

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Burial Board held in the Guildhall on Thursday 20th November 2014 at 7.00pm.

PRESENT: Councillors: R Austin (Co-Chairman), Mrs J Dent (Mayor ex-officio), W Phillips, L Russell

ALSO PRESENT: Mr B Jones (St Stephens PCC), Mr J Reid (St Stephens PCC)
Mr R Lane (Town Clerk)

APOLOGIES: Reverend Canon A Butler (Co-Chairman), Councillor D Holley,
Mr D Bartlett (Groundsman), Mr D Fowell (PFS Funeral Director)

Councillor Austin in the chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

30/14/15 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

31/14/15 **DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the Interim Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
- c. Dispensations required

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

32/14/15 **QUESTIONS FROM THE PUBLIC**

None

33/14/15 **ST STEPHEN'S CEMETERY – BURIAL BOARD**

BUDGET STATEMENTS

- a. current Committee budget statement

It was **RESOLVED** to note.

- b. Set the budget for 2015/16

It was **RESOLVED** to budget £3000 for EMF 5627 to include £2000 for boundary wall repairs and £1000 to clear Farm Road, the existing £5000 being for internal cemetery wall repairs.

- c. Set the fees and charges for 2015/16

It was **RESOLVED** to defer pending further information.

- d. **UPDATE ON AVAILABLE BURIAL SPACE AND FORECAST FOR OPERATIONAL DATE OF THE CHURCHTOWN CEMETERY**

Mr Jones and Mr Reid reported that there are 10 remaining plots available for burials.

It was **RESOLVED** to note.

- e. Report from the Grounds Person

No report.

- f. Wall adjoining private property

Mr Reid reported that the matter was ongoing awaiting further information from Reverend Canon A Butler.

It was **RESOLVED** to note.

- g. Fire brigades plot (Councillor Russell)

Councillor Russell reported that agreement had been reached with the church for the works to be carried out, the materials had been sourced and work was expected to commence soon.

It was **RESOLVED** note.

h. Any other items relating to St Stephens Cemetery

None.

34/14/15

HEALTH & SAFETY

Cornwall Council maintained tombs and memorials

Councillor Phillips reported that he had progressed the feasibility of conducting the works to the Harrison tomb by Cornwall College students and had priced up the materials which he had passed to Cornwall Council.

However the scheme is awaiting a response from Cornwall Council who are investigating insurance and supervision for the students to conduct the works.

It was **RESOLVED** to note.

a. Any other urgent Health and Safety issues

Councillor Phillips reported that there are a number of leaning headstones in the cemetery.

Mr Reid stated that he had reported these to Cornwall Council on a number of occasions but had not received a response.

The Chairman requested members consider the Burial Board take on the maintenance of the Cornwall Council closed section of the cemetery to include safety checks as part of any devolution scheme being worked up.

It was **RESOLVED** that Councillor Mrs J Dent progress the feasibility of taking on the Cornwall Council closed section of the cemetery with the devolution group.

Mr Reid reported that the capping to the wall adjacent to the lynch gate was deteriorating.

It was **RESOLVED** that the wall capping be repaired as part of the main wall repair works.

35/14/15

CHURCHTOWN CEMETERY – SALTASH TOWN COUNCIL BURIAL AUTHORITY

a. current Committee budget statement

It was **RESOLVED** to note.

b. Set the budget for 2015/16

It was **RESOLVED** that an EMF nominal be established for the box hedging works with a budget of £1000.

c. Set the fees and charges for 2015/16

It was **RESOLVED** to defer pending further information.

d. To approve and recommend the Management Policy to Full Council

It was **RECOMMENDED** that the Management Policy be approved and adopted by Full Council.

e. Forecast on operational date for opening

Members forecasted that based on available burial space remaining at St Stephens it is likely that Churchtown will be required as of April 2015.

It was **RESOLVED** that:

1. The grounds and administration for Churchtown be operational as of February/March in readiness to receive burials.
2. The Town Clerk instigate the preparation and installation of the headstone troughs.

f. Report from the Grounds Person

No report.

g. Main gate (Councillor Phillips)

Councillor Phillips reported that he could find no fault with the main gate save that of lock pipes being required in the ground and it needing a re-varnish in the spring.

Members discussed the merits of leaving the main gate open for ease of access by allotment holders.

It was **RESOLVED** that on a trial basis the main gate is to be left open during working hours up until Christmas.

h. Cemetery and burial management software

It was **RESOLVED** that:

1. A burial ledger be purchased.
2. £2000 be put in the budget to enable the purchase of bookings management software.
3. £1000 be put in the budget to enable the purchase of a mapping system.

i. Cemetery and burial management training

It was **RECOMMENDED** that the Staffing Committee consider training in cemetery management for the Senior Administration Officer and the Groundsman.

36/14/15 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

- a. Set the budget for 2015/16

It was **RECOMMENDED** that Staffing Committee consider:

1. the Groundsman salary scale be increased from scale 6-8 to 10-12 to account for the additional responsibilities of operating burials and cremations at Churchtown Cemetery.
2. that the current 5 additional hours being worked at Churchtown be incorporated into the 37 hour contract.
3. the title Groundsman be changed to Cemetery Warden.

37/14/15 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

38/14/15 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None

39/14/15 **PRESS RELEASES OF ARTICLES REQUIRED**

None

40/14/15 DATE OF NEXT MEETING

Monday 15th December at 5.30 pm (Budget meeting only)

Monday 2nd February at 5.30 pm.

Rising at 9.05 pm

Signed _____
Chairman

Dated _____