



Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan
Forden with Leighton and Trelystan Community Council
 Cefn Derw, Forden, Welshpool, Powys. SY21 8LZ

Clerc i'r Cyngor | Clerk to the Council: Lee Davies

APPROVED MEETING OF CEMETERY COMMITTEE
held on Thursday 17th March 2022 7:00pm
 held remotely via Microsoft Teams

1. Welcome, Attendance:

- 1.1. The Chairperson welcomed Councillors and Clerk to the council's remote live-streamed Cemetery Committee meeting and sought assurance that everyone could be heard and could engage in the meeting
- 1.2. Attendance: Cllr Suzanne Rowlands (Chair), Cllr Anthony Day, Cllr Rachael Briggs, Cllr Shaun Rees
- 1.3. Apologies: Cllr Neil Edwards
- 1.4. *In attendance:* Lee Davies (Clerk to the Council), Phillipa Harrison of PEAR Technologies (invited guest)

2. Declarations of Members' Interests and Dispensations:

- 2.1. Cllr Shaun Rees – Item 7

3. Public Participation:

- 3.1 **None**

4. Minutes of Previous Meeting

- 4.1 To approve & sign the minutes as a correct record of the remote Cemetery Meeting dated 18th November 2021 (paper 4.1)

APPROVED

- 4.2 To report, for information purposes only, matters arising from the minutes of the remote Cemetery Committee Meeting 18th November 2021, that are not in this agenda

- 4.2.1 Clerk is in the process of contacting the current W.I Chair regarding the tree at the entrance to the cemetery.
- 4.2.2 Key for the Council safe has still not been found and is not in the possession of the Clerk. More investigation is needed and perhaps some photos of the safe are required.

5. Correspondence

- 5.1 **None**

6. Internments and Memorial

- 6.1 To note any internments and/or memorials installed since the last meeting and discuss any issues or improvements identified.

None

Cllr Shaun Rees declared an interest regarding Item 7 on the agenda, Cemetery grounds and maintenance, and so this was deferred to the end of the meeting so that he would be present for all other items.

Cllr Shaun Rees left the meeting at 7:54

7. Cemetery grounds and maintenance

- 7.1 To report and resolve if desired any business in connection to the grounds and general maintenance of the cemetery.

Initial.....

7.1.2 CEMETERY GROUNDS PROCUREMENT CONTRACT. The specification and returned quotes were reviewed. Due to the conflict of interest all contractors' names were redacted from view and the committee members, less Cllr Rees, chose a contractor that offered the best value for money to the Council. The winning contractor price is still more than the allocated budget for the committee, so it was resolved to go back to full council and seek additional funds at the next meeting.

ACTION: Clerk to action

8. Data Collection and Storage

8.1 To review and resolve if necessary, the revised price from the already procured option for digital management system from Pear Technologies as described below:

8.1.1 **Pear** – Pear are a well-known mapping company in the UK and offer a very comprehensive package for the management of cemeteries. Examples of what they can offer can be found at link <https://www.peartechnology.co.uk/cemetery-services/> with a revised quote (paper 8.1.1) at £50 more on the one-off price but £50 less on the per year cost - **£1350 one off fee and £100 per year.**

8.1.2 The other option would be to pay to have a new plan drawn up and to purchase new record books and pay for extra hours to have the data re written correctly on both – estimated cost for this would be approximately the same as the one-off cost but there would be no annual fee.

Chair, Cllr Suzanne Rowlands welcomed Philippa Harrison, a representative from Pear, who kindly joined the meeting to discuss the package offered to the Council.

Philippa gave a demonstration on their database which included how it would look and how to input data. The Clerk/Council would be given an excel spreadsheet to input all the information from the current record books which Pear would then transfer onto the digital copy.

She clarified that all the data provided by the Council will be secure in the cloud and ultimately owned by the Council.

If Pear and the Council were to discontinue their association then all information would be handed over to the Council in a transformable format to any other data base.

If the Council chose not to pay the yearly £100 charge for technical help, but required further tech help in the future, that would charge at £85 per hour.

With no further questions from the Council, Cllr Suzanne Rowlands thanked Philippa who left the meeting at 7:42pm.

After discussing the options available to them the Cemetery Committee agreed to purchase the digital management system from Pear to future proof the data held by the council.

The price quoted is more than the allocated budget for the committee in the 2022 – 2023 budget so it was resolved to go back to full council and seek additional funds at the next meeting.

9. Chairperson’s & Members announcements for information, items for future cemetery agenda & data of next meeting:

10.1 Chairperson’s announcements: to receive for information announcements from the Chairperson and Members **None**

10.2 Items for future agenda: to bring forward for information items for consideration for future agenda
 10.2.1 Overgrown path in the Cemetery

10.3 Date of next meeting for information: Thursday 14th July 2022 at 7:00pm

Meeting closed at 8:07pm

Signed on behalf of the Cemetery committee as a correct record Date.....

Initial.....