

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Burial Board held in the Guildhall on Monday 2nd February 2015 at 5.30 p.m.

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

**ALSO PRESENT:** Mr D Bartlett (Groundsman), Revd Canon A Butler (Co-Chairman), Mr D Fowell (PFS Funeral Director) (Part), Mr J Reid (St Stephens PCC), Mr R Lane (Town Clerk)

**APOLOGIES:** Mr B Jones (St Stephens PCC)

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Councillor Austin in the chair.

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

### **60/14/15      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

### **61/14/15      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			

### **62/14/15      QUESTIONS FROM THE PUBLIC**

None

Revd Canon A Butler (Co-Chairman) in the chair.

**63/14/15      ST STEPHEN'S CEMETERY – BURIAL BOARD**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- b. Update on available burial space and forecast for operational date of the Churchtown Cemetery.

The Co-Chairman reported that there are 9 grave spaces remaining which given current demand will last until approximately September 2015.

It was **RESOLVED** to note.

- c. Report from the Groundsperson.

Members considered the report of the Groundsperson.

It was **RESOLVED** that grave diggers be requested to cease placing spoil in the south east corner of the cemetery.

- d. Devon hedge south east corner finishing status.

It was **RESOLVED** that works to reinstate the south east boundary to the Anthony Estate be implemented.

- e. Tree cutting.

Councillor Austin reported that a works order for the tree cutting and other previously agreed grounds works to the cemetery perimeter have been placed.

It was **RESOLVED** that the contractors also be requested to remove the tree stump when the tree is felled.

- f. Any other items relating to St Stephen's Cemetery.

None.

- g. Request for seat at east end of cemetery (Councillor Austin).

Councillor Austin reported that he had made arrangements with the donor for the installation of a bench.

Members considered the selection and on-going maintenance costs of donated benches being placed on community charge payers.

It was **RECOMMENDED** that:

5 year renewable licences for donated benches be introduced to cover the cost of their installation and on-going maintenance:

1. High maintenance benches £250 per 5 year renewable license.
2. Low maintenance benches £100 per 5 year renewable license.
3. Plus the cost of the bench and installation.

**64/14/15      HEALTH AND SAFETY**

- a. Tombs Cornwall Council maintained tombs and memorials.

Councillor Austin updated members on the opportunity for Cornwall Council to conduct the works as a pilot scheme for college students however lack of funding was delaying the schemes start.

It was **RESOLVED** to note.

- b. Any other urgent Health and Safety issues.

The Co-Chairman reported push tests had resulted in 27 unsafe headstones being laid down and that attempts are being made to notify the owners and request they make arrangements for reinstatement.

It was **RESOLVED** to note.

Mr D Fowell (PFS Funeral Director) apologised for an early departure due to business.

Councillor Austin in the chair.

**65/14/15      CHURCHTOWN CEMETERY – SALTASH TOWN COUNCIL BURIAL AUTHORITY**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- b. Forecast on operational date for opening.

It was noted that there are 9 burial plots remaining in St Stephens and that it is not possible to forecast an accurate operational date for

Opening. However it was agreed that the cemetery be ready to receive burials as of April 2015.

It was **RESOLVED** to note.

c. Report from the Grounds Person.

Members considered the control of access to allotments and parking arrangements at times funerals are taking place.

It was **RESOLVED** that:

1. A notice board size A4 be fixed to the gate to give advance notice of the date and time funerals will be taking place.
2. An A frame board be placed outside the gate at the time of funerals.
3. Black funeral cones be procured for use outside the gate for traffic management in Farm Lane during funerals.
4. A soil box be procured for use at funerals.

d. Cemetery Management and Administration:

1. To report on the procurement of Cemetery administration software.

Members considered the report of the Senior Administration Officer on cemetery software procurement options.

The Co-Chairman reported that following a presentation and site visits to assess various cemetery software systems it was recommended that the RBS system best suited requirements.

It was **RESOLVED** that as previously delegated the Co-Chairman and Town Clerk procure the cemetery software system.

2. Cemetery administration process.

The Co-Chairman reported that the process was progressing and on target for an April operational readiness

It was **RESOLVED** to note.

e. To consider the appointment of:

1. a Gravedigger

The Co-Chairman reported the process was on-going.

It was **RESOLVED** to note.

2. a Stonemason

The Co-Chairman reported the process was on-going.

It was **RESOLVED** to note.

**66/14/15      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

**67/14/15      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**68/14/15      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None

**69/14/15      PRESS RELEASES OF ARTICLES REQUIRED**

None

**70/14/15      DATE OF NEXT MEETING**

Monday 20<sup>th</sup> April 2015 at 5.30 pm in the Guildhall

Rising at 7.15 pm.

Signed \_\_\_\_\_  
Chairman

Dated \_\_\_\_\_