

25 January 2013

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Special Meeting of the Town Council to be held in the **Adults Section, Burntwood Library, Sankeys Corner on Thursday 31 January 2013 commencing at 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

M.Danby

**Mary Danby (Mrs)
Town Clerk**

PLEASE NOTE THAT PARKING WILL NOT BE AVAILABLE AT THE LIBRARY ON THIS OCCASION.

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area (please also refer to the guidance notes at the end of the Agenda).

PRAYERS

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. OUTSIDE BODIES:
LICHFIELD AND DISTRICT COMMUNITY & VOLUNTARY SECTOR SUPPORT (LDCVS)**

Councillor James has indicated that he wishes to stand down as the Town Council's representative on the LDCVS. The Council is requested to nominate another elected Member to replace Councillor James on the above Outside Body with immediate effect.

4. BURNTWOOD CEMETERY: REVISED RULES AND REGULATIONS (DRAFT) (ENCLOSURE 1) (MINUTE NO. 79 REFERS)

5. 2013/14 BUDGET (DRAFT) (ENCLOSURE NOS. 2A, 2B AND 2C)

Members are requested to consider and approve the 2013/14 Budget (draft).

6. 2013/14 PRECEPT

Following adoption of the 2013/14 Budget, Members are requested to agree the Precept declaration to be sent to Lichfield District Council.

7. FORECAST EARMARKED RESERVES: 2012/13 AND 2013/14 (ENCLOSURE NO. 3 – TO BE TABLED AT THE MEETING)

8. 2013/14 BURNTWOOD CEMETERY BUDGET (DRAFT) (ENCLOSURE NO. 4)

Members are requested to consider and approve the 2013/14 Burntwood Cemetery Budget (draft).

9. BURNTWOOD CEMETERY: FEES AND CHARGES 2013/14 (DRAFT) (ENCLOSURE NO. 5)

Members are requested to consider and approve the 2013/14 Burntwood Cemetery Fees and Charges (draft).

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood have an opportunity to speak at each full Town Council meeting:

- 1. The Public Forum session will usually be the first item on the Agenda.***
- 2. The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).***
- 3. Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council **with the exception of planning matters** which should be put to a meeting of the Planning Committee.***
- 4. Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Council.***
- 5. You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.***
- 6. After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.***
- 7. If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council's offices.***



BURNTWOOD TOWN COUNCIL

BURNTWOOD CEMETERY

RULES AND REGULATIONS (DRAFT)

In these Rules

'The Council'	means the Burntwood Town Council.
'Cemetery'	means Burntwood Cemetery situated on St Matthews Road, Burntwood, Staffordshire.
'Grave'	means a burial place formed in the ground by excavation and without any internal wall or brickwork or stonework or any other artificial lining.
'Private Grave'	<p>means a grave in respect of which the Council, by Deed of Grant relating thereto, confers an exclusive right of burial therein. or cremated remains plot to which the Council grants a deed conferring on the purchaser an exclusive right of burial.</p> <p><u>An adult grave is 1.5 metres wide and 2.5 metres long and one, two or three persons may be interred subject to the initial interment.</u></p> <p><u>A child grave is 1.5 metres wide and 1.5 metres long and is for a single child.</u></p> <p><u>A cremated remains plot is 1 metre wide and 1 metre long and up to four caskets may be interred.</u></p>
'Deed'	<u>granting to a purchaser an exclusive right of burial in a private grave</u>
'Resident'	means a person who was at the time of his or her decease a <u>permanent</u> resident within the Burntwood Town Council boundaries or whose last normal place of residence before confinement elsewhere <u>in a hospital, hospice or a residential care home</u> due to ill health or age was within Burntwood Town Council boundaries. <u>In the case of a deceased child the residential qualifications of the parents will be the deciding factor.</u>
'Memorial'	<u>Permanent memorials will be either, 'Lawn Type' for adult and child graves or 'Desk Top' for cremated remains plots. See Memorial Appendix 1 for details of shape and size.</u>

1. **General Arrangement of the Cemetery**

Only human remains can be interred, or scattered within a grave or cremated remains plot in this cemetery.

The first interment in a private grave must be a person who was at the time of his or her decease a resident of Burntwood Town Council. No private grave can be pre-purchased.

Burntwood Cemetery is designated as a "Lawned Cemetery" with concrete plinths to which memorials may be fitted. Private Graves may only be excavated at right angles to the concrete plinth. The concrete plinth remains in the ownership of the Town Council in perpetuity. Private Graves will be turfed at ground level as soon as possible after an interment.

2. **Management and Maintenance**

The management of the Cemetery will be undertaken by the Council and will include the maintenance of all lawns, trees and shrubs. The Council also reserves the right to decline, at its absolute discretion, to grant rights of burial whenever it thinks proper to do so.

The Council reserves the right, after reasonable notice to the Exclusive Right Deed Holder and failure on their part to take any necessary action, to remove or alter any works or other things which may be infringements of these Rules or which may, in its opinion, be in a state of disrepair or be a health and safety hazard.

The Council also reserves the right to exclude the public from the Cemetery whenever it may consider this to be reasonable and proper. The Council will exercise proper care in its maintenance operations but will not accept responsibility for any damage which these operations may cause.

~~No person or persons other than the Council and persons acting under its authority shall have any right to take or to prohibit any action in relation to the Cemetery or to any grave, grave space, therein, except insofar as they may possess such right by law, by virtue of any Deed of Grant or Agreement made by or with the Council, or under the provisions of the Council's Rules for the time being in force relating to the Cemetery. The Council reserves the right to alter or discontinue its management and maintenance of the Cemetery as it may think fit from time to time; it also reserves the right to decline, at its absolute discretion, to grant rights of burial whenever it may think it proper to do so.~~

~~The Council reserves the right, after reasonable notice to the persons concerned and failure on its part to take any necessary action, to remove or alter any works or other things which may be infringements of these Rules or which may, in its opinion, be in a state of disrepair or to have become unsightly. The Council also reserves the right to exclude the public or any person or persons from the Cemetery whenever it may consider this to be reasonable and proper. The Council will exercise proper care in its maintenance operations but will not accept responsibility for any damage which these operations may cause.~~

3. Rights of Burial – Exercise of Rights

~~3.1 No interment shall take place, n~~ ~~No body interment or~~ cremated human remains interment shall take place, ~~no cremated human remains~~ shall be scattered within a grave and no memorial shall be placed in, removed from or altered in the Cemetery without the permission of the Council's Proper Officer and without a Council Officer being in attendance.

