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Saltash Town Council

KONSEL AN DRE ESSA



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6th April 2017

Dear Councillor,

I write to summon you to a meeting of the **Burial Board on Wednesday 12th April 2017 at 2.00pm** at the Guildhall.

Yours sincerely,

R Lane

Town Clerk

To: Burial Board

R Austin (Co-Chairman)	Mrs H Frank (Mayor, ex-officio)
D Holley	Mrs J Dent (Deputy Mayor, ex-officio)
W Phillips	
Rev. C Sigrist (Co-Chairman)	

B Jones - St Stephens PCC	Other members of the Council for information
M Orchard (Cemetery Warden)	
J Reid (St Stephens PCC)	

Observers:

D Fowell	PFS Funeral Director
R Parson	Hub Manager, The Co-operative Funeralcare
S Watt	Westcountry Funeral Services Ltd

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 grass cutting options
Pursuant to Burial Board 07.12.2017 Minute no. BB42/16/17

9. Cemetery wall
To approve boundary wall repairs
10. Health and Safety
 - a. Tombs Cornwall Council maintained tombs and memorials
11. Municipal Funeral Service provision
12. 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.)
13. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
14. Urgent non-financial matters brought forward at the discretion of the Chairman
15. Press releases
16. Date of next meeting: Wednesday 12th July 2017 at 2.00pm
 at St Stephen's Cemetery

Saltash Town Council

Burial Board - St. Stephens - 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														
4600	Cemetery Fees	15,972		900		7,020	-			8,850	6,180	Burial of ashes plots at St. Stephens	6,305	6,435
4613	Memorial Bench Income	-		-		-	-			-	-		-	-
Total Income		15,972		900		7,020	-			8,850	6,180		6,305	6,435
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
5611	Petrol	324		700		422	278	278		700	700		715	730
5612	Machinery Maintenance Costs	182		1,000		234	766	766		1,000	1,000		1,020	1,040
5614	Refuse Disposal Sacks	46		170		-	170	170		-	170		175	180
5616	Health & Safety	-		250		-	250	250		-	250		255	260
5617	General Site Maintenance	464		900		323	577	577		900	900		920	940
5618	Fire Extinguishers	-		100		-	100	100		100	100		105	110
5621	Miscellaneous Costs	75		170		15	155	155		15	170		175	180
5622	Hand Tool Costs	5622		50		-	50	50		-	50		55	60
5623	Telephone - Groundspersons	50		125		-	125	125		50	125		130	135
5624	Tree Survey & Tree Maintenance	-		3,000		113	2,887	2,707		113	3,000		3,060	3,125
5665	Reinstatement of Antony Estate Boundary	-		500		165	335	335	Cherry Tree and Hedge	365	-	To be deleted	-	-
5575	Memorial Bench (Expenditure)	167		-		-	-	-		-	-		-	-
Total Expenditure		1,309		6,965		1,272	5,693	5,513		3,243	6,465		6,610	6,761
Code	Earmarked Reserves (EMF)	Spend 2015/2016	Balance B/F	Budget 2016/17	From to reserve 2016/17	Spend YTD 2016/17	Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5627	EMF Repairs to Cemetery Wall	2,435	9,565	-	-	4,445	5,120	5,120		5,120	50,000	£50,000 (Cemetery Wall)	-	-
5666	EMF Grave Restoration	-	5,000	-	-	320	4,680	4,680		4,680	-		-	-
5576	EMF War Memorial (St. Stephens)	-	-	500	-	-	500	500		500	250		-	-
Total EMFs		2,435	14,565	500	-	4,765	10,300	10,300		10,300	50,250		-	-
Grand Total		3,744	14,565	7,465	-	6,037	15,993	15,813		13,543	56,715		6,610	6,761