

BTC Cemetery Working Group

Notes from meeting in Jan 2017

Margaret Howell, Margaret Kiloh, David Wilson and Glenna Favell met on 03 Jan 2017.

Following a site meeting in December 2016, there are some recommendations from the working group:

- The cat should not be allowed into the Chapel or Ceremonies Room.
- The armchair should be removed from the Ceremonies Room, which should not be used for by staff for their breaks.
- Nothing should be stored on top of the lavatory area without consulting the Town Clerk first.
- The Victorian (brass?) cross should be cleaned and kept in a secure place so that it can replace the wooden cross on the altar for services.
- The maps and documents that are currently stored under the altar should be reviewed, scanned and stored safely. Facsimiles of the maps could be framed and placed and hung in the Ceremonies Room, per the agreed Business Plan.
- There needs to be a power point for the fridge (yet to be purchased).
- There was concern that the water heater is not easily accessible for servicing (as the group could not locate it).
- A decision is needed regarding who will clean the Chapel and Ceremonies Room and how often.
- Would it be possible to place a large cupboard over the electricity supply board that could be used to store cleaning utensils?
- Could the brocade altar covering be cleaned? (After the documents and cross have been removed)
- Several Councillors have tablecloths that could possibly be used for altar cloths so that they can be alternated for laundering. Please could the present one be measured? (It is very dirty due to building works and animal footprints)
- It is felt that the floor in the Chapel is best left to breath.
- Following discussions about the floor in the Ceremonies Room, it is felt that expert advice is sought. Suggestions included tile-on tile, wood or a large sisal carpet that could be rolled up to allow the floor to breath when not in use. A large washable doormat between the door and the kitchen would keep dirt to a minimum and allow the floor to be built up by the door for easier wheelchair access.
- The Ashes Scattering Area could have a beautiful shrub-in-a-tub over the drain cover and the area surrounding it grassed. GF will discuss the issue with a funeral director to ascertain how best to delineate the area.
- DW noted that the bier belongs to BTC, so it is suggested that it could be given to a museum or the auctioneer could be approached regarding selling it. GF will also seek advice from Peter Howell of the Victorian Society.
- It was felt that the Ceremonies Room should primarily be used for ceremonies, wakes and as a reception area for funerals, but MK will enquire about the volume of storage that is wanted by the Historical Society for storing their archives.
- All 40 chairs donated by English Heritage are now in the Chapel. The pews are in the Ceremonies Room. It is felt that just ten folding chairs need to be purchased to supplement the seating (possibly from Ikea).
- The possibility of asking the WI if they would consider making cushions for the pews was considered. MH has some material that may be suitable.
- Ikea was suggested as a suitable place to buy crockery.
- It was agreed that clearing the remaining overgrown path towards the Lower Cemetery, when time allows, is a good idea.

Post meeting note: The Cemetery Notice Board will need to be replaced as the information is out of date, for example, the regulations regarding dogs.