



# Saltash Town Council

Konsel An Dre Essa

The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

30<sup>th</sup> May 2018

Dear Councillor,

I write to summon you to a meeting of the **Burial Board Committee** to be held at St Stephens Church (site visit meeting) on **Tuesday 5<sup>th</sup> June 2018 at 6:00 p.m.**

Any member of the public requiring to put a question to the Council must complete a request form to be returned to the Guildhall 24 hours prior to the meeting.

Yours sincerely,

R Lane  
Town Clerk

To:

J Brady - (Mayor, ex-officio voting)	Other Members of the Council for information
G Challen - (Deputy Mayor, ex-officio voting)	
J Dent	
M Parker	
B Phillips	
A Pinckney - Co-Chairman	
Rev. C Sigris (St Stephens PCC - Co Chairman)	
G Hawke (St Stephens PCC)	
B Jones (St Stephens PCC)	

Observers:

D Fowell - PFS Funeral Director.  
R Parson Hub Manager - The Co-operative Funeralcare.  
S Watt - Westcountry Funeral Services Ltd.

## AGENDA

1. Health and safety announcements.
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting.

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the Council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed we cannot guarantee this especially if you are speaking or taking an active role.

3. Apologies.
4. Declarations of Interest:
  - a. To Note ongoing dispensations:
    - i. for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.
    - ii. for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.
5. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Questions must be submitted in writing to the Guildhall 24 hours before the meeting and that responses may be in writing at a later date.

6. Finance:
  - a. To receive the current Committee budget statement.
7. Health and Safety.
8. Report from the Cemetery Warden.
9. To receive an update on the planting of poppies to commemorate the end of WW1.
10. To receive an update on works to the Cemetery Wall – Councillor Phillips.
11. To receive and approve the maintenance agreement with Cornwall Council for the closed section of St Stephens Churchyard.
12. To receive an update on the maintenance inspection of the Harrison Tomb by Cornwall Council.

13. To receive an update on the War Memorial application to the Diocese for inscriptions.
14. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted. (As required or if necessary).
15. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
16. Urgent non-financial matters brought forward at the discretion of the Chairman.
17. Press releases.
18. Date of next meeting:        Tuesday 2<sup>nd</sup> October 2018 at 6:00 p.m.

**Please note: It is Members responsibility to disclose a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting.**

**Please leave the form in your folder provided for the Administration Officer to collect at the end of the meeting.**

Councillor: \_\_\_\_\_

Committee: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Declarations of Interest:

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

<b>Agenda Item</b>	<b>Pecuniary</b>	<b>Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>	<b>Remained at Meeting</b>	<b>Ongoing Dispensation</b>	<b>Dispensation Requested</b>