

Minutes of a meeting of Marcham and Frilford Joint Burial Committee held on Monday 9th March 2026 at 7.10 p.m. in the village hall, Barrow Close, Marcham.

Present: Mark Harvie, Michael Hoath, Murray MacLean,
Ruth Mander, Andrew Mason, Tanya Rosenfeld, Joe Withers.
Clerk: Mrs. L. Martin
Joined by Sheena Bigden 7.17 p.m. and Keely Ewart-Brookes (7.23 p.m.).

- 1/2026 Apologies for Absence
No apologies for absence had been received.
- 2/2026 Declarations of Interest
There were no declarations of interest
- 3/2026 Minutes of the meeting held on 8th December, 2025
The minutes of the meeting held on 8th December, 2025 were agreed and signed as a true record of the meeting.
- 4/2026 Matters Arising
Old cemetery registers
The scanning of old cemetery registers needed to be undertaken.
- Signage for cemetery regarding dogs
The new signage permitting dogs within the cemetery needed to be undertaken. Signage would be placed on the gates.
- Sheena Bigden joined the meeting.
- Memorial Stability Testing
The Committee received a report on memorial stability testing, and the required notice to residents. One quotation had been received, and the clerk had met a second contractor on site. A further quotation was expected. Funds were in the budget, and a contractor would be selected in due course.
- 5/2026 Cemetery Wall
The Committee noted that stones forming part of the cemetery wall near the main gate off the path from the Church had unfortunately become loose and fallen owing to heavy rain. The area had been marked with cones and hazard tape and warning signs erected. One quotation had been received for repair. The manager for the landowner to the north of the path had indicated he was going to be undertaking works to his wall and offered to include the repairs as part of his work.
Members had previously been advised of this prior to the meeting, and were content to accept the offer. This had been communicated to the landowner's manager

RESOLVED:

that an email be sent to the manager to thank him for the offer

- 6/2026 Accounts/Audit
The Committee noted that Marcham Parish Council had received and approved a report from its working party on the review of the effectiveness of internal audit in regards to the Parish Council and Burial Committee. As far as the Committee was concerned this, the Terms of Reference of the Internal Auditor and Audit Plan would be kept under review so that assurances could be given that the financial controls and procedures were adequate. Requirements would be reviewed so that risks were mitigated.
- 7/2026 Disposal of Waste
The Committee noted that Tactical Facilities Management Ltd would Continue to undertake grass cutting and waste bin emptying in the cemetery under a one year contract from 1st April 2026.
- 8/2026 Request for permission to film in the cemetery
The Committee considered a request for filming to take place in the cemetery. Members were in general agreement subject to conditions.

RESOLVED:

- That permission be given for filming to take place in the cemetery provided
- (i) insurance was in place
 - (ii) GDPR requirements were observed
 - (iii) a respectful approach was taken
 - (iv) no close shots of recent graves and names be taken
 - (v) details of the content of the film be provided

- 9/2026 Matters raised by members
It was suggested that there be an early season tidy up in the cemetery, with hedge cutting, weed treatment etc. It was suggested that up to £5000 be spent on this. The clerk would make enquiries of contractors, although it was noted that no formal resolution could be passed until the next meeting.
- 10/2026 Date of next meeting
The next meeting would be held on Monday 8th June 2026 in the village hall.

The meeting closed at 7.30p.m.

Signed Date.....