

## SALTASH TOWN COUNCIL

### Notes of a Meeting of the Burial Board held on Monday 13<sup>th</sup> September 2010 at 7:00pm at the Guildhall

**PRESENT:** Councillors: R Austin (Co-Chairman), P Clements, W Phillips,  
A Killeya (Part)

**ALSO PRESENT:** Reverend A Butler (Chairman)  
Mr D Fowell (PFS Funeral Director)  
Mr B Jones (St Stephens PCC)  
Mr J Reid (St Stephens PCC)  
Mr D Bartlett (Groundsperson)  
Mr G Rogers (Groundworks)  
Mr R Lane (Town Clerk)

**APOLOGIES:** Councillors C Oakes, D Holley

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#### **19/10/11 ELECTION OF CO-CHAIR**

It was **RESOLVED** that Councillor R Austin is elected as Co-Chairman with the same authority as Chairmen of other Council committees, except that meetings shall ordinarily be chaired by the Team Rector, who shall by ex-officio, be the second Co-Chairman.

#### **20/10/11 DECLARATIONS OF INTEREST**

Cllr Killeya declared a personal interest in minute **22/10/11** as a potential allotment holder.

#### **21/10/11 BURIAL ADMINISTRATION**

The Co-Chairman distributed a draft copy of a cemetery flow chart for discussion and gave a verbal report on the process for burials (copy on file).

#### **22/10/11 CEMETERY EXTENSION**

(a) The Chairman and Co-Chairman gave update reports on the current status of the works which are due for completion on 29<sup>th</sup> November 2010 and are ahead of schedule (copy of contractors update report on file).

It was recommended by the Co-Chairman that a water trough be provided for cemetery users within the existing works contract. It was noted the next site meeting with contractors will take place on Friday 17<sup>th</sup> September 2010. It was **RESOLVED** that the Co-Chairman instruct the contractors to install a water trough.

(b) The Co-Chairman reported that regulations for the existing cemetery had been updated for use by the new cemetery.

A draft copy of the new regulations, in pamphlet form, was distributed (copy on file).

- (c) The Town Clerk reported that staffing appraisals were due to take place with a view to reviewing the staffing structure which would include the future operation of the cemetery extension.

It was further reported that training to accommodate the operation was currently underway and software packages to manage the site would be considered.

- (d) It was reported that the sub-committee agenda had been completed and the sub-committee would be re-instigated as required.
- (e) The Town Clerk will check out the current status of the Council's membership of the ICCM.
- (f) Members considered the issue of an official opening in the spring. It was **AGREED** to consider it at a future meeting.
- (g) The Co-Chairman informed members of the parking arrangements at the cemetery extension.

#### **23/10/11**      **BURIAL CHARGES**

The Co-Chairman presented a spreadsheet of comparison charges for consideration in relation to the new cemetery fees and charges (copy on file). Further report to follow.

#### **24/10/11**      **EQUIPMENT**

- (a) Members considered the purchase of a mower for the existing cemetery and the extension. It was **AGREED** a selection of mowers to be tested and costed for inclusion in the precept.
- (b) The Co-Chairman reported that a notice board was required for the new cemetery. It was **RECOMMENDED to full Council** that the site contractors supply a sign up to the value of £100.00 within the contract budget.
- (c) The list of proposed new equipment submitted by the Groundsman was referred to the next meeting in order that it can be costed for budget and precept considerations.
- (d) A list of PPE equipment as purchased personally by the Groundsman was considered. It was **RESOLVED** that a recommendation be made to full Council for reimbursement.

25/10/11

**WORK UNDERTAKEN**

- (a) It was reported that the gates and steps refurbishment works at Churchtown Farm Lane would be undertaken in two weeks by F. Hopper.
- (b) It was reported that the tree surgeon had been ordered and works were currently awaited.

26/10/11

**HEALTH & SAFETY**

- (a) (i) It was reported the Cornwall Council had instructed a surveyor to tender safety works for their memorials.  
  
(ii) It was **AGREED** any dangerous, unstable head stones would be laid flat.
- (b) (i) It was reported the tree safety assessment was ongoing.  
  
(ii) A letter from a resident whose boundary meets with St Stephens Cemetery boundary was considered with regard to an issue with sycamore trees in the cemetery. It was **AGREED** that the county tree surgeon inspect with a view to felling and that the Town Clerk inform the resident of the action to take place.
- (c) No further reports.

27/10/11

**DUMPING OF SOIL**

The Groundsman reported that the issue had now been resolved.

28/10/11

**INITIAL CONSIDERATION OF PRECEPT FOR 2011/12**

Issue to be further considered at the next meeting when costs available.

29/10/11

**URGENT MATTERS AT DISCRETION OF THE CHAIR**

- (i) The Groundsman reported that it would require an additional 5 hours per week to maintain the new cemetery extension throughout the year from January 2011. It was **RECOMMENDED** that Council include the staffing costs within the forthcoming budget/precept.
- (ii) The Chairman congratulated and thanked the Groundsman for his hard work, diligence and commitment in maintaining the cemetery grounds.
- (iii) The Chairman reported that he had received a request for the donation of a bench in the cemetery. It was **AGREED** that the bench be received and the Groundsman identify a suitable location.

**30/10/11**      **PRESS RELEASES**

No press releases.

**31/10/11**      **DATE OF NEXT MEETING**

Tuesday 12 October 2010 at 2 pm at Churchtown Cemetery

Monday 13<sup>th</sup> December 2010 at 7 pm The Guildhall.

Rising at 9 pm.

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

Dated:      7<sup>th</sup> October 2010