

**APPENDIX A**

Code	Income Description	Received 2016/17	Budgeted Income 2017/18	Received YTD 2017/18	Yet to Receive	Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019	Comments	Forecast 2019/2018	Forecast 2020/2021			
<b>Income</b>														
4900	Cemetery Fees	8,850	6,180	10,846	-		9,301	12,000		12,240	12,485			
4613	Memorial Bench Income	-	-	-	-		-	-		-	-			
<b>Total Income</b>		<b>8,850</b>	<b>6,180</b>	<b>10,846</b>	<b>-</b>		<b>9,301</b>	<b>12,000</b>		<b>12,240</b>	<b>12,485</b>			
Code	Expenditure Description	Spend 2016/17	Budget 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2018	Forecast 2020/2021		
6109	Petrol	422	700	403	297	297		700	717		734	752		
6101	Machinery Maintenance Costs	234	1,000	288	712	712		1,000	1,024		1,049	1,074		
6102	Refuse Disposal Sacks	37	170	-	170	170		170	174		178	183		
6103	Health & Safety	-	250	-	250	250		250	256		262	268		
6104	General Site Maintenance	323	900	458	442	442		900	922		944	966		
6105	Fire Extinguishers	-	100	-	100	100		100	102		105	107		
6106	Miscellaneous Costs	15	170	-	170	170		170	174		178	183		
6107	Hand Tool Costs	-	50	-	50	50		50	51		52	54		
6108	Tree Survey & Tree Maintenance	113	3,000	400	2,600	2,600		3,000	3,072		3,146	3,221		
6109	Memorial Bench (Expenditure)	-	-	-	-	-		-	-		-	-		
<b>Total Expenditure</b>		<b>1,144</b>	<b>6,340</b>	<b>1,549</b>	<b>4,791</b>	<b>4,791</b>		<b>6,340</b>	<b>6,492</b>		<b>6,548</b>	<b>6,808</b>		
Code	Emarked Reserves (EMF)	Spend 2018/2017	Balance B/F	Budget 2017/18	From reserve 2017/18	Spend YTD 2017/18	Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2018	Forecast 2020/2021
6170	EMF Repairs to Cemetery Wall	4,445	5,120	50,000	- 30,000	230	24,890	24,890	£20,000 (Cemetery Wall)	24,890	25,110		-	-
6171	EMF Grave Restoration	320	4,680	-	4,680	-	-	-		-	-	To be deleted	-	-
6172	EMF War Memorial (St. Stephens)	-	500	250	-	-	750	750		750	-		-	-
<b>Total EMFs</b>		<b>4,765</b>	<b>10,300</b>	<b>50,250</b>	<b>- 34,680</b>	<b>230</b>	<b>25,640</b>	<b>25,640</b>		<b>25,640</b>	<b>25,110</b>		<b>-</b>	<b>-</b>
<b>Grand Total</b>		<b>5,909</b>	<b>10,300</b>	<b>55,590</b>	<b>- 34,680</b>	<b>1,779</b>	<b>30,431</b>	<b>30,431</b>		<b>31,980</b>	<b>41,602</b>		<b>6,548</b>	<b>6,808</b>

**APPENDIX B**



Revd. Sigris  
Priest-in-Charge  
Saltash, St Stephen by Saltash, Botus Fleming,  
Landrake & St Erney

14 August 2017

Sent by email to [rev.cathysigris@gmail.com](mailto:rev.cathysigris@gmail.com)

Dear Revd. Sigris

**St Stephen by Saltash Churchyard**

I write in relation to your letter to Cllr Sue James dated 22 July 2017 regarding St Stephen by Saltash Closed Churchyard. I note the points you have raised and would respond as follows;

**1. Site Management**

Cornwall Council is responsible for the management of St Stephens closed churchyard in Saltash. The Council delivers a consistent level of service to all 90 of closed churchyards under its management and information on the maintenance standards which the Council currently operates to are set out as below;

<http://www.cornwall.gov.uk/environment-and-planning/parks-and-open-spaces/closed-churchyards/>

Our contractor Cormac Solutions cut the grass in closed churchyards three times per year. We ensure that all sites under our care remain safe and that all main footpaths and entrances are kept clear. This is a sympathetic wildlife focused approach and offers many ecological benefits while maintaining churchyards in a respectful way.

I note that you have recently engaged a group of local teenagers as part of the NCS scheme. I fully support this action and can advise that we do employ a Partnership Officer based within Cormac who may be able to help with future volunteering at the site, her name is Rebecca Dickson and can be contacted direct on the following email [rdickson@cormacltd.co.uk](mailto:rdickson@cormacltd.co.uk) if you wish for support delivering future community projects. Churches and other stakeholder groups can choose to fund extra maintenance for their closed churchyards, and we currently work with a number of parochial church councils to provide individual maintenance arrangements to meet local priorities.

**2. Local Management of the Site**

In relation to the request to Cornwall Council for Saltash Town Council to take on the ongoing management of the site, unfortunately I have not had sight of this letter and wonder if it was sent directly to Cormac. I am pleased however to note the town



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council may have an interest in taking on the grass maintenance at this site. This Council is prepared to pay for the local management at 3.72p/m<sup>2</sup> per cut, with funding for a three cut regime per year, i.e. a maximum of 11.16p/m<sup>2</sup>/yr. Cornwall Council will continue its statutory duties in relation to headstone testing, structural assessments of retaining walls and trees but would be pleased to set up a funded maintenance agreement to cover grass cutting with the town council. If the clerk of Saltash Town Council contacts me direct then I would be happy to organise this direct arrangement.

