**BURIAL GROUND ADMINISTRATION PROCEDURES**

1. Telephone call from funeral undertaker.

2. Policy is that only people living in the Pennard Ward prior to death can be buried in the Pennard Communal Burial Ground (See Rules & Regulations in File)

3. Check deceased lived in ward at time of death.

4. If lived in ward, proceed. If not, cannot be buried in Pennard. See procedure 13

5. If new burial, give Undertaker plot number and fee cost. Undertaker will then have to complete a white application form with the information that we require at Pennard, and a green form which you will also require for the registrar.

6. Please note all graves are to be dug to a minimum depth of two. Ask for size of coffin

7. You should advise the Ground Contractor of the date of the funeral so he does not arrive to work and find a funeral is taking place.

8. The Clerk will arrange with the grave digger for the grave to be dug. Make sure this is understood by the Undertaker

This information is placed in two books. One in date order, cross-referenced to the grave number.

9. Colour in the grave number on the plan of the burial ground.

10. Once the burial has taken place, detach the bottom green section and post this to the Issuing Registrar.

11. New Grave - A letter has to go to the next of kin giving them the Grant of Right (copies in the Burial File). There is also a hard book which you have to complete, which is a formal Grant of Right signed by three members and yourself to accompany the above letter. There is no additional charge for this. Formal approval of Council required.

12 Where you have a second burial in an existing grave, the same procedure except no Grant of Right involved because the next of kin of the first deceased will have already received this.

13. There is no restriction on the second person having to reside in Pennard. It is entirely up to the person who has the original Grant of Right.

14. There is no additional fee for the right to erect headstones. This is incorporated in the initial fee. Approval is required for any new headstone/size/inscription. Check this approval form against the documentation in the approvals file. Sign off and return one copy to the memorial mason.

15. Cremation and Ashes.

Same policy re: local connection.

Ashes can be scattered on the rose garden on completion of form.

16. Instead of headstone, record kept in Garden of Remembrance on a plaque. The clerk has the plaque inscribed with the date of death not of interment. The cost is inclusive in the fee.

**Pennard Community Council (PCC) Burial Ground (BG) Policy**

**Agreed May 2020**

**Rules and Regulations Governing PCC’s BG**

**1. Who will be interred?**

1.1 Interments to the Community BG will be limited to those who at time of death resided in the ward.

1.2 No person from outside the ward shall be buried in PCC’s BG unless PCC is satisfied that there is sufficient local connection with the community eg. moved to residential care or in with family within the last 2 years of their lives.

1.3a Grants of Right will be for no more than 75 years.

1.3b Grants of Right for the Garden of Remembrance will be for no more than 75 years.

1.4 A record will be kept of all grantees as well as an alternative address in case of loss of contact.

**2. Notice of Interment**

2.1 All notices are to be given to the clerk at least 7 days before interment.

2.2 The notice must include the full name of the deceased, their age, home address, place and date of death, date of burial and name of the person officiating at the memorial service and next of kin.

2.3 No interments will take place on a Sunday unless the Vicar of the parish advises that an emergency exists.

2.4 Interments will be in rotation, as numbered on the plan maintained by the clerk.

2.5 No new graves will be reserved except those originally agreed some years ago.

**3. Fees and Charges**

3.1 All fees and charges are set out in a separate schedule and must be paid to the clerk at the time of giving notice of interment. To be reviewed annually in October.

3.2 These fees will include the right to erect a future memorial stone.

3.3 The back of each memorial stone must include the grave number and Q mark.

3.4 Memorial size must not exceed 3’6” length, 3’6” width, and 1’6” from back to front (including the base above ground).

The Memorial Mason shall be BRAMM registered and must comply with the installation guidelines provided by Pennard Community Council.

3.5 For the duration of the lease families will be responsible for the maintenance of the Memorial stones. This can be arranged through the Clerk but paid for by the family. The council accepts no responsibility for any damage which may be caused to this stone. All works must be completed by a BRAMM registered mason.

3.6 Once the Grant of Right has been used, a transfer of rights application must be made by the next of kin.

**4 - Garden of Remembrance**

4.1 Once the turf over individual plots in the Garden of Remembrance has settled, PCC will regularly cut the grass.

4.2 Vases/flowers may be laid adjacent to the wall set aside for this purpose and not on the garden itself.

4.3 PCC will erect a plaque mounted on a board for public display, identifying where the ashes have been laid.

4.4 The clerk will keep a register of all interments noting the name, age, address, date of burial, the plot number and who carried out the service, next of kin and emergency contact. Plot numbers to be registered in succession.

4.5 No new graves will be allocated for ashes only. (Ashes can be placed in an existing grave or in the Garden of Remembrance.

4.6 Plaques in the Garden of Remembrance will record the date of death, not the date of interment.

4.7 Ashes should be contained in a biodegradable container.

**5 Terms & Conditions**

5.1 Any person who shall wilfully destroy, injure or deface any building, wall or fence belonging to the cemetery, or destroy, injure or deface any curb stone or memorial, or does any damage, play any game or sport, or discharge firearms (save at a Service funeral) in the cemetery or wilfully or unlawfully disturb any persons assembled for the purpose of burying anybody, or commit any nuisance within the cemetery, will be prosecuted by PCC according to the law.

5.2 Any persons using the cemetery shall, at his own expense, employ his own tradesman in the execution of any work. Such work to be done to BRAMM standard as a minimum.

5.3 Persons visiting the Burial Ground will not be allowed to cut turf or to leave any rubbish, all faded flowers, wire frame work and other discarded materials must be placed in the bins provided.

5.4 The BG committee reserve the right, from time to time, to make any alterations to these regulations, and all plots will be granted subject to these Rules and Regulations and any others that may be made by the BG committee, and also subject to the present and future statutory enactments and all the regulations issued or to be issued with respect to cemeteries by the competent Authority.

5.6 Fees

The fees are reviewed and agreed at the time of setting the Budget each year and the agreed charges come into effect from the 1st April.

Fees set by the Council for 2022 - 2023

New Grave to the depth of 2 (including the right to erect a headstone) £2430

New Grave to the depth of 3 (including the right to erect a headstone) £2660

Re-open existing grave (including the right to re-erect a headstone) £1270

Cremated remains interment (no charge if at the same time as a burial) £435

New ashes plot in Garden of Remembrance (includes Plaque) £463

Surcharge for weekend burial £315

Surcharge for American casket £263

Scatter Ashes in Rose Garden £58

Memorial Bench (includes Plaque)

£1500

If a request is made to bury ashes in a new grave plot and not in the Garden of Remembrance then the charge for this would be the same as a new grave to the depth of 2 - £2430.