~~3.2~~ The first interment in a private grave must be a deceased "resident" of Burntwood Town Council

~~a:~~ -

~~3.33.2~~ No body shall be buried in a grave ~~where in such a manner that~~ any part of the coffin is less than 90cm (3 feet) below the level of any ground adjoining the grave.

~~The burial authority may, where they consider the soil to be of suitable character, permit a coffin made of perishable materials to be placed not less than 60cm (2 feet) below the level of any ground adjoining the grave.~~

~~b:~~ 3.4 No body shall be buried in a grave unless the coffin is effectively _____ separated from ~~any~~ coffin previously interred in the grave ~~on a previous _____ occasion~~ by means of a layer of earth not less than 15cm (6 inches) thick.

~~3.53.4.~~ When ~~any~~ grave is reopened for ~~the purpose of making~~ another burial ~~therein,~~ no person shall disturb any human remains previously interred, ~~therein or remove there from any soil which is offensive.~~

4. Rights of Burial – Registration and Proof of

4.1 When a Deed is granted conferring of Grant is made conferring exclusive rights of burial in a private grave, the details are registered in the Council Cemetery Records. ~~Grantee shall be registered in the books of the Council. Prior to any additional Whenever an additional interment takes place in a private grave, the Deed of Grant shall must~~ be produced to the Proper Officer at the Council Offices, ~~to be endorsed with the date of such interment and the name of the person interred.~~

4.2. ~~No additional interment in a private grave may be made without prior production to the Proper Officer the Deed of Grant and the written consent of the Grantee, or of his or her successor in title. Provided always that in case where the Deed of Grant If the Deed~~ has been lost or mislaid, or ~~where~~ the consent of the ~~Grantee-Deed holder~~ cannot be conveniently obtained, the grave may be re-opened ~~on approval being given by if~~ the Council approves an application made by a ~~to the application of any~~ person whom the Council may consider entitled to make such an application.

That person must, at their own expense, make ~~make to the satisfaction of the Council~~ a Statutory Declaration giving an Indemnity to the Council, at their own expense.

5. **Administration and Office Hours**

The Council Offices are situated at Unit 1 Lambourne house, Bridge Cross Road, Burntwood, Staffordshire WS7 2BX and are open for the transaction of business on weekdays Monday to Friday 9.30 a.m. to 3.00 p.m. The Office will not be open on Saturdays, Sundays, Good Friday, Christmas Day or other public or bank holidays and any other day set aside by the Council as a holiday.

6. **Notice of Interment**

~~6.1 All Notices of Interment must be given on the printed forms supplied by the Council on which the particulars required must be clearly and completely stated. Responsibility for any error therein must rest with the persons signing the Notice. To avoid inconvenience and delay at the grave, the dimensions of the coffin must be supplied at the time that notice of interment is given.~~

6.1 6.2 A Funeral Director requiring an interment in the Cemetery, must, in the first instance, contact the Council by telephone. Once a mutually acceptable date and time for the interment has been agreed between both parties, the necessary paperwork must be completed by the Funeral Director and delivered to the Council Offices.

6.2 All notices of Interment must be given on the printed forms supplied by the Council on which the details required must be clearly and completely stated. Responsibility for any error rests with the persons signing the Notice. These documents together with a Certificate of Disposal issued by the Registrar of Deaths in accordance with the Births and Deaths Registration Act 1926 or the Coroners Order, together with a Certified Copy of the Registration of Death (or a photocopy) must be delivered to the Council Offices. For the burial of a stillborn child and a non-viable foetus, a certificate in accordance with the Births and Deaths Registration Act 1926 will be required. The dimensions of the coffin must be supplied at the time the notice of interment is given. The documents must be received by the Council a minimum of three clear working days prior to the interment. The Council will accept, but at the risk of the person sending the same, any orders of documents sent by post. Three clear working days notice must be given of all burial interments and for burial of cremated remains, exclusive of Saturdays, Sundays, Good Friday, Christmas Day or other public or bank holiday and any other day set apart by the Council as a holiday.

~~6.3 Funeral Directors are requested to give notice to the Council whenever they have a funeral to conduct likely to be numerously attended.~~

~~6.4 The Certificate of Disposal issued by the Registrar of Deaths in pursuance of the Births and Deaths Registration Act 1926 or the Coroners Order, together with a Death Certificate (or copy) must be delivered with the appropriate completed documents to the Council Offices three clear working days prior to the interment. For the burial of a child stillborn and a non viable foetus, a certificate in accordance with the Births and Deaths Registration Act 1926 will be required. Stillborn children must be coffined separately, except in the case where they belong to the same family, when the Funeral Director or person arranging for their burial must notify the Proper Officer accordingly. In all cases the usual interment forms must be~~

~~completed and received at the Council Offices three clear working days prior to the interment.~~

7. **Hours of Interment**

All interments shall take place between the hours of 9.30 a.m. to 3.30 p.m. on Tuesday to Thursday and between the hours of 9.30 a.m. to 2.30 p.m. on Friday.

No interments will be allowed on Mondays, Saturdays, Sundays, Good Friday, Christmas Day, or other public or bank holiday and any other day set apart by the Council as a holiday.

~~In urgent cases, on the production of a (except in cases of urgency, when a registered medical practitioner's certificate stating to the effect that the burial must take place quickly, must be produced, and the~~ arrangements for the interment will be at the discretion of the Proper Officer).

8. **Interments**

- 8.1 All graves will be excavated by persons appointed by the Council.
- 8.2 No grave space shall be deepened after the first making thereof.
- 8.3 Coffins ~~and all coffin furniture~~ shall be made of wood or bio-degradable materials.

9. **Removal of Remains**

No buried human remains may be removed or disturbed, including relocating coffins in the same grave without a licence from the appropriate Secretary of State.

10. **Conduct**

- 10.1 No person shall do anything likely to cause offence to other persons lawfully using the Cemetery.
- 10.2 All visitors shall keep to the paths ~~and~~ walks where possible and shall conduct themselves in a quiet, ~~seemly~~ and orderly manner. ~~No~~ person shall commit a nuisance within the Cemetery.
- 10.3 Children under ten years of age will not be admitted except under the care of a responsible person.
- 10.4 Dogs are not permitted to be in any part of the Cemetery unless they are ~~held on a lead and are~~ a guide dog for a person with sight or hearing impairments attending a funeral or a grave.