### **3. St Stephens Tomb**

The Council takes its responsibility for the management of headstones extremely seriously and I will instruct a safety inspector to visit the site and ensure the fencing around this structure is secure. I am unable to fund a full reinstatement/restoration of the specific tomb but would support any project which the town council or Parochial Church Council develop to undertake the identified and approved works.

I hope this letter answers the specific queries you have raised.

Yours sincerely



Paul Masters  
Strategic Director for Neighbourhoods

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Email: Paul.masters@cornwall.gov.uk



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**APPENDIX C**

Dated \_\_\_\_\_ 2018

**Agreement**

relating to

**War Memorial at St Stephens-by-Saltash church**

between

**Incumbent of the Benefice of Saltash in the County of Cornwall and Diocese  
Of Truro and the Incumbent's Successors**

First Party

and

**The Parochial Church Council of the Parish of St Stephens-by-Saltash**

Second Party

and

**Saltash Town Council**

Third Party

This deed is dated 2018

**Parties**

- (1) Incumbent of the Benefice of Saltash in the County of Cornwall and Diocese Of Truro and the Incumbent's Successors of Church House, Woodlands Court, Truro Business Park, Threemilestone, Truro, TR4 9NH (First Party)
- (2) The Parochial Church Council of the Parish of Stephens-by-Saltash of [Address] (Second Party)
- (3) Saltash Town Council of The Guildhall, Lower Fore Street, Saltash, Cornwall PL12 6JX (Third Party)

**WHEREAS:**

- (A) The First Party is the freehold owner of the land at St Stephens-by-Saltash church, Saltash, Plymouth PL12 4AP ('the Property').
- (B) The Second Party is the Parochial Church Council and have day to day control and responsibility and carry out maintenance at the church and churchyard.
- (C) The Third Party is the Town Council.
- (D) There is a war memorial located at St Stephens-by-Saltash church and marked X on the plan and detailed in the photographs attached ('the War Memorial').
- (E) The Third Party has agreed to take a transfer of the ownership of the War Memorial and forever after be responsible for its maintenance and upkeep on the terms as set out below.

**NOW THIS DEED WITNESSES as follows:**

**1 Declaration of War Memorial**

- 1.1 The War Memorial shall be deemed to be the responsibility and ownership of the Third Party.
- 1.2 The First Party and Second Party shall continue to own and maintain the graveyard and the Church and land beneath the War Memorial.

**2 Maintenance and Repair of the War Memorial**

- 2.1 The Third Party shall be responsible for the maintenance and repair of War Memorial.
- 2.2 In carrying out any repair works, the Third Party must comply with all laws and the terms of all other licences and consents including the rules of the Consistory Court and must cause as little disturbance and inconvenience as reasonably possible to the First Party and the Second Party.

**3 Right of Access**

- 3.1 Subject to the Third Party complying with the terms of this Deed, the First Party and/or Second Party must afford to the Third Party and their agents, contractors and workmen all









reasonable access over the Property for the purpose of carrying out the maintenance and repair of the War Memorial subject to all damage being made good to the First Party or Second Party's reasonable satisfaction

**4 Maintenance and repair**

- 4.1 If the Third Party to this agreement fails to keep the War Memorial in proper repair as required by the First Party or Second Party, his agents contractors and workmen may carry out any maintenance and repair and may recover the cost as a liquidated sum

**5 Assignment**

- 5.1 The Third Party shall not transfer or assign this Agreement to any other party save that the Third Party can transfer or assign the Agreement to another party carrying out the same statutory functions as the Third Party with the consent of the First Party (such consent not to be unreasonably withheld or delayed).

**6 Indemnity**

- 6.1 The Third Party indemnifies the First Party and the Second Party against all liabilities which arise wholly or partly in respect of the War Memorial or any of the obligations set out in this Deed including (but not limited to):

6.1.1 Claims in respect of personal injury;

6.1.2 Claims for damage to property; and

6.1.3 Claims arising out of the breach of any statutory requirement.

The parties have today executed this deed.

Executed by The Incumbent of the Benefice of Saltash in the County of Cornwall and Diocese Of Truro and the Incumbent's Successors

.....

Signature of Incumbent

.....

Signature of witness

Name of witness

.....

Address

.....

.....

.....

.....

.....

Executed by

.....

the Chairman presiding and by

.....

Signature of Chairman

.....

and

.....

Signature of Member

.....

being two members attending a meeting of The Parochial Church Council of the Ecclesiastical Parish of Saltash at which a resolution was passed to execute this Deed in the presence of:

.....

Signature of Member

.....  
Signature of witness

Name of witness .....  
Address .....  
.....  
.....  
.....  
.....

Signed as a deed by [            ] a  
Member of the Town Council in the  
presence of:

.....  
Signature

.....  
Signature of witness

Name of witness .....  
Address .....  
.....  
.....  
.....  
.....

Any signatures on this document are conditional upon the document being dated by or under the  
authority of the signatories' solicitor.