

Much Wenlock Town Council

CEMETERY MANAGEMENT POLICY

Much Wenlock cemetery is managed in pursuance of the Local Authorities Cemeteries Order 1977.

1. Rules and regulations

- 1.1. No burial shall take place, no cremated human remains shall be scattered, and no tombstone or other memorial shall be placed in the cemetery, and no additional inscription shall be made on a tombstone or other memorial, **without the permission of the Officer* appointed for that purpose by the Town Council, which is the burial authority.**
- 1.2. No person shall:
 - 1.2.1. Wilfully create any disturbance in the cemetery.
 - 1.2.2. Commit any nuisance in the cemetery.
 - 1.2.3. Wilfully interfere with any grave or vault, any tombstone or other memorial, or any flower or plants on any such matter or,
 - 1.2.4. Play any game or sport in the cemetery
- 1.3. No person not being an officer or servant of the Town Council, or another person authorised by or on behalf of the Town Council, shall enter or remain in the cemetery at any hour when it may be closed to the public.
- 1.4. Every person who commits an unlawful act shall be liable on summary conviction to a fine not exceeding £100 and, in the case of a continuing offence, to a fine not exceeding £10 for each day, which the offence continues after conviction thereof.

2. Burials

- 2.1. A Deed of Grant, along with identification and death certificate of the deceased, must be legally produced before any burial.
- 2.2. The Interment Form must include the depth of the grave, overall dimensions of the coffin or casket, and state whether it is a new or old grave.
- 2.3. Interments on Saturdays must take place between 9:00am and 2:00pm.
- 2.4. The Town Council will ensure that, prior to each interment, the correct body and/or ashes are being buried in the correct grave plot.
- 2.5. All applications for headstones, inscriptions, materials and colours must have the signed approval of the Town Clerk, prior to installation.
- 2.6. Additional changes and alterations to inscriptions require the signed approval of the Town Clerk.
- 2.7. The Council reserves the right to refuse a burial where the required documentation is not provided.

3. Graves

- 3.1. A double plot must be dug to a minimum of 6 feet with a minimum space of 6 inches separating each coffin.
- 3.2. No body shall be buried in such a manner that any part of the coffin is less than three feet below the level of any ground adjoining the grave.
- 3.3. Provided that the soil is deemed to be of suitable character, the Council may permit a coffin made of perishable materials to be placed not less than two feet below the level of any ground adjoining the grave.
- 3.4. Upon the re-opening of a grave for a second burial, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.

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4. Grave digging

- 4.1. Only trained grave-diggers will be allowed to dig a grave in the cemetery.
- 4.2. Grave-diggers must wear steel toe capped boots at all times. A hard hat must be worn by anyone working on an excavation. Protective goggles must be worn when using a pick.
- 4.3. All graves must be dug centrally within the respective grave space to the exact dimensions indicated. Care should be taken so as not to disturb neighbouring graves.
- 4.4. All graves must be shored in compliance with safety regulations.
- 4.5. All unattended graves must be completely boarded over in such a manner as to prevent any person falling into the grave.
- 4.6. In order to maintain an emergency exit, and in accordance with the Confined Spaces Regulations 1997, a ladder must remain in place whenever an operative is working in a grave.
- 4.7. Entry and egress from a grave must be by ladder. A gravedigger must not climb out of a grave by treading on any part of the shoring.
- 4.8. In order to prevent a trip hazard all finished graves must be prepared using imitation grass matting, which must be laid out neatly on staging leaving no folds or gaps.
- 4.9. A suitable platform e.g. walk-board or staging, must be laid along the length of the grave and supported at each end. The platform must be capable of carrying the weight of the Pall Bearers and coffin.

5. Funeral Directors

- 5.1. Funeral Directors will be requested to provide their risk assessments, safe systems of work and staff training information together with a copy of their public liability insurance certificates.

6. Exclusive Rights

- 6.1. Exclusive Rights will be granted for a period of 100 years from the date of purchase.
- 6.2. Exclusive Rights may be renewed for a further term towards the end of the lease, but any further term may not exceed 99 years.

7. Memorials

- 7.1. Before the installation of any memorial, gravestone, tablet, and inscription the plot owner must complete a Memorial Application Form and produce the Deed of Grant along with identification.
- 7.2. All memorials must be installed in compliance with the NAMM approved fixing method.
- 7.3. The Town Council is responsible for memorial safety and security and therefore all masons who carry out work in the cemetery must produce a Fixer License, obtained annually from NAMM.
- 7.4. The Town Council reserves the right to refuse the installation of any memorial where the memorial mason cannot prove that the memorial will conform to the required British Standard 8415.
- 7.5. The Town Council reserves the right to remove any hazardous memorials.

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8. Memorial seating

- 8.1. Anyone wishing to install a memorial seat in the cemetery must apply in writing to the Town Clerk. Full details of the seat must be submitted with the application.
- 8.2. All applications will be considered by the Town Council and the Council reserves the right to refuse an application. The Council's decision is final.
- 8.3. No seat may be installed without the permission of the Council.
- 8.4. All seats and their location must be approved by the Town Clerk prior to installation.
- 8.5. All seats must be suitably robust and of good quality and standard. The Council reserves the right to refuse the installation of a seat deemed to be of an inferior quality.
- 8.6. Once installed all seats become the property of the Town Council.
- 8.7. The Council reserves the right to re-locate any seat.
- 8.8. The Council reserves the right to remove any seat if it considers it to be beyond a state of repair.

9. Cemetery maintenance

- 9.1. All contractors working for the Council must supply evidence of public liability insurance.
- 9.2. No person shall be allowed to carry out any work in the cemetery without the permission of the Town Council.
- 9.3. All visitors must use the receptacles provided to deposit rubbish.

10. Health and safety

- 10.1. Regular health and safety checks and risk assessment will be carried out in accordance with the Council's Cemetery Risk Management Policy.
- 10.2. When visiting the cemetery all Council employees and Town Councillors will have regard to health and safety in the cemetery at all times.

The Town Clerk* is the Cemetery Officer appointed by the Town Council to ensure that the cemetery is properly managed within the law and that this policy is adhered to.