

Saint Brides Major Community Council.

Burial Ground Regulations.

General.

1. All applications and enquiries relating to the Burial Ground must be made through the Clerk.
2. In the absence of the Clerk his/her duties relating to the Burial ground and set out in these regulations shall be carried out by the Chairman of the Burial Ground Committee or other member nominated by the Committee.

Burials and the Burial of Cremated Remains.

3. Before any arrangements are made for Burials or the Burying of Cremated Remains etc the Clerk must be contacted in order that the correct grave space and number is allocated, which must be given in the Notice of Burial. The Clerk is not to accept any Notice unless it is completed in full.
4. In the request for the burial of cremated remains, the Clerk will allocate the burial plot number to the Undertaker and ensure that the necessary form is completed.
5. The Burial Ground Committee will produce a Guidance Document for the allocation of new graves in the Burial Ground, detailing the sequence that plots will be allocated for Burials and the Burial of Cremated Remains.
6. The Clerk will allocate new graves in sequence according to the guidance document produced by the Burial committee. The Burial Ground Committee or the Full Council must approve any deviation from or alteration to the sequence contained in the guidance document **before** any work commences.
7. The Clerk will be provided with a plan showing the position of plots that are vacant but have “exclusive rights of burial” already allocated.
8. In the case of new graves the Clerk is to enquire whether the burial plot is required for one or two graves and will mark the allocated space.
 - a) For one grave space the depth **must be** at least 4’ 6”
 - b) For two grave spaces the depth **must be** at least 6’
 - c) No new burial plots will be allocated for more than two grave spaces.

9. In the case of burials in existing plots the Clerk must identify the number and position of the plot.
10. In all circumstances the Clerk is to ensure that the Grave/plot is identified and marked.
11. Under no circumstances must any Sexton commence any work without the prior knowledge and consent of the Clerk.
12. Cremated remains must **not** be interred in a **new** full size plot.
13. Where the person to be interred was not an inhabitant of the St Brides Major Community Council Area immediately before his/her death and is not exercising previously gained "Exclusive Rights of Burial", permission must be gained from the Burial Ground Committee or the Full Council.
14. In **all cases** where the person to be interred was not an inhabitant of the St Brides Major Community Council Area immediately before his/her death all fees will be double.
15. In the case of a stillborn child, where one or both parents are inhabitants of the St Brides Major Community Council Area 13. and 14. above shall not apply.
16. The Council, in respect of vacant plots for future use, will grant no further "Exclusive Rights of Burial".
17. Within 4 weeks of any burial, the Undertaker will ensure that the area around the grave is cleared of any materials used in the burial and will be responsible for leaving the area in a clean and tidy condition and that all surplus stones are removed from the burial ground.

Headstones etc.

18. Any application for the placing of a Headstone, memorial plaque or similar item, or application to replace, alter or amend any Headstone, memorial plaque or similar item must be considered by the Burial Ground committee or the Full Council. No work whatsoever is to be commenced without the consent of the Burial Committee or the Council.
19. No Headstone or similar memorial is to be placed on a grave plot until a minimum of three months after the burial. The Clerk is to ensure that all persons applying for the placing of a Headstone are aware of this point.
20. All new Headstones, memorial plaques or similar items must include the relevant grave/plot number permanently marked on the rear.
21. The Clerk must ensure that the Bereaved Family are aware that no curbstones are allowed without the consent of the Burial Committee.

22. The Council reserve the right to remove any Headstones or similar memorials placed in the burial ground:
- a) Without the consent of the council
 - b) Or which do not comply with the design or inscription agreed by the council. (Including any amendments to an existing headstone or similar memorial.)
 - c) Or to which the relevant fee has not been received.
23. The Owner of the Headstone or similar memorial will be liable for any costs incurred by the Council in the case of 21. above.
24. The Clerk is to ensure that all persons applying to place or amend a Headstone, Memorial Plaque or similar item are aware of points 21. & 22. above.

Charges and Schedule of Meetings.

25. All payments in respect of the use of the Burial Ground are to be made to the Council. The Clerk shall be responsible for ensuring that all monies due are paid.
26. The list of Burial Ground Fees and Charges shall run from the 1 April to the 31 March and will be reviewed annually.
27. The Burial Ground Committee shall meet a minimum of twice each year:
- a) In May to review the guidance document and to examine the Burial Ground Records.
 - b) In November to review the guidance document, to examine the Burial Ground Records, to review the level of charges to be adopted by the council for the following financial year and to produce an estimate of committee expenditure for the following year.
28. The Burial Ground Committee shall meet at other times as required.
29. To arrive at decisions more promptly: any decisions required to be made by the Burial Ground Committee or the full council relating to 6, 13, 18 or 21 above may be added to the Agenda of any full council meeting, without notice as a matter of urgency, if the full council will meet before a Burial Ground Committee meeting can be called.

Adopted by Saint Brides Major Community Council on

(Date)

.....(Chair)

.....(Clerk)