

HOLYHEAD JOINT BURIAL COMMITTEE
MEETING FRIDAY 8 OCTOBER 2021 2.00 p.m.

Councillors present: - Keith R Roberts (Chairing), Hywel Williams, Mrs Ailia Lewis MBE, Sue Conrad-Smith, and Adrienne Edwards

In attendance:

Robert Henderson Clerk/Supervisor

Mrs P R Scott Clerk/Typist

1. The Chairman welcomed all present to the meeting.

APOOGIES for absence were received from Councillors Mrs Beryl Warner BEM, Ken Tatlock, Richard Parry, Mrs Cindy McDermott, and Revd. Elfryn Jones

2. DECLARATION OF INTEREST BY ANY COUNCILLOR OR OFFICER:

No declarations were made.

3. To receive, as a true record, the Minutes of the previous Meeting held on Wednesday 30 June 2021:

It was resolved, proposed, and seconded to receive the Minutes as a true record.
Minute no. 377/2021

4. ACCOUNTS PAID:

Total June £6,866.28 (BACS and cheque nos. 000155 – 000161

Total July £7,112.63 (BACS and cheque nos. 000162 – 000169)

Total August ££8014.46 (BACS and cheque no's 000170 – 000176)

It was resolved, proposed, and seconded to approve all Accounts paid.

Minute no. 378/2021

The Clerk stated that two members of staff had now been trained to carry out Memorial safety which had to be carried out every five years as the Quote for someone from outside the area to carry this out would have been too costly for the Burial Committee.

5. UP-DATE ON DIGITALISATION OF ALL BURIAL RECORDS:

The Clerk/Supervisor stated that he had received two Quotations but the one from RIALTAS was more favourable as we already use this Company for the Town Council accounting system, therefore we recommend them to the Burial Board.

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All in all, the package is around £2,000 per annum. This would give an accounting software and a Memorial/Burial records software. The price includes five Licences and training.

It was resolved, proposed, and seconded that the Clerk/Supervisor should place the order for the system.

Minute no. 379/2021

The Clerk/Supervisor informed the Committee that RIALTAS recommended there be a local person input all the Burial records onto the new digital system as this would assist with local knowledge and in identifying place names/addresses.

It was resolved, proposed, and seconded that the Clerk/Supervisor should draw up a Job application and salary scale to bring back to the next meeting to be held in November 2021 for the role of Memorial Burial Records Data Imputer.

Minute no. 380/2021

The meeting concluded at 2.30 p.m.
