

Malmesbury Town Council

Minutes of the **Burial Committee Meeting**

Held at Malmesbury Town Hall on **Thursday 27th June 2019** at 7.00pm.

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 consider the request to plant a Rowan Tree.

The request by a resident neighbour was to plant a Rowan tree was noted. There was principle support for the request but it was considered more detail (regrading location, who and how the tree would be planted) was needed before final approval.

Resolved: that Cllr Ritchie to meet the resident to discuss.

4. To consider the purchase of RIALTAS Cemetery Management Software. Management Software.

The proposal to purchase the RIALTAS Cemetery Management Software. Management Software was considered. There was general support for the implementing an electronic management system to ensure the effective running of the Cemetery and the safe keeping of its records. It was considered more research be done to assess any implications of using the RILATAs package, and also look into other options to compare.

Resolved: that the Town Clerk to research RIALTAS and similar software packages and feedback to the Burial Committee.

5. To consider the development of a Conservation Plan for the Cemetery.

Cllr Ritchie presented ideas about the possibility of introducing a 'conservation' aspect to the Cemetery. While there was general support for such an initiative it was considered more research was needed to assess the implications of the compatibility of a cemetery with a conservation area.

Resolved: that Cllr Ritchie to research the compatibility implications further, and report back to the Committee.

6. To consider the budget requirements for the effective running of the Cemetery.

The formation of a revised budget to support the Cemetery functions was discussed, as or when the Joint Burial Agreement was finalised.

Resolved: that the Town Clerk to clarify the budget costs and feedback to the Committee.

7. To consider and feedback on proposed Committee re-structure.

The proposed Committee re-structure was considered. It was noted that the Cemetery had its own business needs in respect of policy, overall vision of the Cemetery, and legal aspects; all of which will require due diligence and time over the coming year. It was considered the Lodge should be overseen by the Town Hall and Facilities Committee, as could the toilets. The Chapel was considered to sit integrally to the Cemetery.

Resolved: to feedback to the Policy and Resource Committee that the Burial Committee be maintained with quarterly meetings and that the structural responsibilities for the Chapel, toilets, and lodge be overseen by the Town hall and Facilities Committee. The purpose of the Chapel should remain within the responsibility of the Burial Committee.

The meeting ended at 8.30pm.

Date of next Full Council Meeting: 23.7.19