



# MALMESBURY TOWN COUNCIL

Minutes of the **Burial Committee Meeting**  
Held at Malmesbury Cemetery Chapel on **Tuesday 7<sup>th</sup> October 2025** at 7pm.

---

**Present:** Councillors I Wallis, M Crawford-Price, P Exton, H Hughes, S D'Arcy

**Also present:** Lisa Dent (Dep Town Clerk)

**BC/25/29 To receive apologies for absence**

Apologies received from Cllrs S James and K Power.

**BC/25/30 To receive declarations of interest**

None received.

**BC/25/31 Public participation in respect of items included in this agenda.**

None received.

**BC/25/32 To approve the minutes of the meeting held on 8th October 2024 and 3<sup>rd</sup> June 2025.**

The minutes were approved and signed as a correct record.

**BC/25/33 To note income & expenditure report.**

The income and expenditure report was noted alongside the annual budget statement

Cemetery Conservation works for wildflower planting has been undertaken with actual costs in the region of £400 from a budget of £750.

Cemetery general maintenance figure is higher than budgeted and includes substantial treeworks, repairs to stone walling and tarmac patching kits. It was agreed to return this nominal code to a manual forecast to assist with more accurate projections.

**BC/25/34 To note interments to date.**

The interments to date were noted.

Cllr Wallis will enquire about burial location preferences with local funeral director. Town Clerk to investigate obtaining historic data to inform on the number of deaths in Malmesbury within the town council boundary.

**BC/25/35 To receive an update on wildflower planting**

Planting has been completed by volunteers with use of hired mechanical digger. This is a 3 year project and gaps may need to be patched with additional planting. A photographic record will be taken of the developing planting.

**BC/25/36 To note and consider project status report**

The report was noted and the following comments made:-

Cllr D'Arcy will send Cllr Crawford-Price a copy of Cemetery presentation for noticeboard.

Committee members notice to be checked for accuracy.

Ground staff to schedule bench treatment if not already done so.

Broken slabs have been cleared.

Additional items to be added:-

Painting/maintenance of railings (if ground staff cannot undertake the works a quote will be obtained.)

New area to the left of wildflowers is appropriate for a bench. Town Clerk to advertise this on social media and the Town Council will consider permission for a memorial bench.

No mow May and schedule of mowing is to be discussed at the next meeting. Cllr Crawford-Price will discuss options with grounds staff and will provide further information.

Relocation of bug hotel is also deferred to the next meeting and that it may be beneficial to hold the meeting at the Cemetery Chapel.

Quotes have been obtained for roofing and maintenance works to the Cemetery Chapel. These were considered and it was agreed to accept the roofing quote from Dan Bailey Building Ltd to strip roof, re-felt, re-batten and re-tile using existing tiles for £9700 plus VAT.

The internal maintenance works/quotes will be referred to when the town council undertakes business planning.

**BC/25/37**

**To consider fee increases for the next financial year**

It was requested that the wording for Part 1 – interments a) is revised.

Following consideration it was agreed that the committee would review increase in line with the precept unless the committee decides otherwise. The Burial committee agreed that there would be no increase to fees for next financial year.

**BC/25/38**

**To consider budgetary requirements for 2026/27**

It was resolved to put the following forward to Policy and Resources committee;

• 1036	Burial/Crem fees/rights	£14,490.00
• 1039	Memorial fees	£ 3,150.00
• 1042	SSE Consents (income)	£ 50.00
• 4016	Cemetery insurance	£ 4,000.00
• 4018	Cemetery utilities	£ 2,000.00
• 4019	Cemetery Lodge maintenance	£ 1,500.00
• 4021	Cemetery general maintenance	£ 5,000.00
• 4022	ICCM Membership	£ 110.00
• 4027	Cem. Conservation Group	£ 750.00

Meeting was closed at 8.17 p.m.