

SALTASH TOWN COUNCIL

Notes of a Meeting of the Burial Board held on Monday 13th December 2010 at 7:00pm at the Guildhall

PRESENT: Councillors: R Austin (Co-Chairman), P Clements, D Holley.

ALSO PRESENT: Reverend A Butler (Co-Chairman)
Mr D Fowell (PFS Funeral Director)
Mr B Jones (St Stephens PCC)
Mr J Reid (St Stephens PCC)
Mr D Bartlett (Groundsperson)
Glynn Rogers (Cornwall Council)
Mr R Lane (Town Clerk)

APOLOGIES: Councillors: A Killeya, C Oakes, W Phillips,

32/10/11 **DECLARATIONS OF INTEREST**

None.

33/10/11 **BURIAL ADMINISTRATION**

Councillor Austin distributed a Cemetery Flow Chart for members to assess and feedback to the next meeting.

It was **RESOLVED** that the report be noted.

34/10/11 **CHURCHTOWN CEMETERY EXTENSION**

(a) Report on current position

Councillor Austin reported that practical completion had been received from the Construction Services Manager and, barring a few outstanding issues, the extension had been completed.

Members considered the location of a stone sign.

It was **AGREED** the sign be located on a plinth of Cornish stone.

It was **RESOLVED** that the Council insurance company now be advised to extend cover to the site.

(b) Update on regulations to govern new cemetery

Members considered the regulations and deeds.

It was **AGREED** to change the deeds from 50 years to 25 years and to update the regulations as required and review fully every three years.

(c) Staffing

Staffing of the new cemetery was considered in liaison with the Groundsman.

It was considered that the work would require one extra hour per day for the Groundsman which would result in an increase of 37 to 42 hours per week at 5 hours overtime rate.

It was **RECOMMENDED** that the Staffing Committee be requested to consider the additional staffing requirement.

(d) Membership of the Institute of Cemetery and Crematorium Management

The Town Clerk reported that the Council was not a member and that membership could be taken out for £85 per year.

Benefits would include access to cemetery and burial consultants and legal advice, which was considered necessary due to future administration being undertaken by Guildhall staff.

It was **AGREED** to recommend to full Council that membership be taken out.

(e) Software

Members considered software for running the administration of the cemetery.

It was **AGREED** that members research packages available and report back to a future meeting.

(f) Official opening

Members considered various options for an official opening.

It was **RESOLVED** that the opening be a quiet and simple occasion, with the unveiling of the name stone on Saturday 16th April 2011, at a time to be arranged.

(g) Any other items relating to the cemetery extension

Members considered the future maintenance of St Stephens graveyard.

It was **RESOLVED** that the Town Clerk write to Sue Cannon – Memorial Bereavement Officer at Cornwall Council to inform her that the burial extension will be ready next year, and that St Stephens will be handed over to Cornwall Council in the near future for maintenance in order to secure a response for the next meeting.

35/10/11 **BURIAL CHARGES**

The Co-Chairman distributed a paper on cemetery charges in order for members to consider charges for 2011/12.

It was **RECOMMENDED** that the following fees be increased as from 1st January 2011.

1. Burial Board fee be increased from £550 to £600.
2. Cremated Remains be increased from £167 to £180.

36/10/11 **EQUIPMENT**

(a) Heavy duty ride-on mower

Members considered proposals from the Groundsman regarding the ride on mower which is in need of replacement.

The high cost of repairs was noted.

It was **RESOLVED** that the Groundsman conduct further trials with machines and report back with a recommendation for a replacement.

(b) Noticeboard for new cemetery

Members considered the introduction of a noticeboard for the new cemetery.

It was **RECOMMENDED** that a noticeboard be provided at the cemetery when it opens at an estimated cost of £800.

(c) List of proposed new equipment

Members considered a list of tools required by the Groundsman.

It was **RECOMMENDED** the list be included in the precept for consideration by Full Council

37/10/11 **WORK UNDERTAKEN**

The Groundsman reported that the gate and step repairs had been completed, hedges cut and ivy cut back from the walls.

Members agreed the cemetery was looking very tidy.

It was **RESOLVED** to note the report.

38/10/11 **HEALTH & SAFETY**

(a) Tombs

(i) Cornwall Council Maintained Memorials

John Reid reported that repairs had started.

(b) Trees

(i) Safety Assessment

It was not known if this had been completed.

(ii) Work Undertaken

It was not known if any work had been undertaken.

(c) Other Urgent Health and Safety Issues

Members considered gritting of paths in icy weather.

It was **AGREED** the Groundsman procure grit for use in icy weather.

It was **RESOLVED** that the Town Clerk contact Cornwall Council to progress the assessment and any required works.

39/10/11 **PRECEPT FOR 2011/12**

Members considered the precept and set a budget for 2011/12 (copy attached).

It was **RESOLVED** that the budget as set be recommended to Policy and Resources Committee.

40/10/11 **URGENT MATTERS AT DISCRETION OF THE CHAIR**

None.

41/10/11 **PRESS RELEASES**

No press releases.

42/10/11 **DATE OF NEXT MEETING**

Monday 14th March 2011 – 7pm at the Guildhall

Monday 13th June 2011 – 7pm at St Stephens

Monday 12th September 2011 – 7pm at the Guildhall

Monday 12th December 2011 – 7pm at the Guildhall

Rising at 9.38 pm.

Signed: _____
Chairman

Dated: _____ 6th January 2011