

Watts Cemetery – Data Digitalisation

I have set out below two alternative approaches to digitalising the cemetery data, for discussion on Wednesday.

The first is bespoke for the cemetery, devised and created by a colleague, David Herbert, who was a project manager in his career and who has managed a number of websites and data systems both then and since, particularly for City institutions.

The second is an off the shelf product in two halves, with the mapping devised by Pear Technology and the recording software provided by Edge IT Services.

In my view, both approaches will work well, and much better than the current paper map and excel spreadsheet.

Members will recall that an attempt to digitalise the records was made some years ago, by David Haskins. It was a lovely system, but very complicated and never completed. What I have attempted to do, with the bespoke system devised by David Herbert, is to replicate the best bits of the original system, but in a much simpler way, which will allow for future clerks to manage the database without problems. The product by Pear and Edge will also create a digital map and database which will fulfil the same function, but in a different way.

Pear Technology and Edge IT Services

Pear Technology

This company will create the map, which will be accessible online and printed in hard copy.

All changes to the map will be made by the company, and we will be allowed to make 3 changes a year within our annual fee. All extra changes will be charged.

They will also scan all registers, books, burial grants, notices of interment.

Cost:

£2000 to create the map, which includes 3 drafts. £50 to print

Annual fee: £95.00

Register scanning: £250 a ring binder or 75p a record. I have 6 lever arch files giving an estimated total of £3,000.

Edge IT Services

This company manage the database (Epitaph), which will contain all the records. They will manage the migration of current records.

They run the Heritage application, which allows the information to be accessed online, linked with Pear Technology. This allows a member of the public to locate a grave.

Cost:

£41 to set up the link to the map

£90 annual fee to service the link to the map

Data migration from current records: £70 per hour

Epitaph system:

5 year contract: £247 pa

3 year contract: £274 pa

1 year contract: £400 pa

David Herbert

DH will create a map of the cemetery and link each grave with its owner, and all records, including deeds, burial grants, notices of interment, which will be scanned into the software by the Clerk. The map will not be printed in its entirety, but will be accessible by the clerk on her laptop, by members of the public through a link on the Parish Council website, and by gravediggers and undertakers via a pdf image. Sections of the map can be printed if required.

The map and database will be created using Visio, the cemetery records site will be hosted by WIX. This system will allow the Clerk to add graves, burials and any other relevant information as needed. The Clerk will have complete control of the system once it is created.

The detail of this proposal is contained in the attached document and so is not repeated here.

Cost

Visio software: £50 approx.

Mobile phone app: £10

Wix premium plan: £120 pa

Developer: £30 per hour, possible 150 hours needed over the course of months: maximum £4,500. I think it is likely to be less, as a majority of the data input, once the system is up and running, can be done by the Clerk.

There are no ongoing costs except for Wix premium plan, if this is agreed to be necessary, which I would recommend.