



# Bridgwater Town Council

## **Cemetery Services Policy Document 2020**

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## 1. Introduction

The purpose of the Policy Document is to set out the Bridgwater Town Council Cemetery Services “in-house” rules which apply to the provision of the Bereavement Services and provide a useful guide to members of public and stake holders who require the said services.

All graves will be sold subject to the Rules set out in this Policy Document (which may be revised from time to time by the Council), together with any statutory legislation relating to 1) the provision of the services and 2) management. Regulation and control of the Council owned and/or managed cemeteries, and issued by Central Government, and any other competent authority under which the Council is bound to comply.

These Rules apply throughout all cemeteries owned or managed by the Council.

Should anyone have any queries in connection with the Rules and guidance set out in this Policy Document, in first instance they should contact the Cemeteries Administrator at the Town Hall, High Street, Bridgwater TA6 3AS, Tel 01278 427692, email; [cemeteries@bridgwater-tc.gov.uk](mailto:cemeteries@bridgwater-tc.gov.uk). Any complaints will be dealt with in accordance with the Council’s Complaints Procedure.

## 2. General Rules and Guidance

Other than as set out to the contrary in this Policy document or in exceptional circumstances the opening and closing times of the Cemeteries are displayed at the entrances to each site and/or within the notice boards located on each site and are as follows

<b>St Johns Cemetery, Bristol Road TA6 4BT</b>		<b>Quantock Road Cemetery TA6 7EJ</b>	
April to September	October to March	April to September	October to March
Dawn to Dusk	Dawn to Dusk	9am to 8pm	9am to 4pm

- No person shall trade any goods or services within any of the Cemeteries except with prior permission of the Town Clerk
- Animals are not permitted in any Cemetery other than for dogs on leads, assistance dogs, and owners are responsible for clearing up after these animals. Horses are permitted for funeral processions.
- The speed limit in force at all of the sites is a maximum on 10 miles per hour.
- Vehicles of all descriptions, whether in attendance for funerals or not, shall be subject to the control and direction of the cemetery staff whilst in the cemetery or in the cemetery approach. The Council reserve the right to forbid the entry of any hearse or other vehicle into the cemeteries. Vehicles allowed entry to the cemeteries in connection with work on graves or memorials must no remain longer than necessary for loading/unloading. All vehicles allowed into the cemetery must park in the car parks provided, except at the discretion of cemetery staff.
- The Council reserves the right of passage overall graves as circumstances may require.
- All Funeral corteges must be at the main entrance gates of the site where the funeral has been arranged y the agreed booked time
- Whilst at the cemetery all funeral corteges shall be under the control of the Operational Cemetery Supervisor and all hearses and accompanying vehicles must be driven to those areas of the sites as directed by him.
- The Council reserves the right to exclude from any site any persons not being mourners or person directly connected with a funeral at the cemetery. Such a right may be exercised by the Cemetery staff on behalf of the Council.
- If any damage is caused to Cemetery land, walls, premises by any cause whatsoever, the person or persons committing such damage will be held responsible by the Council

- No photography or filming shall be allowed within the Cemeteries except with consent of the Town Clerk. Families or a representative of a family however may photograph an individual memorial.
- Employees of the Council shall not be allowed to execute any private work whatsoever within any of the Cemeteries.
- No music (whether live or recorded) shall be played within the cemeteries by any person except with permission of the Town Clerk.
- Dead flowers, spent wreaths or other articles of waste or litter must be placed in the appropriate receptacles provided throughout the Cemeteries. Any floral items found 'past their best' within any areas of the Cemeteries may be removed without notice by the Cemetery staff.
- All persons in the Cemeteries must take all reasonable care in order to protect their own safety.
- Visitors must conduct themselves in a quiet and orderly manner and must keep to the roads and pathways, except when visiting graves.
- All persons admitted to any of the Cemeteries will be subject to the Rules set out in this Policy document. Any person infringing the Regulations may be removed from the Cemetery by a member of the Cemetery Services.
- The Council reserve the right to may any alternation to the Rules as and when required.
- Bridgwater Town Council reserve the right to close the cemeteries or part without notice to all users in an event that may cause danger to our cemetery users.

