



# PINCHBECK PARISH COUNCIL

## CEMETERY COMMITTEE

**Notice is hereby given**, and all members of the Cemetery Committee are summoned to attend a meeting to be held 19:00 Monday, 20 October 2025 at Pinchbeck Community Hub & Library.

*Robert Smith*

Clerk  
Pinchbeck Parish Council  
15 October 2025  
[clerk@pinchbeck-pc.gov.uk](mailto:clerk@pinchbeck-pc.gov.uk)

### **AGENDA**

**1. Apologies for Absence**

To note attendance and receive apologies for absence.

**2. Declarations of Interest**

To receive declarations of pecuniary or other interests and requests for dispensation.

**3. Terms of Reference**

To review the updated [Terms of Reference](#) for the Cemetery Committee and make any recommendations for adoption by Full Council.

**4. Exclusion of the Press and Public**

To resolve that, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the following items of business on the grounds that they may involve the likely disclosure of sensitive or confidential information relating to cemetery records, grave locations, or personal data.

**5. Cemetery Mapping and Records – Current Position and Proposals**

- To receive an update on mapping and investigation work undertaken by Cllr Wood.
- To note current mapping and record-keeping arrangements and resources (grave and burial registers, Scribe Cemetery, Excel records, Parish Online mapping, and QGIS developments).
- To consider third-party proposals received from:
  - Pear Technology Services Ltd (mapping)
  - Edge IT Systems Ltd (cemetery management software)
- To assess cost–benefit of these options against existing resources and subscriptions.
- To decide on preferred options and next steps (delegated decision - Parish Council minute 25.151).

**6. Blue Gowt Lane Cemetery – Plot Planning and Operational Readiness**

- To consider plot layout and mapping work for Blue Gowt Lane Cemetery.
- To review and make recommendations on arrangements and timing for opening the site for burials.

**7. Procedures for Burial and Interment Administration**

To review and agree procedures for:

- Issuing grave and ashes plots.
- Booking and marking out plots.

- Attendance at burials to verify identity and location (statutory duty).
- Recording of interments and ongoing record maintenance.

**8. Memorial Testing and Statutory Cemetery Duties**

To review the Parish Council's duties in respect of memorial safety and other statutory responsibilities, and to agree procedures and inspection schedules in line with the Committee's Terms of Reference.

**9. Next Steps and Future Meetings**

To agree actions arising and schedule the next Committee meeting.