



MALMESBURY TOWN COUNCIL

Minutes of the **Burial Committee Meeting**
Held at Malmesbury Town Hall on **Tuesday 8th October** at 7.00pm.

Present: Councillors I Wallis, K Power, S D'Arcy & S James.

Also present: Claire Mann (Town Clerk)

BC/24/22 To receive apologies for absence

Apologies received from Cllrs Ritchie & W Jones.

BC/24/23 To receive declarations of interest

None received.

BC/24/24 Public question time in respect of items included in this agenda.

None received.

BC/24/25 To approve minutes of the meeting held on the 4th June 2024

The minutes were approved and signed as a correct record.

BC/24/26 To note income and expenditure report

The income and expenditure report was noted. The Clerk will investigate the status of payments due, or otherwise, from St Paul Malmesbury Without Parish Council.

BC/24/27 To note interments to date.

The report was noted.

BC/24/28 To note progress and determine next steps for Cemetery Chapel Workshop – including discussion on Men's Shed project.

Following discussion it was agreed that the working group (consisting of all Burial Committee members) would identify operational procedures and look at the facilities that are required, likely costs, and usage.

The Town Clerk will organise a meeting in early November for members to discuss.

BC/24/29 To consider budgetary requirements for 2025/26.

It was resolved to put the following forwards to the Policy & Resources Committee;

- 1036 Burial/Crem Fees £14,490.00
- 1039 Memorial Fees £3,150.00
- 1042 SSE Consents £50.00
- 4016 Cemetery Insurance £3,500.00
- 4018 Cemetery Utilities £2,000.00
- 4019 Cemetery Lodge Maintenance £1,500.00
- 4021 Cemetery General Maintenance £3,750.00
- 4022 ICCM Membership £110.00
- 4027 Cem. Conservation Group £750.00

BC/24/30 To agree grass cutting schedule and no mowing schedules.

It was resolved that the frequency of grass cutting currently undertaken at the Cemetery is sufficient and does not need to be altered.

BC/24/31 To receive an update on training for ground staff on unstable gravestones.

It was agreed that the Town Clerk will arrange for the Grounds Staff to attend a Headstone Safety Course as soon as possible.

BC/24/32 To receive noticeboard update and signage that needs to be displayed.

The board has been ordered and will be delivered shortly. The Town Clerk was asked to circulate existing information that can be displayed and Cllr Ritchie will be asked for a summary of the Conservation Plan to also be displayed.

Meeting closed at 7.55pm