

**Malmesbury and Malmesbury St Paul Without
Joint Burial Committee**

**Minutes of the Meeting of the Joint Burial Committee held in the Cemetery
Chapel on Monday 1st June 2009 at 7pm**

PRESENT: Cllr B Ingham, – Chairman
Cllrs C Vernon, A Woodcock, P Dove, J Poole
S Cox and R Lee

PUBLIC: None

APOLOGIES: Cllr I Henderson

244. ELECTION OF CHAIRMAN

244.1 The Clerk took the Chair for this procedure

244.2. Cllr Ingham was elected Chairman for the ensuing year and resumed the Chair.

245. ELECTION OF VICE CHAIRMAN

245.1 Cllr Woodcock was elected Vice Chairman for the ensuing year.

246. DECLARATION OF INTEREST

246.1 To receive Declarations of Interest in accordance with the Local Councils (Model Code of Conduct) order 2007

246.2 Cllr Woodcock declared his interest in Matthews Undertakers

247. MINUTES

247.1 It was resolved that the minutes of the meeting held on the 9th February 2009 be approved and adopted, following the correction of a typing error.

247. REPORTS ON MATTERS CONSIDERED AT LAST MEETING

247.1 There had been no further contact from Mr Hazell

247.2 The insurance was renewed with Ecclesiastical

248. FINANCIAL REPORT

248.1 The Clerk gave the balances at 31st May 2009 and confirmed they were reconciled with the bank.

248.2 It was resolved that Cllr Vernon would investigate higher interest rate options

248.3 The Annual Return and Internal Audit was agreed and signed off by the Chairman

248.4 Risk Assessment – The Committee adopted a Risk Assessment statement compiled by Cllr Vernon

249. CORRESPONDENCE

249.1 There was no correspondence

250. CEMETERY CHAPEL

250.1 The Clerk reported that he had notified the local clergy and the press that the Chapel was no longer available for funerals

250.2 It was agreed that the chapel would be used as a store and final options left on hold

250.3 Cllr Woodcock queried what was to happen to the chapel artefacts and furniture. It was agreed that all would remain in the chapel and that Cllr Woodcock would try and contact the relatives that made the donations

251. CEMETERY LODGE

251.1 The Clerk reported that the boiler had broken down beyond repair and that the Chairman had given permission for a replacement to be installed. This work had now been carried out plus other minor works in the kitchen and WC.

251.2 The Chairman and Clerk to arrange the annual lodge inspection

252. CEMETERY INSPECTION

252.1 Some quotations received for the field. It was agreed that the contractors should be sent a written specification and asked to quote again. It was also agreed that a fourth contractor, Mr Phil Ward be invited to quote

252.2 It was agreed that the plastic grave shell be disposed of as no longer used.

252.3 It was resolved that the grounds man be instructed to mow or strim all areas of decaying flowers

252.3 The stone cross on the Mirian/Bishop grave was unsafe and toppled. It was resolved that the grounds men would lay flat and safe. The Clerk to try and locate next of kin

252.4 The Clerk was asked to instruct the grounds man to apply weed killer to path areas

252.5 The Clerk was instructed to write to the grounds men, thanking them for their work

253. DATE OF NEXT MEETING 7pm Monday 21st September 2009 in the Malting Hall

Signed

Date