

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Burial Board held in the Guildhall on Monday 15th December 2014 at 5.30 p.m.

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

ALSO PRESENT: Mr D Bartlett (Groundsman), Mrs A Thomas – Senior Administration Officer, Mr R Lane (Town Clerk)

APOLOGIES: Councillor D Holley, Reverend Canon A Butler (Co-Chairman), Mr B Jones (St Stephens PCC), Mr D Fowell (PFS Funeral Director), Mr J Reid (St Stephens PCC).

HEALTH AND SAFETY ANNOUNCEMENTS

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

41/14/15 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

42/14/15 **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			

43/14/15 **QUESTIONS FROM THE PUBLIC**

None

44/14/15 **ST STEPHEN'S CEMETERY – BURIAL BOARD**

- a. Set the budget for 2015/16

It was **RESOLVED** that the budget as attached be received by the Policy and Resources Committee for approval by Full Council.

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

It was **RESOLVED** that there be no increase to the fees and charges.

45/14/15 **CHURCHTOWN CEMETERY – SALTASH TOWN COUNCIL BURIAL AUTHORITY**

- a. Set the budget for 2015/16

It was **RESOLVED** that the budget as attached be received by the Policy and Resources Committee for approval by Full Council.

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

It was **RESOLVED** that the fees and charges as attached be received by the Policy and Resources Committee for approval by Full Council.

- c. To consider burial administration package options.

It was **RESOLVED** that the selection of a burial administration package be delegated to the Senior Administration Officer and Town Clerk subject to approval by the Chairman and resolution of the committee.

- d. To consider administration process

It was **RECOMMENDED** that:

1. £2000 BE ALLOCATED FROM General Reserves to set up an EMF Burial Administration nominal code for staff burial management, mapping systems, customer bereavement care and Sexton duties training.
2. Staffing Committee allocate the cost of a Burial Officer for half a day a week.

46/14/15 **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.

47/14/15 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

48/14/15 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

Churchtown Cemetery

It was **RESOLVED** that:

1. The selection of a preferred Stone Mason contractor be considered at the next meeting.
2. The appointment of a preferred Grave Digging contractor be considered at the next meeting

49/14/15 **PRESS RELEASES OF ARTICLES REQUIRED**

None

50/14/15 **DATE OF NEXT MEETING**

Monday 19th January 2015 at 5.30 pm in the Guildhall.
Monday 2nd February 2015 at 5.30 pm in the Guildhall.

Rising at 7.55 pm

Signed _____
Chairman

Dated _____