### **3. Burial Rules and Guidance**

#### **Bookings and fees**

- All initial bookings for a burial (including the burial of cremated remains and scattering of ashes) in any Cemetery must be first made to the Administration Office either by telephone or in person and a fully completed 'notice of interment' must follow asap no later than 3 working days before the interment. For interments out of hours or at short notice, please see the separate 'out of hours/short notice policy'
- Notice of interment must be given on the printed form supplied by the Council on which all particulars required must be clearly and completely states. Responsibility for any error therein must rest with the person signing the notice. Forms which are incomplete will not be accepted
- No alternation to a notice of interment is permitted unless 1) a written request for such alternation has been submitted to the Administration Office and 2) such alternation has been agreed by the Cemetery supervisor.
- All fees and charges in respect of an interment will be invoiced at the time of registration of the notice of interment. The invoice will be raised against the person submitting the application. In usual circumstances this will be the Funeral Director acting on behalf of the bereaved. Payment of fees may also be made direct to the Administration Office by the applicant for the interment.
- The person responsible for the interment shall make all the necessary arrangements with the minister or other person intended to officiate at the interment, including payment of the minister's fee.
- Bridgwater Town Parishioners will be charged single fees. Non-residents are charged double fees unless they moved outside the Bridgwater Town Parish for residential care which was beyond their control.

#### **Certificates**

- The appropriate certificate for disposal issued by the Registrar of Births and Deaths, or a Coroner's Order for a Burial, must be received by the Administration Office in reasonable time BEFORE the burial. The Certificate of Disposal for cremated remains must be given to a member of the cemetery staff on the day before the interment.

#### **Coffins, Caskets and Containers**

- The name of the deceased as written on the death certificate is to be inscribed on top of the coffin/casket/container. The Officer or Cemetery staff shall be allowed free access prior to the

interment to inspect the inscription so they are certain of the individual to be interred. If any uncertainties are found, this may result in a delay or cancellation of the funeral until the Cemetery Officer is satisfied of the identification of the container.

- All coffins/casket/containers must be bio-gradable

### **Grave selection & purchase of the Exclusive Right of Burial**

- All graves spaces will be allocated in sequence.
- Graves or plots **cannot** be pre-purchased in advance.

### **Unpurchased graves**

**The charge for an interment in a grave where the Exclusive Right of Burial has not been purchased does not include any right or privilege relating to the grave space. This is what is termed a public grave and no memorialisation is permitted unless the Right of Burial is purchased. Any person may apply to undertake a burial in an unpurchased grave and would only have to pay the interment fee as set out in the Table of fees. However, it should be noted that other unrelated burials may take place in the same grave and no headstone or other memorial will be permitted on the grave.**

### **Exclusive Right of Burial**

- An Exclusive Right of Burial allows the purchaser of such a right to burial in an agreed grave space. A grave which is subject to an Exclusive Right of Burial will not be opened and no one may be buried there without the owner's permission, other than the interment of the deed owner.
- An Exclusive Right of Burial may be granted for a period of no more than 100 years beginning with the date of purchased and upon such terms and conditions as the Council deems appropriate. The Council may extend the period of such a grant for up to 100 years from the date upon which the extension is granted. Currently the period of the Exclusive Right of Burial is 50 years and the fee of the Exclusive Right of Burial is set out in the Table of charges.
- An Exclusive right of Burial does not constitute any ownership of land. It is purely the right to have a burial in a selected grave.
- The Rights are granted on the understanding that the owner of those rights complies with the Rules set out in this Policy Document, in particular any such Rules which are applicable to the particular type of grave and/or memorial to which the Exclusive Right relates. For example, if an Exclusive Right of Burial is granted in respect of a Lawn grave, then the grant holder will be required to comply with the Rules relating specifically, to Lawn Graves.
- The purchase of burial rights is not in any way the purchase of the land in which the grave lies, it is essential that the public, are aware that the grave is sold on a lease basis and that the only rights which that lease are the right to a burial in the grave and to place a subsequent memorial.
- On the purchase of the Exclusive Right of Burial a Deed of Grant shall be issued to the person(s) by whom or on whose behalf the said Exclusive Right of Burial is purchased.
- The holder of the Exclusive Right of Burial may surrender his-her rights at any time in respect of the grave or grave space where the said right has not been exercised. (i.e. where no burial has taken place and/or no memorial has been placed on the grave. In all cases the fee payable will be that of the original fee paid to purchase the Exclusive Right of Burial.