- 10.5 No person in the Cemetery shall smoke or be in possession of, or drink alcohol or possess any illegal substance.
- 10.6 No vehicle (except a vehicles in attendance upon a funeral or a grave) ~~will be is~~ allowed to enter the Cemetery unless the permission of the Council is first obtained. Bicycles must not be ridden on the pathways. At all times a one way system will be in operation and any speed must not exceed five (5) miles per hour.
- 10.7 No band or music will be allowed to play in the Cemetery save at a military funeral or by special consent of the Council.
- 10.8 Visitors or persons attending funerals shall not interrupt the Council's workmen or employees at their duties. ~~nor employ them to plant or maintain graves or execute any private work whatever, whether in their own or in the Council's time.~~
- 10.9 No person shall distribute any ~~tract,~~ business card, advertisement or literature of any kind within the Cemetery.
- 10.10 No person shall ~~throw down or~~ leave any ~~paper, withered flowers or other~~ litter or refuse ~~of any sort~~ in any part of the Cemetery ~~but shall deposit all such litter or refuse in the receptacles provided for the purpose. except in the trade refuse bins provided by the Council.~~
- 10.11 No person shall cut or interfere with any turf, trees, shrubs, plants, flowers or lawns within the Cemetery.

11. **Admission of Public**

The Cemetery will be open to the public for visiting daily ~~(for visiting, not for interments, as to which see Regulations (8))~~ daily as follows:

9.00 a.m. until 4.00 p.m. ~~winter, 6.00 p.m. summer~~ 01 October – 31 March

9.00 a.m. until 6.00 p.m. 01 April – 30 September

12. **Memorials**

- 12.1 Memorials may be erected on the concrete plinth at the head of a private grave space or a cremated remains plot subject to the permission of the Proper Officer being granted to an approved memorial mason. Approved memorial masons are ~~defined as memorial masons- those~~ who have signed up to the Council's Memorial Registration Scheme.

The right to erect a memorial rests with the 'Exclusive Right deed-holder', ~~or their successor in title or~~ next of kin or executor, and will be for the unexpired portion of the Grant of Exclusive Right of Burial. ~~Notice must be given to the~~ An application must be made to the Proper Officer and approval received, before carrying out any work ~~in connection therewith~~. The Council may remove memorials from a grave space or cremated remains plot when the period of the right of burial has expired.

No grave mound, kerbing or other surround will be permitted in any section of the Cemetery and ~~grave spaces private graves~~ will be turfed at ground level as soon as possible after an interment.

12.2 Prior to the production of a new memorial, or an alteration to an existing one, an application shall be submitted to the Council by post or in person. The application shall ~~consist of two drawings be made on headed paper showing with~~ the name and address of the mason, consist of two drawings detailing the specifications and showing the dimensions and shape of the base and headstone and the text of any inscription ~~thereon~~. The Council will have five clear working days from the date of receipt to consider the application. On approval, a signed copy of the drawing will be returned to the applicant as a permit. If the mason commences work on the memorial prior to receiving the Council's permission it will be at their own risk.

12.3 All memorials shall be constructed of granite, marble, slate or other hard natural stone of durable and sound quality as approved by the Council, and shall have the number of the grave space cut conspicuously on the side of the memorial or the base, thereon in a position approved by the Proper Officer, the expense thereof being borne by the applicant. Trade inscriptions other than the supplier's or mason's name ~~and district~~ will not be permitted.

12.4 Only lawn type headstones may be erected on Adult or Child Graves. They must be fixed centrally to the grave space and abutting the inner edge of the concrete plinth edging kerb.

~~Headstones must be erected in the position indicated by the Proper Officer.~~ The headpiece shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze as part of the design or inscription and shall not exceed 90cm (36 inches) in height, 90cm (36 inches) in width or be less than 7.5cm (3 inches) in thickness.

The base must also be constructed of a single piece of stone.

The base of the memorial may be drilled to accommodate up to three (3) metal vases which do not protrude more than 2.5cm (1 inch) above the base.

The headpiece must be fixed to the base by the approved method complying with BS 8415. NAMM method.

The headpiece and base must be fixed to the concrete plinth by the approved NAMM method complying with BS 8415.

The overall height of the headpiece and base must not exceed 90cm (36 inches). The headpiece and base or any part thereof shall not protrude beyond the inner edge of the kerb (edging stone) and shall not be greater than 37.5cm (15 inches) in depth. ~~The memorial shall be fixed centrally to the grave space and abutting the inner edge of the concrete plinth edging kerb.~~

12.5 The text on any memorial shall be subject to the approval of the Council.

12.6 Only Desk Top style memorials may be positioned on Cremated Remains plots. They must be fixed centrally to the Cremated Remains plot and abutting the inner edge of the concrete plinth edging kerb.

They shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze as part of the design or inscription and shall not exceed 22.5cm (9 inches) or be less than 5.0cm (2 inches) in height, 60cm (24 inches) in width.

The memorial or any part thereof shall not protrude beyond the inner edge of the kerb (edging stone) and shall not be greater than 45cm (18 inches) in depth. The memorial may be drilled to accommodate up to three (3) metal vases which do not protrude more than 2.5cm (1 inch) above the memorial.

~~12.6~~ The base of the memorial may be drilled to accommodate up to three (3) metal vases which do not protrude more than 2.5cm (1 inch) above the base.

~~12.7~~ Only Desk Top style memorials may be positioned on Cremated Remains Plots. They must be positioned in the position indicated by the Proper Officer. They shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze as part of the design or inscription and shall not exceed 22.5cm (9 inches) or be less than 5.0cm (2 inches) in height, 60cm (24 inches) in width. The base must be fixed to the concrete plinth by the approved NAMM method. The memorial or any part thereof shall not protrude beyond the inner edge of the kerb (edging stone) and shall not be greater than 45cm (18 inches) in depth. The memorial may be drilled to accommodate up to three (3) metal vases which do not protrude more than 2.5cm (1 inch) above the memorial. The memorial shall be fixed centrally to the Cremated Remains plot and abutting the inner edge of the concrete plinth edging kerb.

