

**Malmesbury Town Council
Burial Committee**

Minutes of the Burial Committee Meeting held via Zoom on 14th October 2020 at 7pm

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

ALSO PRESENT: Deputy Town Clerk & 3 members of the public

BC/32. To receive apologies for absence

All present

BC/33. To receive declarations of interest

None

BC/34. Public question time in respect of items on this agenda

None

It was agreed that item 9 on the agenda would be brought forwards

BC/35. To consider gateway requirements at Tetbury Hill Gardens Lane

The Committee had received correspondence from the Tetbury Hill Gardens Residents Association to request that a resident with limited mobility is given a key but that it is not for use by the general public. Members of the resident’s association put their request to the Committee and then left the meeting.

Following discussion, it was resolved that no one should hold a key other than the town council staff.

BC/36. To approve Minutes of meeting held on the 24th June 2020

Minutes of the meeting held on the 24th June were approved as a correct record

BC/37. To note income and expenditure report

Members noted the report

BC/38. To approve final drafts of Cemetery/Headstone/Interment Regulations & consider way forward with previously agreed regulations

It was agreed that the Clerk would carry out further research to discover how other Cemeteries operate with regard to inspections/charges/regulations.

Signed.....

Date.....

BC/39. To consider report circulated – Cemetery Layout (Cllr Smith)

Cllr Smith had circulated the report, it was agreed to accept 3.1, 3.3, 3.4 & 3.5;

- That each plot is clearly marked with a marker plate that will in the future will be where the headstones will go. This will enable the grave diggers to accurately prepare the ground for the foreseeable future. This relates to burials and cremated remains. Slabs from the new grave are then to be laid on the next row as marker for that row and the resulting hole is for the headstone to be sited by stone masons.
- The grave digger be instructed to find a method of not putting the dug soil on top of the neighbouring graves by way of a platform or wheeling soil away safely using planks to protect the grounds.
- Committee authorises funds from existing budgets to purchasing the headstone bases.
- The swathe of new soil area be prepared and seeded, repairing any damage to the fence as needed. This area to then be prepared for cremated remains.

BC/40. To consider placement of bench by new cremation area (request from relative)

The request was agreed, Cllrs will meet at the Cemetery to identify suitable sites. MTC will provide a slab to site the bench and the bench will be purchased & maintained by those requesting it.

BC/41. To note works completed and work yet to be undertaken.

Repairs to the Chapel roof and walls were noted. It was **agreed** that the store agreed behind the Chapel needs to very robust, along the lines of a log cabin or metal container with wooden cladding. It was **agreed** that the newly discovered hole to the roof would be repaired and that the drainpipes/gutters would be cleared, repaired and set above ground, with the use of a shoe, to direct run off away from the Chapel.

The meeting closed at 8.51pm.

Signed.....

Date.....