### **Transfer of Exclusive right of Burial**

- An Exclusive Right of Burial to a grave space may be transfer by deed or bequeathed by will.
- In cases where the owner of the Exclusive Right of Burial ("the grant owner") is still alive the transfer may be done by completion of Deed of Assignment. A Deed of Assignment is available from the Administration Office. This form should be completed and signed by the grant owner and submitted to the Administration Office along with the original deed of grant. A new Deed of Grant will be issued to the new holder(s) of the said right, A fee, as set out in the table of fees, in connection with this service is payable to Bridgwater Town Council.

- Where the grant holder is deceased, and provided that the Exclusive Right of Burial has not been specifically left to another person, then upon production of a will and probate or letters of administration the Exclusive Right of Burial may be legally transferred to the person in possession of the probate or letters of administration or the beneficiary of the residue of the estate under the terms of the grant holder's will. A fee, as set out in the table of fees, in connection with this service is payable to Bridgwater Town Council.
- In cases where the grant owner is deceased and there is no will and no letters of administration available then the Exclusive Right of Burial may be transferred to another person however a further a further interment in the grave space may be permissible (if there is available depth) subject to a Statutory Declaration being completed by the rightful owner and ensuring that any other person equally entitled completed a form of renunciation. A Statutory Declaration must be witnessed by a Solicitor or a Commissioner for Oaths or a Magistrate.

### **Plan of Cemetery**

- In accordance with current legislation the Council keeps and maintains plans showing all used grave spaces and this graves or grave spaces to which special right appertain (i.e. An Exclusive Right of Burial) such plans are kept at the Administration Office and are available for inspection, free of charge on any working day.

### **Register of Burials**

- All burials/interments carried out in the Cemeteries are recorded in a Register of Burial, one for each Cemetery. The Register of Burials are kept in the Administration Office and are available for inspection by appointment on any working day by any person free of charge.
- If requested, searches of the Register of Burials can be made by a member of Bridgwater Town Council and a certified copy of an entry or entries relating to any grave space or interment in the Register of Burials will be provided. A fee is payable for this service in accordance with the Table of Fees

### **Burial Procedure**

- Before a grave space which is subject to an Exclusive Right of Burial can be opened, the written consent of the owner of the Exclusive Right of Burial, or his or her legal representative, must be submitted to Bridgwater Town Council at the Administration Office together with the original deed. If the original deed of grant has been mislaid/lost a declaration relating to the loss of the original deed of grant will be required.
- In cases where the person intended to be interred was the owner of the Exclusive Right of Burial immediately before his/her death, the Council if requested by the person giving notice of interment, has the power to order that the grave space be re-opened for the interment of the deceased owner without obtaining the consent if his or her executor or other representative.
- All bodies brought to the Cemeteries for burial shall be contained in a suitable coffin or shroud to a pattern agreed with Bridgwater Town Council Cemetery Services. All cremated remains must also be held in suitable container. The coffin or suitable container must be clearly marked for identification purposes and include the full name of the deceased. With regard to cremated remains the 'certificate of disposal' must also accompany the suitable container.
- Interments shall be permitted as follows: -

#### **April to September**

Burials 9.30am to 3.00pm Monday to Thursday

Burials 9.30am to 2.00pm on a Friday

Cremated remains 9.30am to 3.30pm Monday to Thursday

Cremated remains 9.30am to 2.30pm on a Friday

## **October to March**

Burials 9.30am to 2.30pm Monday to Thursday

Burials 9.30am to 1.30pm on a Friday

Cremated remains 9.30am to 3.30pm Monday to Thursday

Cremated remains 9.30am to 2.30pm on a Friday

No interments are to take place at a weekend, bank and public holidays without prior agreement with Bridgwater Town Council.