12.78 Subject to the permission of the Proper Officer, photographs of the deceased may be affixed to memorials provided that such photographs are of an approved material and do not exceed an overall size of 10cm by 7.5cm (4 inches by 3 inches) and not exceed one per interment.

12.89 Memorials of metal, pottery, plastic, glass or fibre glass are forbidden and will be removed without notice.

12.910 All workmen employed, on behalf of the owner of the exclusive right of burial ~~or personal representative of such person~~, to erect any monument shall carry out their work strictly under the direction of the Council and shall:

- (a) At the cost of the owner, ~~or personal representative~~, fill up and level the ground, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work.
- (b) Perform the work during the normal opening hours of the Cemetery with a Council Officer in attendance.

13. Execution of Works

- 13.1 Works may not be commenced at the Cemetery until any fees payable to the Council have ~~previously~~ been paid and any required permission has been granted.
- 13.2 Stonemasons will only be admitted into the Cemetery to install, remove or alter a memorial after an application is made to the Council and permission is granted. The application must be made at least ~~three-five~~ clear working days before the mason wishes to carry out the work. ~~and a~~ mutually acceptable date and time for any work to be undertaken ~~must be~~ agreed between both parties. No application to fix a memorial can be made until the Council has agreed and returned to the mason the original memorial design application permit. A Council Officer or representative must be on site when the work is commenced. All refuse, surplus soil, rubbish and materials shall be removed at the completion of the work to the satisfaction of the Council. No works may be executed on Saturdays, Sundays or other public or bank holiday and any other day set apart by the Council as a holiday.
14. The removal and re-erection of a monument to facilitate the re-opening of a private grave or to level such grave shall be at the expense of the grave owner. ~~or their personal representative.~~
15. Any memorial removed from a grave to facilitate an interment shall be replaced as soon as possible, but in any case, no later than the first anniversary of the last interment.
16. Any unauthorised memorial shall be removed at the expense of the grave owner. ~~or their personal representative.~~
17. Any memorial erected in the Cemetery remains the property and responsibility of the grave owner. ~~or their personal representative and therefore,~~ It remains in the Cemetery at the sole risk of ~~the~~ and must be kept in a good state of repair by, the said owner or personal representative and must be kept in a good state of repair.
18. The Council shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.
19. Cut flowers and evergreens may be placed in approved vases prior to the placing of a memorial or for a period not exceeding 12 months from the date of interment.
- _____ No more than two vases per grave or cremated remains plot will be allowed. The vases must be made of stone or pottery and measure no more than 22.5cm (9 inches) high or wide. The Council will remove a vase made of any other material.
- _____ After a memorial is fixed no other vase etc. shall be placed on the grave or concrete plinth.
- _____ The Council reserves the right to remove flowers for maintenance purposes and to remove them permanently when they are withered.
- _____ No artificial flowers, ornaments, windmills, lanterns, wind chimes, balloons or solar lights fencing are to be placed on or around the grave space or cremated remains plot or on the concrete plinth.

Temporary [grave markers with](#) nameplates may be installed for a period not exceeding 12 months [or until a memorial is erected or the grave or cremated remains plot is lawned.](#)

CHARGES

| The charges fixed by the Council for the granting of various rights, ~~services and privileges~~ connected with the Cemetery are available by contacting The Council. All charges are payable at the office of the Council.

| The Council may from time to time make alterations to the ~~foregoing~~ Rules and Regulations and any Rights of Interment in ~~any a private~~ grave will be subject to these Rules and any others that may be made by the Council and subject also to any present or future Statutory Regulations.

Any rules and regulations previously in force in respect of Burntwood Cemetery are hereby superseded.

28 October 2008

VARIANCES TO ORIGINAL 2012/13 BUDGET

Explanatory Notes:

- Burntwood Cemetery (Cost Centre 401) is self-financing and does not form part of the "general" budget and is therefore not included in the recommended Precept.

COST CENTRE/ NOMINAL CODE	DESCRIPTION	COMMENTARY
101	Employee Expenses	
101/4000	Holding Account	<p>A 2% salary increase had been built in (based on advice from SPCA) however no increases were announced during the financial year.</p> <p>£1,750 has been reallocated to 210/4001 (Burntwood Wakes Festival – Employee Costs).</p> <p>£6,000 has been reallocated to 401/4001 (Burntwood Cemetery – Employee Costs).</p>
102	Premises: Lambourne House	
102/4022	NNDR	The actual NNDR bill for 2012/13 is £248 less than anticipated.
102/4024	Office: Electricity	Expenditure to date would suggest that the budget heading will come in under budget.
107	Supplies & Services	
107/4100	Photocopier: Copy Charges	It is anticipated that this will be c£200 more than the original budget due to copying undertaken for BTS Working Group questionnaires.
107/4130 107/4131 107/4133	Computers: Peripherals Computers: Hardware Computers: Support	<p>The combined additional expenditure on these budget headings will be met from an Earmarked Reserve.</p> <p>£118 has been reallocated from 107/4132 to 401/4132 (Burntwood Cemetery).</p> <p>£75 has been reallocated from 107/4133 to 401/4133 (Burntwood Cemetery).</p>

COST CENTRE/ NOMINAL CODE	DESCRIPTION	COMMENTARY
107/	Newsletter	This reflects the Town Council's decision to see the newsletter published as a centre-page pull-out in the TownTrader.
107/4180	Professional Fees	This sum relates to advice sought with regard to an HR matter and the potential Community Facility.
202	Bus Shelters	
202/4255	Provision of new bus shelter(s)	This covers repairs to the bus shelter on Rugeley Road, Chase Terrace and a guestimate to relocate the bus shelter from Cannock Road (opposite Water Street) to Milestone Way (close to junction with Chasetown High Street) (subject to SCC approval).
209	Coulter Lane Remembrance Garden	
209/4500	Coulter Lane Remembrance Garden	This relates to the creation of the Wildflower Meadow and Shrub planting on the site – there is an Earmarked Reserve from which the funds will be moved at Year End to cover the expenditure.
210	Burntwood Wakes Festival	
210/4602	Family Fun Day (Circus)	£1,900 will be accrued in the Year End accounts as a prepayment for the Circus at the 2013 Family Fun Day is therefore not included in the calculations for 2012/13.
210/1091	Sponsorship Received	Several sponsors (totalling £3,600) has asked that their 2012 sponsorship be held over for the 2013 Festival – this amount will be accrued in the Year End accounts and is therefore not included in the calculations for 2012/13.

