

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Burial Authority held in the Guildhall on Wednesday 7th December 2016 from 2.00 p.m., upon the rising of the Burial Board.

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

ALSO PRESENT: Mr B Jones (St Stephens PCC), Mr J Reid (St Stephens PCC), Mrs M Thomas (Senior Administration Officer), Mrs S Burrows, (Administration Officer), Mr M Orchard, (Cemetery Warden), Mr J Virgo (Grounds & Premises Warden), Mr M Hall, (PFS Funeral Director).

APOLOGIES: Councillors: Mrs H Frank, (Mayor ex-officio), L Russell, Mr R Parson (Hub Manager, The Co-operative Funeralcare), Mr S Watt, (Westcountry Funeral Services Limited).

Councillor R Austin (Chairman) in the chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

BA/16/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

BA/17/16/17 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			

BA/18/16/17 QUESTIONS FROM THE PUBLIC

None.

BA/19/16/17 REPORT FROM THE CEMETERY WARDEN

The Cemetery Warden reported that the cemetery grounds are up to maintenance requirements and standards and that the Community Payback Scheme work is ongoing.

The cemetery building doors have been repaired following the recent break in.

Quotes for new gates to the compound are to be received.

It was **RESOLVED** to note and that quotes for new gates to the compound are to be provided for consideration at the next Burial Authority meeting.

BA/20/16/17 TO CONSIDER ANY ISSUES ARISING FROM THE BURIAL OPERATIONAL MANAGEMENT AND ADMINISTRATION OF THE CEMETERY

The Chairman informed members that there are no issues arising from the burial operational management and administration of the cemetery.

It was **RESOLVED** to note.

BA/21/16/17 TO RECEIVE A REPORT FROM THE CHAIRMAN ON SECURITY MEASURES AND COSTS

The Chairman informed members of the quotes received for Churchtown Cemetery security system.

It was **RESOLVED** that:

1. The quote from ASG Security be accepted to the value of £697.04 and for works to be carried out with immediate effect.
2. Funding allocated from budget code – Churchtown Cemetery Capital Reserves.
3. The quote from ASG for annual maintenance and 24hr monitoring be accepted to the value of £145.00 and for works to be carried out with immediate effect.
4. A new budget code allocated to fund the annual maintenance and 24hr monitoring.

BA/22/16/17 TO CONSIDER BURIAL OF CREMATED REMAINS AT CHURCHTOWN CEMETERY

The Chairman informed members of a request from Pengelly Funeral Services of a burial of cremated remains at Churchtown Cemetery.

It was **RESOLVED** to approve the burial of the two cremated remains at Churchtown Cemetery and to note the default for cremations is St Stephens Churchyard.

BA/23/16/17 TO CONSIDER A REQUEST FOR THE PURCHASE OF CEMETERY LAND

It was **RESOLVED** that:

1. In principle the burial board would consider the sale of the strip of cemetery land subject to further detailed consideration by this council.
2. The Town Clerk to liaise with the council's solicitor.
3. At this stage there are no legal costs to the Council.

BA/24/16/17 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT

- a. To set the budget for 2017/18.
(Include consideration of replacement of cemetery warden building gates PMMWP 11.08.2016).

It was **RESOLVED** to obtain quotes to replace the cemetery compound gates for consideration at the next Burial Authority Committee.

It was **RECOMMENDED** that an Apprentice be considered for Churchtown Cemetery at the next Staffing Committee.

It was **RESOLVED** to submit the budget for 2017/18 (copy attached) to the Policy and Resources Committee Precept meeting.

- b. To set the fees and charges for 2017/18.

It was **RESOLVED** to

1. To increase the fees and charges by inflation plus 1%.

2. Submit the fees and charges from 2017/18 (copy attached) to the Policy and Resources Committee Precept meeting.

BA/25/16/17 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.

BA/26/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

BA/27/16/17 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

None.

BA/28/16/17 PRESS RELEASES OF ARTICLES REQUIRED

None.

BA/29/16/17 DATE OF NEXT MEETING

15th March 2017 at 2.00 p.m. or on the rising of the Burial Board.

Rising at: 16:30

Signed _____
Chairman

Dated _____