- When burials are permitted outside any of the above days and times they will be subject to the agreed "out of hours" burial procedure, and will be arranged for either 2.00pm or 3.00pm on a required day. An additional fee for any "out of hours" burial will be charged in accordance with the fees set out in the table of fees. Subject to the approval of the Cemetery Supervisor additional service times may be introduced in exceptional circumstances.
- Prior to the burial being undertaken, The Registrar's certificate (green form) for disposal or Coroner's Order for Burial must be handed to the Cemetery supervisor or his representative unless the person who has arranged for the burial to take place is able to complete "form 19" confirming the Registrar's certificate for disposal or the Coroner's Order for burial has been issued and the reason as to why the said document cannot be delivered to the Cemetery Supervisor. This declaration or the relevant certificate must be handed in prior to the burial taking place.
- All funerals will be met by a member of staff from Bridgwater Town Council Cemetery Services. No burial will be allowed to proceed unless accompanied by such a member of staff. A check of the name plate will be made against the statutory paperwork prior to any interment being permitted.
- The person arranging the funeral or his/her representative shall ensure that they have sufficient persons to transfer the coffin from the vehicle to the grave side and lower the coffin into the grave. In all cases this should be a minimum of 4 persons for a burial of an adult.

## **4. Grave preparation and backfilling**

- All excavation works and backfilling of graves will only be undertaken by the council's staff, who are trained to recognised and accredited standard, or the Council's appointed contractors.
- Graves shall be excavated to a maximum depth of
  - 8'6" for 3 interments
  - 6'6" for 2 interments
  - 4'6" for 1 interment
- The positions of the head and the feet of a grave space in all cemeteries shall be designated by the Council.
- A grave shall be sufficient width and length to admit a coffin to the size specified on the notice of interment or any other notification received from the Funeral Director/person organising the funeral.
- A grave shall be suitably matted and dressed prior to a burial taking place unless otherwise requested by the applicant or representative acting on their behalf.
- At the discretion of the Cemetery Supervisor and where safe and possible to do so the Council will allow family backfilling to take place under supervision of the Cemetery staff. In the event of a family wishing to backfill the grave after the service, details must be included on the original notice of interment.

## **5. Burial of Stillborn children and Foetal remains**

- No interment of a stillborn child shall be permitted unless the Registrar's Certificate for Disposal or the Coroner's Order for Burial is deposited with the cemetery supervisor before burial.
- The body of any stillborn child brought to the cemetery for burial must be enclosed in a suitable receptacle.

- Burial of stillborn child or foetal remains is permitted in any privately owner grave space, in the dedicated baby and cremated remains burial section or in a grave space which is not subject to an Exclusive Right of Burial.

## **6. Infectious Diseases**

- The body of a person who has died of a dangerous infectious disease shall not be allowed within any Chapel within the cemeteries unless a certificate from the Area Health Officer for the District in which the death occurred is given to the Cemetery Supervisor. Such a certificate should be set out details such as confirmation that the coffin containing the body has been thoroughly sprayed with disinfectant after being screwed down and that adequate precautions have been taken to his satisfaction against the spread of the disease. In the event of offensive smells issuing from any body brought for interment it shall be in the power of the Cemetery supervisor or other person appointment by him to order that no such body to be taken inside any chapel within the cemeteries.
- For the purpose of this rule the term "dangerous infectious disease" include plague, Cholera, Smallpox, Typhus fever, Enteric fever (including typhoid and paratyphoid fevers), Scarlet fever, and diphtheria and such other infectious diseases as the Area Health Officer may determine from time to time to require precautions.

## **7. Grave Aftercare**

- The Council will manage the aftercare and maintenance of the Cemeteries as they see fit and in accordance with the service standards set out by Bridgwater Town Council Cemetery Services. This includes levelling, tufting or seeding areas with the Cemeteries as required.

## **8. Grave Types**

- Bridgwater Town Council Cemetery Services offer a range of grave types available for full burials.

These are:

Lawn Graves

Traditional Graves

Cremated remains graves

Children graves

Baby, foetal remains and children cremated remains graves

Please note that we no longer provide brick graves, chambers and vaults

### **Application to the Rules to certain graves in existence prior to the coming into force of the Policy Document.**

- Bridgwater Town Council acknowledge that there may be some graves within the sites which are already in existence prior to the coming into force of this Policy Document and which will not comply with the Rules set out in this Policy Document. In some circumstances the Council reserves the right to use its discretion to waive some or all of these Rules with respect to such graves.