2013/14 BUDGET – CHANGES TO 2012/13 FORECAST

COST CENTRE/ NOMINAL CODE	DESCRIPTION	COMMENTARY
101	Employee Expenses	<p>The increase will cover:</p> <ul style="list-style-type: none"> ▪ Additional hours which will be worked by the two part-time Admin. Assistants in assisting the BTS Working Groups and acting as Minute Taker. ▪ The Town Council's LGPS contribution will rise by 1% from 01 April 2013. ▪ Local Councils have also been advised that there will be a salary increase in 2013/14 but the actual percentage has yet to be agreed/notified. ▪ The employer's LGPS contribution is increasing by 1% from 1st April 2013.
107	Suppliers & Services	
107/4131	Computers: Hardware	The Senior Admin. Assistant's PC will need to be replaced in April 2013 (the current PC is of a poor specification and inefficient and be over five years old). The cost is estimated at £500 – this expenditure has been split 50/50 between 107/4131 and 401/4131 (Burntwood Cemetery).
201	Bus Shelters	
201/4255	Provision of new bus shelter(s)	This allows for the replacement of one wooden bus shelter (junction Farewell Lane/Lichfield Road).
203	Christmas Lights	
203/4260	General Expenses	The 2012/13 budget included provision of replacement Christmas lights – the budget has been reduced for 2013/14 as this expenditure will not be repeated.

COST CENTRE/ NOMINAL CODE	DESCRIPTION	COMMENTARY
207	Flagpole	
207/4355	Flagpole	This reflects a nominal £10 per annum increase in the honorarium paid for the flags to be raised, taken down and stored on behalf of the Council.
211	Town Strategy	
211/4750	Town Strategy	This sum will provide funding for some of the projects arising from the work of the various BTS Working Groups.
214	Community Projects	
214/4758	Projects	Funding has been included in the draft budget should the Council wish to mark the 60 th anniversary of HM The Queen's Coronation.
302	Grant Aid	
302/4400	Local Voluntary Organisations	This reflects the recommendation that given the rise in organisations applying for grant aid the total sum available for distribution should be increased.
	SCAMP	This new Cost Centre refers to the SCAMP statue which the Council has accepted from the BCHG and as such arrangements will need to be made for its maintenance and insurance.

BURNTWOOD TOWN COUNCIL 2013/14 BUDGET (DRAFT)
(including actual expenditure/income as at 15 January 2013)

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
100	Corporate						
1176	Precept	251,380	251,380	256,142	256,142	256,142	224,150
	Council Tax Support Funding Grant						30,330
1190	Interest: Community Direct Plus	1,200	3	3	2	3	3
1191	Interest: Reserve Account	0	484	450	472	550	450
1192	Interest: Instant Access A/C	0	22	45	25	45	45
1193	Interest: LDC	0	810	0	128	128	0
	Interest: 3 Month Investment Account			0	176	261	250
	Interest: 12 Month Investment Account					2,460	1,775
	Refunds	0	0	0	12	12	0
	Total Income	252,580	252,700	256,640	256,957	259,601	257,003
	100 Net Expenditure	-252,580	-252,700	-256,640	-256,766	-256,880	-257,003
101	Employee Costs						
4000	Holding Account	100,000	0	102,000	0	92,250	97,820
4001	Salaries	0	55,357	0	51,894	0	
4006	NI: Employer's Contributions	0	5,557	0	4,486	0	
4007	PAYE: Employees' Contributions	0	11,558	0	8,344	0	
4011	LGPS: Employer's Contributions	0	11,807	0	10,410	0	
4012	Telephone/Broadband Allowance	0	616	0	506	0	
4013	Eyesight: Tests/Spectacles	0	70	0	0	70	
4014	NI: Employees' Contributions	0	4,949	0	3,963	0	
4015	LGPS: Employees' Contributions	0	5,011	0	4,162	0	
4411	Handyperson Service	1,200	0	0	0	0	
	OverHead Expenditure	101,200	94,924	102,000	83,765	92,250	97,820
	101 Net Expenditure	101,200	94,924	102,000	83,765	92,250	97,820
		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
102	Premises: Lambourne House						
4020	Office: Rent	11,000	15,308	13,000	9,750	13,000	13,000
4021	Office: Service Charges	900	1,126	900	599	900	900

4022	NNDR: Office	4,225	4,027	4,430	4,182	4,182	4,350
4023	Office: Water Rates	330	224	250	186	250	300
4024	Office: Electricity	4,000	1,654	2,000	1,118	1,800	1,800
4025	Office: Cleaning Materials	200	45	100	104	110	100
4026	Office: Trade Refuse	75	90	120	0	90	120
4027	Office: Window Cleaning	120	43	120	77	95	120
4028	Office: Security Alarm (R&M)	180	182	190	30	190	200
4029	Office: CCTV (R&M)	250	243	250	338	338	275
4030	Office: Fire Extinguishers	65	20	50	0	50	50
4031	Office: PAT Testing	80	79	100	192	192	100
4032	Office: Air Conditioners (R&M)	360	0	360	0	360	360
4033	Office: General Maintenance	500	25	2,000	494	2,000	2,000
4037	Meeting Room: Rental Charges	750	1,320	1,400	1,000	1,400	1,500
4038	Office furniture	0	256	0	0	0	0
	OverHead Expenditure	23,035	24,642	25,270	18,070	24,957	25,175
	Total Income	0	0	0	0	0	0
	102 Net Expenditure	23,035	24,642	25,270	18,070	24,957	25,175

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
105	Transport						
4060	Car Mileage: Employees	2,000	2,392	2,200	2,034	2,200	2,200
4061	Car Mileage: Members	150	43	150	7	50	150
4062	Car Parking Fees	10	2	10	2	5	10
	OverHead Expenditure	2,160	2,436	2,360	2,042	2,255	2,360
	105 Net Expenditure	2,160	2,436	2,360	2,042	2,255	2,360
107	Supplies & Services						
4100	Photocopier: Copy Charges	1,000	1,095	1,000	1,017	1,200	1,200
4110	Telephone: Rental	550	584	600	331	600	600

4111	Telephone: Calls	750	767	700	727	800	700
4112	Telephone: Payment Charges	63	72	63	54	63	65
4113	Broadband: Line rental	395	402	400	343	400	400
4120	Postage	1,500	1,021	1,000	1,021	1,100	1,100
4121	Franking Machine: Rental/Lease	640	666	696	477	696	696
4122	Franking Machine: Maintenance	300	298	298	328	328	300
4123	Franking Machine: Stationery	90	113	90	0	90	90
4130	Computers: Peripherals	0	493	200	457	457	0
4131	Computers: Hardware	0	3,160	2,500	3,036	3,036	250
4132	Computers: Software Licences	350	694	470	210	352	500
4133	Computers: Support	750	1,448	900	1,023	1,093	825
4135	Computers: Email accounts	50	475	50	50	50	50
4136	Network: Remote Back-up	0	352	600	416	600	600
4140	Website	400	458	425	625	625	425
4160	Stationery	1,700	1,744	1,800	1,277	1,800	1,800
4161	Publications	300	148	300	5	150	200
4162	Newspapers	150	128	150	171	200	200
4163	General Office Expenses	200	216	200	231	250	200
4164	Office Equipment	300	288	650	662	662	300
		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
107	Supplies & Services (Cont'd)						
4165	Advertising	370	597	600	175	600	1,000
	Newsletter	0	0	0	360	720	1,440
4170	Subscriptions to other bodies	1,828	1,826	1,850	1,777	1,805	1,900
4175	Furniture	0	0	250	0	250	0
4180	Professional Fees	350	966	350	2,431	2,431	500
4190	Data Protection Fee	35	35	35	35	35	35
4200	Courses/Training: Fees	1,300	360	1,300	713	1,300	1,300
4201	Courses/Training: Expenses	200	4	200	0	200	200
4202	Conferences/Seminars: Fees	500	398	400	269	400	600
4203	Conferences/Seminars: Expenses	500	646	700	207	700	500
4208	Alarm: Annual Maintenance Fee	0	0	0	187	187	200
4220	Bank Charges	150	120	150	144	180	150
4221	Insurance: Premiums	2,100	1,351	1,351	1,380	1,380	1,500
4222	Insurance: Landlord	500	485	500	507	507	520
4230	External Audit	1,150	1,050	1,150	0	1,050	800
4231	Internal Audit	400	400	200	0	200	200
4232	Audit Preparation	0	480	480	87	487	480
4235	Memorial Bench	35	0	35	0	35	35
4411	Handyperson Service	0	64	100	67	67	100
4999	Contingency Expenses	10,000	321	1,000	0	1,000	1,000
	OverHead Expenditure	28,906	23,723	23,743	20,800	28,086	22,961
1040	Photocopier: Usage	0	0	0	11	11	0

1200	Refunds		0	453		0	213	213		0
	Total Income		0	453		0	224	224		0
	107 Net Expenditure		28,906	23,270		23,743	20,576	27,862		22,961
			2011/12			2012/13				2013/14
			Budget	Actual		Agreed Budget	Actual YTD	Projected Actual		Budget
			£	£		£	£	£		£
201	Street Lighting									
4240	Electricity		800	343		400	372	372		400
4241	Maintenance		0	390		400	357	357		400
	OverHead Expenditure		800	733		800	729	729		800
	201 Net Expenditure		800	733		800	729	729		800
202	Bus Shelters									
4250	Maintenance		400	0		400	0	400		400
4255	Provision new bus shelter(s)		2,240	0		2,500	0	500		5,000
4411	Handyperson Service		0	322		320	286	320		320
	OverHead Expenditure		2,640	322		3,220	286	1,220		5,720
	Total Income		0	0		0	0	0		0
	202 Net Expenditure		2,640	322		3,220	286	1,220		5,720
203	Christmas Lights									
4260	General Expenses		4,000	2,712		5,100	3,565	5,100		4,000
4261	Churches		500	844		1,200	592	1,200		1,200
	OverHead Expenditure		4,500	3,557		6,300	4,157	6,300		5,200
	203 Net Expenditure		4,500	3,557		6,300	4,157	6,300		5,200
			2011/12			2012/13				2013/14
			Budget	Actual		Agreed Budget	Actual YTD	Projected Actual		Budget
			£	£		£	£	£		£
205	Traffic Islands									
4300	Shrub Beds: Maintenance		3,399	3,399		3,399	3,399	3,399		3,399
4301	Grass Cutting		618	536		618	494	494		618
4302	Litter Picking		124	124		124	124	124		124

4303	Weed Killer Spraying	165	165	165	165	165	165
4304	Signage	329	176	329	0	329	329
4305	Signage Installation	0	71	100	0	100	100
4306	NNDR: Traffic Islands	666	1,559	1,715	1,620	1,620	1,700
	OverHead Expenditure	5,301	6,029	6,450	5,802	6,231	6,435
1030	Traffic Islands: Sponsorship	3,500	3,500	3,500	0	3,500	3,500
	Total Income	3,500	3,500	3,500	0	3,500	3,500
	205 Net Expenditure	1,801	2,529	2,950	5,802	2,731	2,935
206	Hanging Baskets & Planters						
4350	Planters: Maintenance	309	258	309	258	258	309
4351	Planters: Bedding Plants	453	453	453	453	453	453
4352	Hanging Baskets: Supply/Maint.	620	620	620	620	620	620
	OverHead Expenditure	1,382	1,331	1,382	1,331	1,331	1,382
	206 Net Expenditure	1,382	1,331	1,382	1,331	1,331	1,382
		2011/12		2012/13		2013/14	
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
207	Flagpole						
4355	Flagpole	230	230	230	230	230	240
	OverHead Expenditure	230	230	230	230	230	240
	207 Net Expenditure	230	230	230	230	230	240
208	Burntwood in Bloom						
4380	Advertising	1,400	530	1,000	932	932	1,250
4381	Prizes	1,100	1,050	1,300	890	890	1,300
4382	Presentation Evening	500	484	500	1,110	1,110	1,000
4383	Annual Calendar (production)	0	363	250	208	208	250
4384	HEIB Regional Competition	0	0	150	200	200	1,200
	OverHead Expenditure	3,000	2,427	3,050	3,340	3,340	5,000
1050	BiB: Sponsorship	50	0	0	230	230	0
1051	BiB: Photograph Sales	0	18	0	16	16	0
1052	BiB: Calendar Sales	0	188	0	98	102	0

	Total Income	50	207	0	345	348	0
	208 Net Expenditure	2,950	2,221	3,050	2,996	2,992	5,000
		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
209	Coulter Lane Remb. Garden						
4411	Handyperson Service	0	142	150	0	150	150
4500	Coulter Lane Remb. Garden	0	3,842	0	1,994	1,994	0
4501	Grounds Maintenance	0	1,115	1,100	525	525	1,100
	OverHead Expenditure	0	5,098	1,250	2,519	2,669	1,250
	209 Net Expenditure	0	5,098	1,250	2,519	2,669	1,250
210	Burntwood Wakes Festival						
4001	Employee Costs			0	0	1,750	3,060
4411	Handyperson Service	0	758	800	0	0	800
4600	BWF: Stage / Sound Hire	35,000	6,850	40,000	5,500	5,500	40,000
4601	BWF: Unsigned - Neon Studios	0	1,870	0	0	0	
4602	Family Fun Day Entertainment	0	7,790	0	1,375	1,375	
4603	Marquees & Furniture	0	4,763	0	4,936	4,936	
4604	First Aid Cover	0	670	0	0	0	
4605	Fire Cover	0	100	0	0	0	
4607	Security	0	4,450	0	0	0	
4608	Rubbish Skips	0	280	0	0	0	
4609	Traffic Management	0	425	0	0	0	
4610	Mobile Toilets	0	1,500	0	0	0	
4611	Publicity	0	2,421	0	800	800	
4612	Insurance	0	1,666	0	1,580	1,580	
4613	Ground Crew	0	3,250	0	0	0	
4614	Coach	0	560	0	25	25	
4615	Pathway: Clearance	0	40	0	0	0	
4616	Pathway: Lighting	0	300	0	0	0	
4619	Hospitality: Mobile Toilets	0	700	0	550	550	
4620	Miscellaneous	0	2,520	0	111	1,000	
4621	BWF: Saturday evening	0	4,570	0	1,425	1,425	
4623	BWF: Generators/Fuel	0	1,233	0	0	0	
		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
210	Burntwood Wakes Festival (Cont'd)						

4624	BWF: Policing	0	1,038	0	0	0	
4625	BWF: Lighting Crew	0	3,400	0	0	0	
4626	BWF: Friday Evening	0	0	0	1,000	1,000	
4627	Refunds: Hospitality	0	0	0	17	17	
4628	Refunds: Sponsorship	0	0	0	800	800	
4629	Refunds: Craft Pitch Fee	0	0	0	250	250	
4630	Refunds: Grants	0	0	0	5,020	5,020	
	OverHead Expenditure	35,000	51,155	40,800	23,389	26,028	43,860
1025	Sundry Income	0	8	0	0	0	0
1090	BWF: Craft Marquee Pitch Fees	0	300	0	225	225	0
1091	BWF: Sponsorship	0	10,750	0	7,570	7,570	3,600
1095	BWF: Hospitality - Food	0	200	0	17	17	0
1096	BWF: Hire of equipment, etc	0	4,570	0	0	0	0
	Insurance Premium Refund	0	0	0	550	550	0
	Insurance Claim			0	15,111	15,111	0
	Total Income	0	15,828	0	23,473	23,473	3,600
	210 Net Expenditure	35,000	35,327	40,800	-84	2,555	40,260
211	Town Strategy						
4750	Town Strategy	2,500	8,321	250	0	250	10,000
	OverHead Expenditure	2,500	8,321	250	0	250	10,000
	211 Net Expenditure	2,500	8,321	250	0	250	10,000
		2011/12		2012/13		2013/14	
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
212	Quality Council						
4210	Quality Council	0	0	0	240	240	0
	OverHead Expenditure	0	0	0	240	240	0
	212 Net Expenditure	0	0	0	240	240	0
214	Community Projects						
4411	Handyperson Service (Jubilee Oak)			0	70	70	0
4755	Tea Dance	0	0	0	663	663	700
4757	Artwork Competition	0	0	0	200	200	0
4758	Projects	0	0	0	4,354	4,354	4,000

		2011/12		2012/13		2013/14	
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
	OverHead Expenditure	0	0	0	5,287	5,287	4,700
	214 Net Expenditure	0	0	0	5,287	5,287	4,700
301	Civic Expenses						
4360	Chairman's Expenses	4,500	500	4,500	*370	3,470	4,500
4361	General Expenses	0	8	0	0	0	0
4363	Civic Carol Service	0	34	0	64	0	0
4364	Civic Service & Reception	0	820	0	966	966	0
4365	Hospitality: General	0	31	0	0	0	0
4366	Hospitality: BWF	0	1,409	0	0	0	0
4368	Fundraising	0	3,410	0	0	0	0
4369	Fundraising - Distribution	0	2,214	0	**1,810	1,810	0
4999	Contingency Expenses	0	0	0	***200	200	0
	OverHead Expenditure	4,500	8,426	4,500	3,346	6,446	4,500
1025	Sundry Income	0	0	0	14	14	0
1061	Civic Service: Collection/Raffle	0	0	0	211	211	0
1062	Fundraising	0	2,348	0	291	291	0
	Total Income	0	2,348	0	516	516	0
	301 Net Expenditure	4,500	6,078	4,500	2,830	5,930	4,500

*= £370 Expenditure - March 2012 Civic Service and Reception

** = Distribution of 2011/12 Chairman's Charity Cheques

*** Contribution to Hednesford Miners' Project

		2011/12		2012/13		2013/14	
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
302	Grant Aid						
4400	Local Voluntary Organisations	8,000	8,000	8,000	8,000	8,000	10,000
4401	Play Schemes	3,055	3,055	3,100	3,100	3,100	3,100
4402	Community Transport	3,000	6,000	3,000	3,000	3,000	3,000
4403	Community Development Worker	15,600	13,750	17,167	4,743	4,743	0
4405	SESCAB	3,500	3,500	3,500	3,500	3,500	3,500
4408	Remembrance Wreaths	0	74	100	100	100	100
4409	SCAMP	0	0	0	98	200	0
	OverHead Expenditure	33,155	34,379	34,867	22,541	22,643	19,700

1200	Refunds		0	3,000	0	0	0	0
	Total Income		0	3,000	0	0	0	0
	302 Net Expenditure	33,155	31,379	34,867	22,541	22,643	19,700	
	SCAMP							
	Maintenance	0	0	0	0	0	1,500	
	Insurance	0	0	0	0	0	500	
	OverHead Expenditure	0	0	0	0	0	2,000	
	Net Expenditure						2,000	
		2011/12		2012/13			2013/14	
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget	
		£	£	£	£	£	£	
310	Election Expenses							
4701	Election Expenses	4,500	15,368	0	0	0	5,000	
	OverHead Expenditure	4,500	15,368	0	0	0	5,000	
	310 Net Expenditure	4,500	15,368	0	0	0	5,000	
	Total Budget Expenditure	252,809	283,100	256,472	197,874	230,492	264,103	
	Total Income	256,130	278,036	260,140	280,946	287,090	264,103	
	Net Expenditure	-3,321	5,065	-3,668	-83,072	-56,598	0	

BURNTWOOD TOWN COUNCIL 2013/14 CEMETERY BUDGET (DRAFT)
(including actual expenditure/income as at 15 January 2013)

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
401	Burntwood Cemetery: Revenue						
4001	Salaries	0	6,000	6,000	0	6,000	6,120
4131	Computers: Hardware	0	0	0	0	0	250
4132	Computers: Software Licences	0	0	0	0	118	0
4411	Handyperson Service	0	0	0	239	0	250
4800	Grounds Maint: LDC	5,500	2,114	5,500	1,620	1,620	5,500
4801	Grounds Maint: Other	2,100	2,125	2,100	1,629	1,629	2,100
4802	Grounds Maint: Sister Dora Ave	0	201	0	185	200	200
4803	Grounds Maint: Front Verge	0	201	0	185	200	200
4807	Turf	0	166	200	0	200	200
4809	Weed Killing (selective)	0	82	100	82	100	100
4810	Grave digging: Main Contractor	5,000	2,325	2,500	2,140	2,500	2,500
4811	Grave digging: Others	0	1,475	2,500	0	1,000	2,000
4812	Cemetery Gatekeeper	1,040	1,040	1,040	520	1,040	1,300
4813	Trade Refuse	300	180	300	165	225	300
4814	Skips	300	120	120	0	120	120
4815	ICCM Membership	95	90	100	90	90	100
4816	ICCM Training	595	0	0	0	0	0
4817	Survey	60	125	0	0	0	0
4818	Computer Software Support	750	750	0	104	179	185
4819	Water Rates	0	37	40	34	40	40
4820	NNDR: Burntwood Cemetery	315	352	352	392	392	440
4821	Trees: Maintenance, etc	0	250	0	0	0	0
4856	General Maintenance, etc	0	172	200	33	100	200
4858	Gritting Paths/Road	0	720	500	60	500	500
4859	Cemetery Software Package	0	0	1,250	1,117	1,117	0
	OverHead Expenditure	16,055	18,525	21,552	8,866	17,370	22,605
1000	Burial Fees/Licences	25,000	28,385	25,000	21,935	25,000	25,000
	Total Income	25,000	28,385	25,000	21,935	25,000	25,000
	401 Net Expenditure	-8,945	-9,860	-3,448	-13,069	-7,630	-2,395

		2011/12		2012/13			2013/14
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
402	Burntwood Cemetery: Capital						
4851	Contract Payments	0	20,392	0	0	0	0
	OverHead Expenditure	0	20,392	0	0	0	0
	402 Net Expenditure	0	20,392	0	0	0	0
	Total Budget Expenditure	16,055	38,917	21,552	8,866	17,370	22,605
	Total Income	25,000	28,385	25,000	21,935	25,000	25,000
	Net Expenditure	-8,945	10,532	-3,448	-13,069	-7,630	-2,395

BURNTWOOD TOWN COUNCIL CEMETERY FEES (DRAFT)		
01 April 2013 - 31 March 2014		
	2012/13	2013/14 PROPOSED
Exclusive Right of Burial		
Adult Grave & Memorial Licence - 30 Year Licence	945	945
Adult Grave - Additional 10 Years	265	265
Memorial Licence - Additional 10 Years (To run concurrently with Exclusive Right of Burial)	50	50
Child Grave & Memorial Licence - 5 Years of age and under - Single Only - 30 Year Licence	630	630
Child Grave - Additional 10 Years	160	160
Memorial Licence - Additional 10 Years (To run concurrently with Exclusive Right of Burial)	50	50
Cremated Remains Plot (Max 4) & Memorial Licence - 30 Year Licence	630	630
Cremated Remains Plot (Max 4) - Additional 10 Years	160	160
Memorial Licence - Additional 10 Years (To run concurrently with Exclusive Right of Burial)	50	50
First Interment Fee		
Adult Grave - Single Standard Coffin Size (Max 6' 6" x 26")	390	390
Adult Grave - Double Standard Coffin Size (Max 6' 6" x 26")	465	465
Adult Grave - Triple Standard Coffin Size (Max 6' 6" x 26")	570	570
Child Grave - Child aged 5 or under - Single Grave Only	NIL	NIL
Cremated Remains Plot - Single Cremated Remains Casket	240	240
Cremated Remains Plot - Two Cremated Remains Caskets - (Same Day) Interment	295	295
Cremated Remains Plot - Interment for a Child aged 5 or under	NIL	NIL
Re-Opening Burial or Cremated Remains Plot - Interment Fees		
Adult Grave - Double - Second Interment	390	390
Adult Grave - Triple - Second Interment	465	465
Adult Grave - Triple - Third Interment	390	390
Cremated Remains Plot - Single Casket - Second, Third or Fourth Interment	240	240
Cremated Remains Plot - Two Caskets - Second and Third or Third and Fourth Interments	295	295
Cremated Remains Plot - Second, Third or Fourth Interment for a Child aged 5 or under	NIL	NIL
Other		
Oversized Grave - Additional Fee (Standard Coffin Size is 6'6" x 26")	55	55
Casket Additional Fee	115	115
Late or Early Arrival at the Cemetery per Quarter Hour	30	30

Out of Parish Area Charge (Interment Fees Only)	4x	4x
Exhumations		
Cremated Remains Plots - ALL at Actual Cost		
Memorials		
Additional Inscription Licence Fee	50	50
Late or Early Arrival at the Cemetery per Quarter Hour	0	10