

Northborough Parish Council

www.northboroughpc.co.uk

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DRAFT MINUTES TO BE APPROVED AT THE NEXT MEETING

Minutes of a Meeting of the Burials Committee

held on **Monday 24th February 2020** from 7.40pm

- BC20.1 **Members present:** Councillors John Dadge, Malcolm Spinks, Brian Spriggs, Resident Margaret Sleet
In attendance: Clerk Catherine Franks
- BC20.2 **Apologies for absence:** None
- BC20.3 The resignation of Cllr Spriggs as Chair was noted. Margaret Sleet was nominated as Chair by John Dadge, seconded by Malcolm Spinks and duly elected.
- BC20.4 **Minutes of the Committee Meeting held on Monday 23rd September 2019** were confirmed as a true record and signed by the Chair
- BC20.5 **Public forum:** No members of the public present
- BC20.6 Details of the Government's Children's Funeral Fund were noted
- BC20.7 Members updated on the previously agreed programme of work as follows:
- Burial records.** All progressing but not yet complete. Noted that Council had approved the recruitment of a part-time assistant to take on updating and digitising of records. Work to date had highlighted reserved plots that were unlikely to be used by their owners – this was noted. Exclusive rights had to expire before they could be reallocated.
 - Publishable regulations and fees.** John Dadge reported that the Regulations document appeared fit for purpose and he had edited the Cemetery Guide. **ACTION – All** to check edited documents for accuracy pending publication during March. Members reviewed the fee table and Agreed amendments. **ACTION – Clerk** to draft
 - Publishable and internal procedures.** Still in progress
 - Review of physical appearance** (including noticeboard, street furniture, planting etc). Noted that the agreed expenditure on a new noticeboard was included in the 2020/21 budget. **ACTION - Clerk** to progress. A date was Agreed to undertake a 'walkabout' of the cemetery to review appearance. **ACTION – All** as Minuted previously (BC19.6)
- BC20.8 **Budget**
- To note budget remaining for burial grounds 2019/20. Clerk's report and comments were noted
 - To note budget allocated for burial grounds 2020/21. Clerk's report was noted
- BC20.9 **Software for cemetery administration.** Clerk had researched bespoke software and found packages to be very expensive. It was Agreed to continue use of Excel spreadsheets with a revision of the design make fit for purpose. **ACTION - Clerk**
- BC20.10 **Churchyard footpath.** Noted that designs had been agreed by Council and passed to the Parochial Church Council for a faculty application to be submitted to the Diocese. Council will also progress invitation of quotes from potential suppliers
- BC20.11 **Recommendations for expenditure** to be made to Council. None
- BC20.12 **Next committee meeting** will be held on **Monday 22nd June 2020** from 7.30pm

Meeting closed at 20:30