### **Lawn Graves**

- are currently available within both Cemeteries. Other than a memorial placed on the foundation base at the head of the grave no memorialisation (and for the avoidance of doubt this includes any items outside the foundation base – additional flower containers, planters, Ornaments, items on sticks/hooks, solar lights, kerbs, fences, edgings, chippings, planting or borders of any description) is permitted on a Lawn grave.

### **Traditional Graves**

- are currently available within both Cemeteries. These are laid out to allow full kerbs and landings to be placed upon the grave. Kerbs must be no bigger than 7' x 3'. The full grave space within the



kerbs may be filled with chippings. Any memorial placed on a Traditional grave is subject to the memorial rules contained in this document.

### **Cremated remains Graves**

- are currently available within both Cemeteries. Cremated remains may also be interred in any other full size grave where an Exclusive Right of Burial has been granted provided that the owner of the Exclusive right of Burial has given the necessary permission to inter in that grave, or if desired, in an unpurchased grave space.

Cremated remains must be held in a container suitable for burial. The container must have the full name of the deceased clearly visible

No burial of cremated remains will be permitted without the Certificate of Cremation from the Crematorium where the cremation took place, is delivered to the administration office, together with the necessary completed notice of interment and the prescribed fee.

Any memorial placed on a Garden of Rest grave is subject to the memorial rules contained in this document.

All memorialisation must be kept on the foundation base, no items or additional flower holders are to be placed outside of the base.

### **Children graves, Foetal remains and children cremated remains graves**

- are currently available within both Cemeteries. The maximum size of a Childs' grave for burial is 3' x 2' (maximum coffin size 26" x 12"). Foetal remains and children cremated remains are interred into a dedicated area within the children area.

Any memorial placed on a child's grave is subject to the Memorial Rules contained in this document.

### **The following rules will also apply to any such graves: -**

- Any such grave that is in a designated Lawn Section will be regularly inspected by staff of the Cemetery Services
- Should any grave situated within a designated lawn section become untidy or neglected in the view of the staff of Bridgwater Town Council, where possible, Cemetery Services will notify the registered grave owner that the grave has become untidy or neglected and/or contains any unauthorised memorials such as fences, kerbs or edgings on or around the lawn grave which fall into a state of disrepair the area, and if following 14 days of such notification the grave has not been properly maintained/repared or made tidy or within the said 14-day timescale the grave owner, family, next of kin, have not notified Bridgwater Town Council that they will maintain/repair and/or make tidy the grave within the next 5 days, then the necessary works will be carried out by Bridgwater Town Council, at a cost to the Burial Rights owner. In respect of this rule once any items are removed and any works carried out on the grave the future management/maintenance of the grave space will fall under the Rules set out in this Policy Document and no further discretion on the part of the Council as to waiving such Rules will be applied. These Rules extend to cremated remains plots and traditional graves where any authorised memorialisation becomes neglected.

### **Chapel**

- Bridgwater Town Council have one non-denominational chapel at Quantock Road Cemetery and the service times permitted are as follows:

Service times 30 mins each

Monday to Thursday 9.30am to 2.00pm 1<sup>st</sup> October to 31<sup>st</sup> March

Friday 9.30am to 1.00pm 1<sup>st</sup> October to 31<sup>st</sup> March

Monday to Thursday 9.30am to 2.30pm 1<sup>st</sup> April to 30<sup>th</sup> September

Friday 9.30am to 1.30pm 1<sup>st</sup> April to 30<sup>th</sup> September

Chapel is non-denominational and can be personalised for any religion or belief.

The Funeral Service can be as personal or unique as you wish.

We have seating for 38 plus a little standing room

Flowers can be donated for use in the chapel after the funeral

- No alternation in the time arranged for a service shall be permitted without prior written consent of the Cemetery Administration Office.

## **Memorial Rules and Guidance**

The following items are **NOT** permitted on any grave space within the cemeteries

- Grave mound (this does not apply for newly dug graves)
- Items made of glass
- Items containing alcohol
- Ornaments
- Solar lights/Lanterns (other than ones incorporated within the memorial)
- Wind chimes
- Balloons
- Bird Tables
- Items on sticks
- Chippings/pebbles (other than ones within a kerb surround)
- Planting
- Plastic Flowers

Bridgwater Town Council reserve the right to remove, store or dispose of such items.

