Calstock Parish Council
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BURIAL COMMITTEE, Tuesday 23 June 2026

Minutes of Calstock Parish Council's Burial Committee held on Tuesday 23 June 2026 in the Tamar Valley Centre at 1900.

Those present were:
Cllr Alford (Chair), Cllr Greenwood, Cllr Wakem, Cllr Warwick, Cllr Wells.
Staff: Pete Gadd, Outside Services Leader and Clare Bullimore, Clerk (minutes).

1. **Elect Chair**
   It was **resolved** to appoint Cllr Alford as Chair of the Burial Committee. Proposed: Cllr Wakem, seconded: Cllr Greenwood – unanimous.

2. **Approve Terms of Reference**
   It was **agreed** to recommend the Terms of Reference which remain unchanged.

3. **Apologies**
   No apologies were received.

4. **Declarations of Members' Interests**
   No declarations of interests were received or given during the meeting.

5. **Public Participation**
   No members of the public were present.

6. **Approve minutes of last meeting: 03-02-2026**
   It was **resolved** to approve the minutes of the meeting held on 03 February 2026. Proposed: Cllr Wells, seconded: Cllr Wakem – approved by all those present at the last meeting.

7. **Matters Arising**:
   - The internal door in the cemetery has not been fitted due to width constraints and wheelchair access to the toilet. Part of the reason for installing it was to keep the chapel warm, which may now be achieved through the replacement windows and doors.
   - 'Postbox to Heaven' – Albaston Cemetery; this is progressing, but time constraints have delayed installation.
   - Compound area – the hardstanding and fencing has been completed and a new storage container has been ordered.

8. **To recommend to Full Council the works required in the cemetery and chapel and what expenditure (if any) is used from the Cemetery and Chapel Reserve and/or Capital Works Reserve**
   Quotes had been received from two companies. It was **resolved** to recommend that a budget of up to £20,000 (exclusive of VAT) be allocated for the replacement windows and

external doors. The preferred contractor is Duchy Windows subject to them supplying within the budget. This expenditure to be met from the Cemetery and Chapel Reserve. Proposed: Cllr Warwick, seconded: Cllr Wells – unanimous.

Two quotes had been received for repairs to the tarmac paths. The preferred quote was from Troup and Son but it was noted that the quote may have increased over time. It was **resolved** to recommend a budget of up to £12,000 and to approach the preferred contractor, Troup and Son, to carry out the work. This expenditure to be met from the Cemetery and Chapel reserve and topped up by the Capital Works reserve if required. Proposed: Cllr Wakem, seconded: Cllr Greenwood – unanimous.

9. **To review the reserves and make a recommendation that separates the Chapel from the Cemetery maintenance (reflecting the Terms of Reference)**
   It was **agreed** that the Chapel will be removed from this reserve once this work has been completed (responsibility for the Chapel now sits with the Finance Committee).

10. **Review Income, Expenditure and Cost Centre and Reserves**
    This item was **noted** with no issues raised.

The meeting closed at 1940.

Signed: Date: