

**Malmesbury Town Council
Burial Committee**

Minutes of the Burial Committee Meeting held via Zoom on 24th June 2020 at 7pm

PRESENT: Councillors: C Ritchie, F Vandelli, W Jones, P Exton & P Smith

ALSO PRESENT: Deputy Town Clerk

Cllr Smith thanked Cllr Ritchie for his last two years of Chairmanship of the Committee

BC/21. To receive apologies for absence

None

BC/22. To receive declarations of interest

None

BC/23. Public question time in respect of items on this agenda

None

BC/24. To approve Minutes of meeting held on the 19th February 2020

Minutes were approved and signed as a correct record

BC/25. To note income & expenditure report

Members noted the report. It was also noted that the Lodge would be managed by the Town Hall & Facilities Committee and that any income & expenditure from the Lodge would be moved to the correct cost centre (701)

BC/26. To approve final drafts of Cemetery Headstone/Interment Regulations

It was agreed that more research is required to effectively manage proposed regulations. Clerk to determine historical regulations and the dates of changes imposed. It was also noted that measurement of Cremation Area Memorials needs to be amended. Item to be deferred to next meeting.

BC/27. To formalise notes of ‘on-site’ meetings held on the 8th November & 3rd December 2019 - report to identify priorities and actions.

The report was noted and priorities identified by members. It was agreed that an ‘on site’ meeting should take place in the next couple of weeks to progress.

Signed.....

Date.....

BC/28. To receive an update on Tetbury Hill Gardens Residents Association

Cllr Smith had visited the lane during a recent heavy rain storm & taken pictures. It was noted that there did not appear to be excessive run off directly from the Cemetery into the lane. Following discussion it was agreed that a meeting would be arranged by the Town Clerk with Burial Committee members and the Residents Association to discuss.

BC/29. To note that work on agreed alterations to the driveway/gateway will take place as soon as COVID-19 restrictions allow.

It was agreed that the Clerk would contact David Horton Ltd to accept their quote and begin work as soon as possible.

BC/30. To receive an update on the Lodge refurbishment

Cllr Jones had met with the Town Clerk at the Lodge to note necessary refurbishments. Work is progressing and it hoped that a tenant can soon be found.

BC/31. To receive an update on the Cemetery Software

It was noted that this is currently slow moving given the office restrictions. Members agreed that Cemetery Mapping would be a sensible idea and that it would be down to the office to determine what package would best suit needs.

The meeting closed at 8.24pm.

Signed.....

Date.....