### **Application for a Permit to place a memorial upon a grave**

- No Memorial is to be installed in any of the Cemeteries unless a permit has been granted for the same by Bridgwater Town Council, Cemetery Services
- An application for a permit to carry out Memorial work may be made by the following in respect of a grave which is subject to the Exclusive Right of Burial: -

The owner(s) of the Exclusive Right of Burial

- The Permit application form must be completed fully and include a detailed plan of the proposed memorial including the dimensions of the same, and details of the proposed fixing method. There are no restrictions on the wording inscribed on a memorial other than it should not give offence to other members of the public or be of a political nature. An application will only be processed upon receipt of the correct fee where applicable.
- The permit application must clearly state the section of the Cemetery in which the grave is situated together with the grave number.
- All permits must be submitted to the Administration Office, they must be signed by the owner of the Exclusive Rights of Burial, show a detailed drawing of the memorial and completed by the memorial mason. Once checked, and. If agreed by Bridgwater Town Council, a permit to carry out the works will be granted. The permit must be kept in the possession of the person carrying out the works within the Cemetery. Once the authorised works have been completed the permit must be signed off by the Memorial Mason and returned to the Administration Office.

### **Fixing of Memorials**

- No works are permitted to be carried out on any grave except by a Monumental Mason who is accredited to the Registration of Approved Monumental Masons Scheme (NAMM and/or BRAMM) by

April 2020

staff of Bridgwater Town Council or appointed contractor (and such works may include any works associated with memorial safety inspections and temporary making safe of any memorial.

- All Memorials (including memorials being re-fixed after a burial has taken place and those found unsafe after memorial testing has taken place are to be fixed in line with the National Association of Memorial Masons (NAMM) approved standard and code of safe working practice and also British standard 8415. This states the minimum requirements for the fixing of memorials. All costs for this work must be met by the person to whom a permit to place the memorial was authorised.
- The upkeep and maintenance of any memorial within the cemeteries remains the responsibility of the person(s) to whom to place the memorial was given or his or her heir.
- The erection of, cutting of inscriptions on, or professional cleaning of, memorials shall be carried out between the hours of 9am to 4pm Monday to Thursday and 9am to 12 noon on a Friday

## Memorial Types

- The following types of memorials are permitted in the Cemeteries subject to compliance with the Rules and Regulations set in this policy document; -
- Headstone
  - Kerbs, Ledgers, edgings and stone chippings
  - Flat memorial tablet
  - Desk vase tablet
  - Wooden cross marker
  - Baby memorials
  - Temporary grave marker
- Any memorial covering multiple grave spaces may be to a maximum width of 7' per double grave
- Headstones are permissible on a grave space within the Lawn and Traditional sections
- Headstones must not exceed; -
- Traditional Section 4ft in height and 3' in width including base and 3" to 6" thick
- Lawn Section 3ft 6" in height and 3' in width including base and 3" to 6" thick
- Kerbs, Kerb set, ledgers, edgings and chippings are only permitted on a Traditional grave where provision for this type of memorialisation has been made.
- Kerbs and/or ledgers shall be a maximum size of 7ft x 3ft and the foundation base must be at a ground level and a maximum size of 7ft 2" x 3ft 2"
- No chippings will be permitted on any traditional grave that is not enclosed with kerbs
- Vases are permissible on any grave space (maybe restricted on a Lawn Grave)
- Vase must measure no more than 8" x 8" x 8"
- Vase must be firmly fixed on a foundation base upon the grave space
- Vase on a Lawn Grave must be placed at the head of the grave space only and if there is a headstone erected the vase must sit on the plinth
- Flat memorial tablet/desk vase tablet are permissible on any grave space
- On Lawn graves flat tablets/Desk vase tablet must be placed at the head of the grave only where there are no other memorial present
- Flat tablet/desk vase tablet must not exceed 18" x 18" x 4" x 2" the foundation base must be provided by the memorial mason.
- Baby/infant memorials are permissible in any grave in the dedicated baby/infant burial sections where the Exclusive Right of Burial has been granted.
- Wooden grave marker is permissible on any grave at the family's own risk
- Temporary grave markers are permissible on any grave space for a period of no more than 12 months.
- Memorials made of any type of natural material is permissible in the Cemeteries provided that it complies to the approved NAMM standard and is fixed on the grave by a registered RQMF/BRAMM fixer
- Wooden Crosses must be fitted securely into the ground but do not have to be secured to a national approved method

