>Total Burial Board Staffing Expenditure</b>	<b>18,309</b>	<b>0</b>	<b>(22,102)</b>	<b>22,102</b>	<b>0</b>	<b>0</b>			<b>24,334</b>	<b>26,792</b>	<b>29,498</b>	<b>32,477</b>
<b>Total Burial Board Operating Expenditure</b>	<b>20,031</b>	<b>0</b>	<b>(22,102)</b>	<b>28,489</b>	<b>2,839</b>	<b>3,548</b>	<b>7,232</b>		<b>32,093</b>	<b>35,118</b>	<b>38,432</b>	<b>42,063</b>
<b>Total Burial Board Operating Expenditure</b>	<b>20,031</b>	<b>0</b>	<b>(22,102)</b>	<b>28,489</b>	<b>2,839</b>	<b>3,548</b>	<b>7,232</b>		<b>32,093</b>	<b>35,118</b>	<b>38,432</b>	<b>42,063</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>(5,613)</b>	<b>0</b>	<b>22,102</b>	<b>(16,868)</b>	<b>1,230</b>	<b>4,004</b>	<b>2,710</b>		<b>(21,909)</b>	<b>(24,190)</b>	<b>(26,706)</b>	<b>(29,481)</b>
<b>Burial Board EMF Expenditure</b>												
6170 BB EMF Repairs to Cemetery Wall	0	15,286	0	0	15,763	(477)	3,000	As per 5 Year Plan	3,000	3,000	3,000	3,000
6693 ST BB EMF Staff Contingency (St Stephens) (Delete Code)	0	2,800	(2,800)	0	0	0		Staffing now being carried out by Service Department	0	0	0	0
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>18,086</b>	<b>(2,800)</b>	<b>0</b>	<b>15,763</b>	<b>(477)</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>20,031</b>	<b>18,086</b>	<b>(24,902)</b>	<b>28,489</b>	<b>18,601</b>	<b>3,072</b>	<b>10,232</b>		<b>35,093</b>	<b>38,118</b>	<b>41,432</b>	<b>45,063</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>(5,613)</b>	<b>(18,086)</b>	<b>24,902</b>	<b>(16,868)</b>	<b>(14,533)</b>	<b>4,481</b>	<b>(290)</b>		<b>(24,909)</b>	<b>(27,190)</b>	<b>(29,706)</b>	<b>(32,481)</b>