

AGENDA 13



17th August 2017

Wylam Parish Council
Wylam Institute
Church Road
Wylam
Northumberland
NE41 8AP

Pear Technology Services Ltd.
Unit 31
Broadmarsh Business Centre
Harts Farm Way
Havant
Hampshire
PO9 1HS

Dear Diana,

Please find the first draft of the Ovingham Cemetery map enclosed. Please write any corrections on the map itself. You can add to sections, cross them out or indicate if they need to be moved. Please also add any benches, water taps or similar features if you would like these included on the map.

I have labelled all the plots in accordance with the maps provided, however please could you double check that they are labelled correctly and if not please write the correct number in or next to the plot. I have also written some queries on the map in red.

It would be best to ensure the graves numbers match those you use in your current or future Burial Administration System. For example, in section A I have numbered the plots 'A1' where you may currently use A001. If you can let me know if the format needs changing I can do so.

The purple plots are graves which I think are in the cemetery by using Google Earth, I've put blank black plots to complete the rows. Could you double check to see if there are indeed plots there? If so please tell me how to number them or if any need to be removed.

I've also highlighted some unnumbered plots on the map in red, could you please tell me how to number them? Alternatively if they don't exist then I can delete them.

Finally, please could you double check that all the information in the title box is accurate. When you have made the alterations to the map please send it back to Pear Technology and we will then correct it and send you the updated copy.

If you have any questions please do call.

Kind regards

Jaysal

