

## Malmesbury Town Council

Minutes of the **Burial Committee Meeting**  
Held at Malmesbury Cemetery on **Wednesday 28<sup>th</sup> July 2021** at 7.00pm.

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**Present:** Councillors: P Exton, W Jones, C Ritchie (Chair), R Sanderson & P Smith

**Also present:** Claire Mann (Acting Town Clerk)

**BC/21/03 To receive apologies for absence**

Apologies received from Cllrs Vandelli & K Davies

**BC/21/04 To receive declarations of interest**

None

**BC/21/04 Public question time in respect of items included in this agenda**

None

**BC/21/04 To approve Minutes of the meeting held on 4<sup>th</sup> March**

The minutes of the meeting held on the 4<sup>th</sup> March were approved as a correct record.

**BC/21/04 To note income and expenditure report**

The Income & Expenditure Report was noted, it was agreed that 4017 & 4019 would be moved to the Town Hall & Facility Cost Centre (701) as that Committee now manages the Lodge.

*Cllr P Smith joined the meeting*

**BC/21/04 To receive an update on initial Environmental & Conservation activity and to consider preliminary proposals**

Cllr Ritchie circulated the report, following discussion it was agreed to accept the proposals;

- To thank the volunteer group for their report and proposals and to accept their offer to support the implementation of the proposals and future activity.
- To allocate up to £400 to be spent implementing the planting proposals in 1 and 3 (except trees and conifer hedge). Spend to be managed by the ATC.
- To agree to implement the recommendation for a slight increase in the time between strimming activity around individual graves, subject to review based on outcomes.
- To ask for a tree planting plan based on the proposals for consideration at our next meeting.
- To ask for proposals on further encouraging wildlife diversity, for example by construction of bird boxes, hedgehog covers and insect 'hotels', with a view to encouraging school and youth organisations in implementing these proposals.
- To agree to make information available to local schools and youth organisations on the opportunity to be involved in implementing and monitoring the effect of the proposals and anyone interested in the Cemetery as a nature and history.

- To agree to include plant, wildlife, general history and appropriate family history information about the Cemetery within Explore Malmesbury, with complementary printed leaflets (at a volume that can be printed using in house resources).
- To share this report and proposals to P&R, including results achieved, for incorporation into the developing plans for park maintenance and development, as appropriate.
- If these proposals are passed that they may be reported on the MTC website etc.

**BC/21/04 To receive an update on digital/electronic work on Cemetery data**

The Clerk reported that most of the work had now been completed in that all the Burial data is now on the software but that there is still much paperwork to be organised. Members agreed that Gill Davie would continue to complete the filing and disposal of obsolete files as necessary.

**BC/21/04 To identify remaining works to be completed for Cemetery Development Plan**

Members of the Committee then left the Chapel to look around the grounds and identify outstanding work. It was noted that;

- The damp patches in the Chapel require sealing and re-plastering
- Cupboard in the corner to house CCTV equipment and other items (to be confirmed at a future meeting)
- Clear out the Chapel to maximise use of the shed (new racking required)
- Work to path where tree roots have caused damage
- Level up tap (concrete pad uneven)
- Move Watering Can Station alongside hedge
- Replace kerb stones along Cremation area to match opposite and other end
- Remove & dispose of gates and fibre glass structure
- Check for service lines at end of A51
- Level up soil by path in MTC extension where necessary
- Plant new hedging at end of current hedge to new driveway
- Finish kerbing to gates along new driveway
- Check tap connection at top and cover piping
- Strip and varnish Chapel doors (bring out ironwork with contrasting colour)
- Top dressing along new driveway (not turning space at the top)
- Sell ride on mower and monitor other machinery
- Aim to have the Chapel functional by September

Meeting closed at 8.30pm