## **Unauthorised Memorials**

- Unauthorised Memorials – should any unauthorised items be placed on or around any grave or any memorial put in place contravenes the Rules within 12 months of an interment, the grave will be photographed, the Funeral Director who conducted the funeral will be contacted and they will contact the family and explain the rules and regulations and to get the items removed within 7 days, if after this period the unauthorised items are still there they will be removed and placed into storage by the Cemeteries Staff for a period of 1 month, after which they may be destroyed. No notice will be given to the owner of the Exclusive Right of Burial.
- Unauthorised Memorials – should any unauthorised items be placed on or around any grave or any memorial put in place contravenes the Rules the grave will be photographed, the unauthorised items shall be removed and place into storage by the Cemeteries staff for a period of 1 month, after which they may be destroyed. No notice will be given to the owner of the Exclusive Right of Burial.
- The Council, in its capacity as a burial authority, is legally entitled to recover the cost it may incur in removing any authorised memorial from the person to whose order the memorial was placed or within 2 years from the placing of such memorial, from the personal representative of such a person
- Memorial Testing – All memorials erected within any of the Cemeteries will be subject to periodic testing. This is currently carried out every 5 years as recommended by the Health and Safety Executive. Any memorials failing a safety test will be made safe by Bridgwater Town Council staff or appointed contractor. This may include being sunk into the ground, vertically or horizontally, laid flat, cordoned off, stake and banded. The grave owner or his/her representatives are responsible for authorising suitable repairs to be undertaken by an approved BRAMM/NAMM accredited mason. Should it be necessary for any memorial to be removed from a site due to it being a danger or where no person has come forward to arrange repair after a reasonable time period, the Council may carry out any such removal in accordance with the provisions of Section 3(1) of the Local Authorities 'Cemeteries Order 1977. Such provisions include the requirement for the Council to display a notice in a conspicuous position at the entrance to the Cemetery, publish the notice in 2 successive weeks in a local newspaper and consider any objections made to the proposals.

## Memorials permitted within St John's Cemetery, Bristol Road, Bridgwater TA6 4BT and Quantock Road Cemetery, Bridgwater TA6 7EJ

Section	Memorial permitted
Lawn	Headstone 3ft 6" x 3ft <b>OR</b> Tablet 18" x 18" x 4" x 2" <b>OR</b> Vase 8" x 8" x 8"
Traditional	Headstone 4ft x 3ft Kerb 7ft 3ft Ledger 7ft x 3ft Vase 8" x 8" x 8"
Garden of Rest	Flat tablet or Desk Vase Tablet 18" x 18" x 4" x 2"
Baby/infant section (burial section)	Headstone 2ft x 3ft Vase 8" x 8" x 8" Small Kerb set ( 18" x 36"
Baby/infant Garden of Rest	Flat tablet or Desk vase tablet 12" x 12"

### Floral Tributes, Waste and Recycling

- Throughout all of the sites operated by Bridgwater Town Council it is common for there to be a regular amount of floral tributes left on the graves. Bridgwater Town Council are not responsible for the type of condition of any floral tributes left by visitors
- Floral tributes will be removed from graves where a burial has taken place between 14 and 21 days after the burial date. Should any families wish to remove and keep the floral tributes themselves they are advised to do this within 14 days of the burial date
- Any waste removed including floral tributes may be composted where possible and visitors are asked to properly utilise the recycling points throughout the Cemeteries.
- Articles such as windchimes, cards, pictures, flags, balloons etc, are not permitted to be placed on any tree, bench or other similar feature within any of the sites.

### Memorial Benches

Memorial benches can only be purchased through Bridgwater Town Council. The costs include the bench, concrete base, maintenance for 10 years. A plaque can be arranged at an additional cost. There is also an option for a bench made from recycled plastic, the cost for these include the bench, concrete base and plaque.

The location if the bench will be decided by the Grounds Supervisor and/or Cemetery Administrator.