Agenda Item: Parish Council 10th June 2025

Sutton-on-Trent Parish Council

Subject:	**To discuss the purchase of services to protect and preserve the Cemetery records, to include a software package to manage historic records and future burials.**
Report by:	**Clerk to the Council**

1. Recommendation

To consider the purchase of a transcription service for the burial records from Scripti Ltd, to include back data entry of approx 1232 entries from Burial Registers and 384 from Purchase registers.

To consider the purchase of a Cemeteries & Memorials software from Rialtas to manage Cemetery records going forward.

2. Background

Members will recall that in November 2023 Scripti Ltd scanned all the burial records held by the Parish Council. That scanning protected all the records and maps, but did not include back data entry.

A decision was taken not to proceed further with back data entry from the burial records, or to purchase Cemetery software at that time.

A recent enquiry regarding the purchase of burial rights has highlighted a number of anomalies in relation to the records and the position of graves within the Cemetery.

3. Present Position

Members are asked to consider the purchase of transcription services from Scripti Ltd at a cost of £2,920 plus VAT, as outlined in the document attached at Appendix 1.

This service will see all records entered directly onto a spreadsheet, compatible with specialist Cemetery software.

Additionally, Members are asked to consider the purchase of a Cemetery & Memorial software from Rialtas at a cost of £2,401 plus VAT as outlined in the document attached at Appendix 2. This cost would include installation, set up, training and annual support & maintenance on a single user licence in addition to the software. There would be ongoing annual costs of £435 for support and maintenance after the first year.

Jayne Saunders
Clerk to the Council