

7th September 2010

Dear Councillor,

I write to summon you to a meeting of the Burial Board to be held on **Monday 13th September 2010 at 7.00pm at The Guildhall.**

Yours sincerely,

Mr R Lane
Clerk to Saltash Town Council

A G E N D A

1. Apologies
2. To elect a Councillor co-chair.
3. To receive any declarations from Members of any personal and/or prejudicial interests in matters to be considered at this meeting.
4. To provide clarity on current burials administration.
5. Update on extension to cemetery:
 - a. To report on current position
 - b. Update on regulations to govern the new cemetery
 - c. Staffing
 - d. Future committee arrangements
 - e. To consider joining the Institute of Cemetery and Crematorium Management
 - f. Official opening.
 - f. Any other items relating to the cemetery extension
6. To consider burial charges
7. To consider the purchase of equipment:
 - a. New heavy duty ride-on mower for the Groundsman for the cemetery and cemetery extension.
 - b. Notice board for new cemetery
 - c. List of proposed new equipment (submitted by the Groundsman)
 - d. List of protective work clothing that the Groundsman has purchased himself since 2008.
8. Report back on work undertaken
9. Health and Safety

- a. Tombs
 - i. Cornwall Council maintained memorials
 - ii. To consider information supplied by Tavistock Town Council regarding memorial safety checks. The Groundsman has supplied a list of headstones which are unsafe.
 - b. Trees:
 - i. Safety assessment update
 - ii. To consider a letter from Mrs Eunice Davis, a resident whose property is on the boundary of St Stephens cemetery, regarding sycamores on boundary.
 - c. Any other urgent Health and Safety issues
10. Update - dumping of soil
 11. Initial consideration of precept for 2011/12
 12. Urgent matters brought forward at the discretion of the Chair(s)
 13. Press releases
 14. Date of next meeting