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# Saltash Town Council

KONSEL AN DRE ESSA



THE GUILDHALL  
12 LOWER FORE STREET  
SALTASH  
PL12 6JX  
TELEPHONE: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

6<sup>th</sup> April 2017

Dear Councillor,

I write to summon you to a meeting of the **Burial Authority** be held on Wednesday, 12<sup>th</sup> April 2017 upon the rising of the Burial Board at the Guildhall.

Yours sincerely,

R Lane

Town Clerk

To: Burial Authority

R Austin (Chairman)	Mrs H Frank (Mayor, ex-officio)
D Holley	Mrs J Dent (Deputy Mayor, ex-officio, Vice Chairman)
W Phillips	
	Other members of the Council for information

## AGENDA

1. Health and safety announcements
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting
3. Apologies
4. 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.
  - b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
  - c. To consider dispensations required
5. Questions from the public
6. To receive the current Committee budget statement
7. Report from the Cemetery Warden
8. To consider any issues arising from the burial operational management and administration of the cemetery.
9. To consider quotes for new compound gates  
Pursuant to Burial Authority 07.12.2017 Minute no. BA/19/16/17
10. Municipal Funeral Service provision
11. Sale of cemetery land - update
12. Apprentice Cemetery Warden – request for full report and job description  
Pursuant to Staffing Committee 17.01.2017 Minute number 65/16/17f
13. 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.)

14. Public Bodies (Admission to Meetings) Act 1960:

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

15. Urgent non-financial matters brought forward at the discretion of the Chairmen

16. Press releases

17. Date of next meeting: Wednesday 12<sup>th</sup> July 2017 on the rising of the  
Burial Board at Churchtown Cemetery

Saltash Town Council

Burial Authority - Churchtown - Budget Report - March 2017

Code	Income Description	Received 2015/16		Budgeted Income 2016/17		Received YTD 2016/17	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2017/2018		Comments	Forecast 2018/2019	Forecast 2019/2020
	Income														
4612	Cemetery Fees	9,370		21,730		8,495	- 13,235			10,000	10,000			10,200	10,404
4614	Memorial Bench Income	-		-		-	-			-	-			-	-
	Total Income	9,370	-	21,730		8,495	- 13,235			10,000	10,000			10,200	10,404
Code	Expenditure Description	Spend 2015/16		Budget 2016/17		Actual Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2017/2018		Comments	Forecast 2018/2019	Forecast 2019/2020
5653	Petrol	153		200		200	-	-		200	300			306	312
5654	Machinery Maintenance Costs	182		300		261	39	39		300	300			306	312
5655	Refuse Disposal Sacks	47		50		-	50	50		-	50			51	52
5656	Health & Safety	46		100		60	40	40		100	100			102	104
5657	General Site Maintenance	311		3,000		1,295	1,705	1,705	£3000 (Box Hedge, Tree Planting, Bedding Plants)	1,500	1,000			1,020	1,040
5658	Fire Extinguishers	18		50		-	50	50		50	50			51	52
5659	Miscellaneous Costs	-		100		-	100	100		100	100			102	104
5660	Hand Tool Costs	89		100		25	75	75		100	100			102	104
5661	Telephone - Warden	-		250		60	190	190		100	125			128	130
5662	Tree Survey & Tree Maintenance	-		650		-	650	570		650	650			663	676
5628	Electricity Costs	181		250		145	105	105		250	250			255	260
5650	PLWB Loan Interest & Repayment	21,385		21,385		21,385	0	0		21,385	21,385		FIXED COST	21,813	22,249
5663	Water	-		60		-	60	60		60	300			306	312
5574	Memorial Bench (Expenditure)	-		-		-	-	-	Code used to offset income	-	-			-	-
5667	Security Alarm Maintenance	-		-		-	-	-		-	145			148	151
	Total Expenditure	22,412		26,495		23,431	3,064	2,984		24,795	24,855			25,352	25,859
Code	Ear Marked Reserves (EMF)	Spend 2015/2016	Balance B/F	Budget 2016/17	From/to reserve 2016/17	Actual Spend YTD 2016/17	Funds Available to date	Funds Available after Planned Spend		Proposed Estimated Y/E Balance	Proposed Budget 2017/2018		Comments	Forecast 2018/2019	Forecast 2019/2020
5178	Churchtown Cemetery Capital Works	-	5,065	5,700	3,512	3,975	10,302	10,302	Including Churchtown Water Pipe Brackets Work (£1500) +5 yr Repair Programme Figures (£5790)	10,302	-		Including Churchtown Water Pipe Brackets Work (£1500)	-	-
5619	EMF Replace Machinery & Equipment	3,748	5,595	2,500	5,058	8,640	4,513	4,513		4,513	2,500			-	-
5652	EMF Burial Administration	1,125	395	3,000	-	495	2,110	2,110	Digital Mapping System - to be discussed	2,110	-			-	-
	Total EMFs	4,873	10,265	11,200	8,570	13,110	16,925	16,925		16,925	2,500			-	-
	Grand Totals	27,285	10,265	37,695	8,570	36,541	19,989	19,909		41,720	27,355			25,352	25,859