

## Malmesbury Town Council

### Minutes of the **Burial Committee Meeting**

Held at Malmesbury Cemetery on **Wednesday 13<sup>th</sup> October 2021** at 7.00pm.

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**Present:** Councillors: P Exton, C Ritchie (Chair) & F Vandelli

**Also present:** Claire Mann (Town Clerk) & Cllr P Smith

**BC/21/05 To receive apologies for absence**

Apologies received from Cllrs Sanderson & W Jones

**BC/21/06 To receive declarations of interest**

None

**BC/21/07 Public question time in respect of items included in this agenda**

None

**BC/21/08 To approve Minutes of the meeting held on 28<sup>th</sup> July**

The minutes of the meeting held on the 28<sup>th</sup> July were approved as a correct record.

**BC/21/09 To note income and expenditure report & to commence consideration of budget proposals for the operation of the cemetery in financial year 2022/23**

The Income & Expenditure Report was noted. It was agreed that the Burial Committee would allocate the following for its budget;

1036	Burial/crem/fees/rights	£11,000
1039	Memorial Fees	£2,300
4016	Cemetery Insurance	£2,200
4018	Cemetery Utilities	£800
4021	Cemetery General M'tnce	£4,000
4022	ICCM Membership	£100

EMR CIL leftover development fund £6,000

*It was resolved to bring Item 8 forwards*

**BC/21/10 To review Burial Fees**

It was resolved that there would be a 5% increase (to the nearest sensible rounding) in Burial Fees as there has been no increase since 2020, to be put in effect from April 2022

**BC/21/11 To receive report on remaining documentation & historical data and determine next steps (CM)**

The Clerk reported that all data from the Burial Records is now on the software, Gill Davie has found several files in the Neibull Room that need to be organised. It was agreed that Gill will continue the work and this will identify records that can be deposited at the History Centre and obsolete paperwork that can be destroyed.

Thanks were expressed to Gill for her hard work.

**BC/21/12 To review and agree next steps on the adoption and implementation of the Cemetery Conservation management Plan (Cllr Ritchie)**

Cllr Ritchie had circulated the proposed plan and sketches, it is hoped that the plan will encourage wildlife and plants to thrive in the Cemetery. It was noted by all that communications and discussions should take place with the Groundsmen regularly.

It was resolved to adopt the proposed plan and that £750.00 would be allocated towards the initiative. Thanks were expressed to Ann Skinner, Melissa Robb & Sue Alexander for their work and that the Council is looking forwards to working with them.

**BC/21/13 To receive a verbal update on research being undertaken by the U3A family History Group on interments at the Cemetery in the period before 1939**

Cllr Ritchie reported that members of the U3A Family History Group are researching burials that took place before 1939, it is intended that information of local historical interest will be shared with the Community with constant monitoring of the family's involvement and sensitive handling.

**BC/21/14 To consider Malmesbury Town Council response to Local Nature Recovery Strategy**

It was resolved that the Clerk would complete the Survey using knowledge & information that has been discussed at meetings previously <https://consult.defra.gov.uk/land-use/local-nature-recovery-strategies/>

Meeting closed at 8.20pm