

Minutes of a Meeting of the Burials Committee

on Monday 28th February 2022 from 7.30pm at Northborough Village Hall

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

- BC22.1 **Members present:** Margaret Sleet (Chair), Malcolm Spinks, Brian Spriggs, John Dadge
In attendance: Clerk Catherine Franks
- BC22.2 **Public forum:** None.
- BC22.3 **Minutes of the previous meeting,** held on Monday 27th September 2021, were Proposed by John Dadge, Seconded by Brian Spriggs and Confirmed as a true record, to be signed by the Chair following the meeting.
- BC22.4 No applications were received for the one vacancy on the Committee, although an expression of interest had been made. Carried forward.
- BC22.5 **Clerk's report:** Period since the previous meeting had been busier than similar time period in recent years, with several ashes interments, one burial and a number of plot reservations. It was noted that some unusually complex enquiries had been dealt with.
- BC22.6 **Additional capacity for cremated remains.** It was a) Proposed by Margaret Sleet, Seconded by Malcolm Spinks and RESOLVED to add to the plan a further 19 plots in available space within the current ashes area, and b) Proposed by Margaret Sleet, Seconded by Malcolm Spinks and RESOLVED to mark each available plot with an identifier stone. It was further Proposed by Margaret Sleet, Seconded by John Dadge and RESOLVED to allow a flat memorial stone only, for all ashes plots in the row adjacent to the path.
- BC22.7 **Outstanding works,** updated as follows:
- Cemetery footpath refurbishment: Complete.
 - Headstone safety work: Complete
 - Cemetery gates: John Dadge advised, and the Committee agreed, to pause refurbishment and re-assess every six months.
 - Transfer of administrative records to electronic format: Clerk advised that the freelancer as unable to continue work due to personal circumstances but a replacement had been found, which members agreed as a suitable alternative. Clerk to report to council.
 - Update of burial registers: Margaret Sleet updated on progress to date.
- BC22.8 **Additional maintenance or administration requirements:** None.
- BC22.9 **Budget and expenditure:**
- The current balance of accounts against budget for 2021/22 and the budget set by council for 2022/23 for the burial grounds were reported by the Clerk.
 - No recommendations for expenditure were to be made to Council.
- BC22.10 **Date of next meeting** was confirmed as Monday 27th June 2022.

Meeting closed at 20:25