

Proposal to digitalise Watts Cemetery burial records

- *Current position:* (I consulted with Fiona and this was her reply) : CPC has a spreadsheet and a map (not very sophisticated one because I did it on PowerPoint)! One of David's (Haskins) students put the info from the spreadsheet into a database that was linked to the right section of the map. Unfortunately the database was held on his personal server. A lesson for the future ie ensure a copy is held by CPC preferably one that can be amended as and when to ensure it remains up to date.
- *Spreadsheet:* kept on Excel and managed by me – also on the Parish Council website. It records the necessary information, but that is all.
- *Map of cemetery:* I work from an old, sellotaped together, map, which shows the location of graves. To be tabled on Wednesday. I don't know who created this map, but I don't have the means to update it and it is now getting seriously out of date.
- **Proposal:** to digitalise the records. This means creating a digital record of the cemetery and the graves, and entering the details of each grave's occupants on a link to the grave. This would create a map of the cemetery, kept on my computer and in Drop Box, which can be amended by me as new occupants come into the cemetery, and posted onto the website each time a change is made.
- The advantages of this are:
 - i. An accurate record of who is where
 - ii. The ability to update this record immediately and share the information to the website
 - iii. A clearer picture of cemetery use
 - iv. A better map.
 - v. An easier to follow record of current and available graves

I propose that I seek someone who can create this record and establish the costs of creating the digital record. The record also needs to be capable of maintaining by the Clerk, with initially some help and support from whoever sets it up, realistically. As it is quite an extensive piece of work, I request approval in principle of an initial budget of £2,500 in order to progress the work, with updates and financial reports at each meeting.