

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Joint Burial Board held at The Guildhall on Tuesday 8th October 2019 at 6:30 p.m.

PRESENT: Councillors: J Dent, W Phillips, A Pinckney (Co-Chairman),
Reverend C Sigrist – St Stephens PCC - Chairman, S McKee – St Stephens PCC.

ALSO PRESENT: S Emmett – Finance Officer, R Lane – Town Clerk, M Orchard – Cemetery Warden, D Joyce – Administration Officer

APOLOGIES: None.

Chairman, Reverend C Sigrist, in the Chair.

24/19/20 HEALTH AND SAFETY ANNOUNCEMENTS

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

25/19/20 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

None.

26/19/20 DECLARATIONS OF INTEREST

- a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required:

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason
None			

27/19/20 QUESTIONS FROM THE PUBLIC

None.

28/19/20

TO CONSIDER THE CHILDRENS FUND FOR ENGLAND

The board were informed of the new Children's Funeral Fund for England which has been established to ensure no parent will have to pay for their child's burial or cremation, if under the age of 18 years old, by allowing parents to claim these costs back from the Government.

It was added that currently Saltash Town Council do not charge for any child resident to be buried or cremated and were going to continue with the existing policy and not adopt the new Fund for England. All agreed this policy would be reflected at St Stephens Cemetery.

It was **RESOLVED** the new Children's Funeral Fund not to be adopted and St Stephens Cemetery to continue not charging for burial services for a child resident of Saltash under the age of 18.

29/19/20

FINANCE

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- b. To set the budget for 2020/21

It was advised the staffing budget would be subject to adjusted changes made accordingly and on the approval of the Personnel Committee.

It was **RESOLVED** that the budget for 2020/21 (as attached) be put to the Policy and Finance Committee for approval.

- c. To set the fees and charges for 2020/21

The Chair questioned the fees after advice from church parties stating these fees were not charged by any other Parish Churchyards in England.

Members proposed an informal meeting be arranged in order to answer any queries St Stephens may have regarding the agreement and fees and to discuss the future direction of the agreement between both parties.

The Chair was informed the fees are to assist in the cover of financial expenses currently accrued by Saltash Town Council in relation to the maintenance of the Churchyard.

It was **RESOLVED** that:

1. The Fees and Charges for 2020/21 (as attached) be put to the Policy and Finance Committee for approval.
2. An informal between meeting be held to discuss the future direction between Saltash Town Council and St Stephens.

30/19/20 **HEALTH & SAFETY**

The Cemetery Warden advised the board that all checks and risk assessments have been completed regarding the condition of existing headstones and memorials.

It was **RESOLVED** to note.

31/19/20 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

32/19/20 **REPORT FROM THE CEMETERY WARDEN**

The Cemetery Warden provided a written report which was also given verbally which advised the board that all grass cutting was to schedule weather permitting. The Cemetery Warden confirmed the maintenance and grass cutting continues to be cut over the winter months.

It was **RESOLVED** to note.

33/19/20 **TO RECEIVE A LETTER OF THANKS FROM ST STEPHENS CHURCH COUNCIL.**

It was **RESOLVED** to note.

34/19/20 **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

None.

35/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

36/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

37/19/20 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

38/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

None.

39/19/20 **DATE OF NEXT MEETING**

Tuesday 11th February 2020 at 6.30 p.m.

Rising at: 7:11p.m.

Signed _____
Chairman

Dated _____

DRAFT