

# APPENDICES A-D BURIAL BOARD 11.10.2017

## APPENDIX A

Saltash Town Council

Burial Board - St. Stephens - Budget Report - September 2017

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments
	<b>Income</b>								
4600	Cemetery Fees	8,850		6,180		5,469	- 711		
4613	Memorial Bench Income	-		-		-	-		
	<b>Total Income</b>	<b>8,850</b>		<b>6,180</b>		<b>5,469</b>	<b>- 711</b>		
Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6100	Petrol	422		700		279	421	421	
6101	Machinery Maintenance Costs	234		1,000		-	1,000	1,000	
6102	Refuse Disposal Sacks	37		170		-	170	170	
6103	Health & Safety	-		250		-	250	250	
6104	General Site Maintenance	323		900		458	442	442	
6105	Fire Extinguishers	-		100		-	100	100	
6106	Miscellaneous Costs	15		170		-	170	170	
6107	Hand Tool Costs	-		50		-	50	50	
6108	Tree Survey & Tree Maintenance	113		3,000		220	2,780	2,780	
6109	Memorial Bench (Expenditure)	-		-		-	-	-	
	<b>Total Expenditure</b>	<b>1,144</b>		<b>6,340</b>		<b>957</b>	<b>5,383</b>	<b>5,383</b>	
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Funds Available to date	Funds Available after Planned Spend	Comments
6170	EMF Repairs to Cemetery Wall	4,445	5,120	50,000	- 30,000	230	24,890	24,890	£50,000 (Cemetery Wall)
6171	EMF Grave Restoration	320	4,680	-	- 4,000	-	680	680	
6172	EMF War Memorial (St. Stephens)	-	500	250	-	-	750	750	
	<b>Total EMFs</b>	<b>4,765</b>	<b>10,300</b>	<b>50,250</b>	<b>- 34,000</b>	<b>230</b>	<b>26,320</b>	<b>26,320</b>	
	<b>Grand Total</b>	<b>5,909</b>	<b>10,300</b>	<b>56,590</b>		<b>1,187</b>	<b>31,703</b>	<b>31,703</b>	

## APPENDIX B

### St Stephens Churchyard

Grass cutting is behind in some parts due to the recent wet conditions.

The old shed roof is in the process of being replaced (starting 4th October) and should be finished by the time of this meeting.

Nothing else to report.

**Mark Orchard**  
Cemetery Warden

## APPENDIX C



14 August 2017

Dear Revd. Sigrist

### **St Stephen by Saltash Churchyard**

I write in relation to your letter to Cllr Sue James dated 22 July 2017 regarding St Stephen by Saltash Closed Churchyard. I note the points you have raised and would respond as follows;

#### **1. Site Management**

Cornwall Council is responsible for the management of St Stephens closed churchyard in Saltash. The Council delivers a consistent level of service to all 90 of closed churchyards under its management and information on the maintenance standards which the Council currently operates to are set out as below;

<http://www.cornwall.gov.uk/environment-and-planning/parks-and-open-spaces/closed-churchyards/>

Our contractor Cormac Solutions cut the grass in closed churchyards three times per year. We ensure that all sites under our care remain safe and that all main footpaths and entrances are kept clear. This is a sympathetic wildlife focused approach and offers many ecological benefits while maintaining churchyards in a respectful way.

I note that you have recently engaged a group of local teenagers as part of the NCS scheme. I fully support this action and can advise that we do employ a Partnership Officer based within Cormac who may be able to help with future volunteering at the site, her name is Rebecca Dickson and can be contacted direct on the following email [rdickson@cormacltd.co.uk](mailto:rdickson@cormacltd.co.uk) if you wish for support delivering future community projects. Churches and other stakeholder groups can choose to fund extra maintenance for their closed churchyards, and we currently work with a number of parochial church councils to provide individual maintenance arrangements to meet local priorities.

#### **2. Local Management of the Site**

In relation to the request to Cornwall Council for Saltash Town Council to take on the ongoing management of the site, unfortunately I have not had sight of this letter and wonder if it was sent directly to Cormac. I am pleased however to note the town



Cornwall Council, The Exchange  
County Hall, Truro, Cornwall, TR1 3AY

Tel: 0300 1234 100 [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

## APPENDICES A-D BURIAL BOARD 11.10.2017

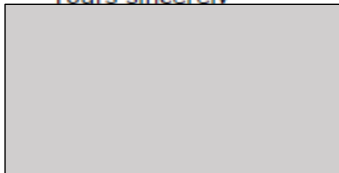
council may have an interest in taking on the grass maintenance at this site. This Council is prepared to pay for the local management at 3.72p/m<sup>2</sup> per cut, with funding for a three cut regime per year, i.e. a maximum of 11.16p/m<sup>2</sup>/yr. Cornwall Council will continue its statutory duties in relation to headstone testing, structural assessments of retaining walls and trees but would be pleased to set up a funded maintenance agreement to cover grass cutting with the town council. If the clerk of Saltash Town Council contacts me direct then I would be happy to organise this direct arrangement.

### 3. St Stephens Tomb

The Council takes its responsibility for the management of headstones extremely seriously and I will instruct a safety inspector to visit the site and ensure the fencing around this structure is secure. I am unable to fund a full reinstatement/restoration of the specific tomb but would support any project which the town council or Parochial Church Council develop to undertake the identified and approved works.

I hope this letter answers the specific queries you have raised.

Yours sincerely



Paul Masters  
Strategic Director for Neighbourhoods

Tel: 01872 322121  
Email: [Paul.masters@cornwall.gov.uk](mailto:Paul.masters@cornwall.gov.uk)



Cornwall Council, The Exchange  
County Hall, Truro, Cornwall, TR1 3AY

Tel: 0300 1234 100 [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

## APPENDICES A-D BURIAL BOARD 11.10.2017

### APPENDIX D

**From:** PascoeBuchanan Jane (Cabinet Support Account) on behalf of James Sue CC

**Sent:** Friday, September 8, 2017 1:55:22 PM

**To:** ~Members

**Subject:** Grass Cutting in Open Cemeteries

Dear Members

I have received a number of complaints about the grass cutting regime in open cemeteries.

The current regime was driven primarily by budget constraints but also took into account our environmental growth to support wildlife. Nevertheless, complaints have been received consistently and therefore I asked the service managers to review arrangements to reduce concerns. I appreciate these are sensitive areas.

The proposed improved regime will not be to the standard that everyone would wish to see but I believe it to be a reasonable, given all the circumstances.

The currently used standard of maintenance in recently interned areas i.e. cut before grass reaching height of 180mm, will now be used across whole sites so to include more historic areas.

This change will be implemented immediately but as this requires an adjustment to the overall programme there will likely be some delay before the revised standards are noticeable. I hope you can support this change which the service believe they can manage within existing resources by reprioritising.

Regards, Sue

Councillor Sue James

St Just-in-Penwith Division

Cornwall Council Cabinet Member for Environment & Public Protection