

## **Malmesbury Town Council**

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

Held at Malmesbury Town Hall on **Thursday 23<sup>rd</sup> October 2019** at 7.30pm.

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**PRESENT:** Deputy Mayor Councillor C M Ritchie (Chair), P J Exton, W R Jones, P Newman, F Vandelli (Vice Chair).

**ALSO PRESENT:** There were no members of the public present.

**APOLOGIES:** None.

**DECLARATIONS OF INTEREST:** None.

**PUBLIC QUESTION TIME:** None

**1. To receive apologies for absence.**

There were no apologies.

**2. Public questions in respect of the items on the agenda.**

There were no public questions

**3. To receive and adopt the minutes for the Burial Committee meeting on the 27<sup>th</sup> June 2019**

The minutes for the Burial Committee meeting on the 27<sup>th</sup> June 2019n were approved and adopted as a true record.

**4. To review and agree the cemetery rates ( as outlined in report No 1)**

The Committee considered the current rates, and compared them with nearby council cemetery rates.

**Resolved** that the cemetery rates be increased by 5% as form the 1.4.20.

**5. To consider the purchase of Cemetery Management Software (as outlined in Report No 2).**

The Committee compared two comparative Cemetery Management Software packages; one based on full ownership and local data storage, and one based on software rental and storage managed by the provider. The former was consider preferable due to the sensitive nature of the data held by the council.

**Resolved** to purchase the RIALTAS management software, including set up support and training.

**6. To consider the development of a Conservation Plan for the Cemetery (as outlined in Report No 3).**

Cllr Ritchie outlined an outline report of what a conservation plan for the cemetery might entail. This highlighted the work of 'Caring for Gods Acre'(CofGA) who give specific advice on developing cemetery conservation plans and site management briefs.

**Resolved** to allocate budget of £750 and to commission CofGA to develop a site management plan and brief.

**7. To consider the budget requirements for the effective running of the Cemetery.**

The meeting ended at 9.10pm.