



**CLARE TOWN COUNCIL**

The Old School

Callis Street

Clare

Suffolk

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**CLARE CEMETERY REGULATIONS**

**Burial Authority Aims**

- To respond promptly and sensitively to the needs of the bereaved by providing a caring, well-organised, dignified and efficient cemetery service.
- To help people come to terms with their loss by offering areas of peace and tranquility for times of quiet reflection and remembrance as well as a resting place for many families' loved ones.
- To strive to meet the needs of all faiths, religion and secular lifestyles in a responsive manner to the requirements of every individual.
- To provide a safe and attractive environment for burial, ensuring that the cemetery is accessible and appropriately maintained and managed.
- To work closely with funeral directors, memorial masons and other organisations
- To carry out all statutory requirements regarding the registration of graves, burials and the issuing of exclusive rights of burial.
- To maintain accurate record keeping and provide access to information and advice.
- To ensure the health and safety of employees and of other people working in or visiting the cemetery.
- To preserve Clare burial grounds as essential elements of the historic landscape, to promote their recognition as such and to support their use for education and research.
- To manage the cemetery in a way that is sympathetic to wild life, enhancing wildlife and its habitat through conservation management.

**1. Introduction**

- 1.1. These regulations apply to Clare Cemetery, managed by the Town Council acting as the Burial Authority.

**2. Contact Details**

- 2.1. All funeral bookings, general enquiries and comments regarding the Cemetery should be directed to:

Julia Burge

Cemetery Administrator, Clerk to Clare Town Council

Mrs Maureen Smith

Cemetery Administrator, Finance Officer to Clare Town Council

Office opening hours

Tuesday 12 - 4; Wednesday & Thursday 9-

Tel No

01787 277559

Out of office hours

email [clerk@clare-suffolk.co.uk](mailto:clerk@clare-suffolk.co.uk)

email [finance@clare-suffolk.co.uk](mailto:finance@clare-suffolk.co.uk)

Address                                      The Old School, Callis Street, Clare, Suffolk, CO10 8PX

- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

### **3. Admission to the Burial Grounds**

- 3.1. The Cemetery is open for visitors every day of the year during the following times:

April to September	08.00 to 20.00
October to March	08.00 to 16.00

As the gates will be locked at the closing time given above, all visitors and their vehicles are asked to leave the cemetery in good time.

- 3.2. The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the burial ground. No consumption of alcohol or drugs may take place within the burial grounds, and anybody under the effects of such substances will be asked to leave.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 12 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the cemetery.
- 3.5. No dogs are permitted in the burial area with the exception of Guide Dogs, Hearing Dogs or other recognized Assistance Dogs, or with the express permission of a Cemetery Administrator. Dog owners using the public rights of way are asked to keep their dog(s) on a lead.
- 3.6. Vehicles are permitted in the cemetery/burial ground but must not exceed the speed limit of 10mph and must obey any instructions given to them by an officer of the Council. Vehicles must stick to the main driveways and avoid parking so as to cause a nuisance or damage to any graves or grassed areas. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the Cemetery/burial ground.
- 3.7. Visitors with disabilities or other special requirements should contact a Cemetery Administrator who will be pleased to assist.

### **4. General Regulations**

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the cemetery/burial ground either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for interments or memorial works must be paid in full to the Town Council **in advance**.

- 4.4. The Town Council will publish a scale of fees and charges annually. Residents of the area will qualify for reduced fees compared to non-residents.
- 4.5. The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

## 5. Graves

- 5.1. Graves are available in the cemetery which consists of consecrated and unconsecrated sections.
- 5.2. Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been issued. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted. Memorials may not be placed on a public grave.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 50 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 5.4. The Exclusive Right of Burial can be purchased in advance of need, i.e. graves can be pre-purchased adjacent to a family member who is being interred.
- 5.5. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled as heirs (under the terms of a will, probate or form of indemnity) and via the legal process adopted by the council.
- 5.6. In public graves, the Council undertakes to leave 50 years before allowing the burial of a person unrelated to the original burial. The Council may allow the burial of related people in the grave before the expiration of 50 years. The Council may also allow the Exclusive Right of Burial to be purchased by a family member before the expiration of the 50 year period.
- 5.7. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.8. The types of graves available are Lawn Graves, Cremated Remains Graves (lawn), Cremated Remains Graves (non-lawn), and Children's Graves. Lawn Graves are laid to lawn and a headstone only is allowed. Cremated Remains Graves are for the burial of cremated remains only. Children's Graves are reserved for the burial of children under 16.
- 5.9. **No person or company will be allowed to undertake any excavation within the cemetery ground except with the express permission of the Cemetery Management Officer. The depth of each grave will be a minimum of 6 foot.**
- 5.10. Following the interment the Council will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

## 6 Coffins

- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc. The council also permits shroud burial.

## **7 Booking of Interments**

- 7.1 A provisional booking for a funeral may be made by telephone to the Council Office or by email.
- 7.2 The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by the Town Council) to the Council Offices at least **72 working hours** in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3 In respect of private graves, the deed of grant for the Exclusive Right of Burial will be registered in the name(s) of the applicant(s) for the burial indicated on the notice of interment and signed by that person or people.
- 7.4 As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual, eg large number of mourners expected, motorbike cavalcade, jazz band, piper etc.
- 7.5 If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner (or owners) must be given, except where the burial is that of the registered grave owner.
- 7.6 It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the interment.
- 7.7 The Notice of Interment, the Certificate given by the Registrar of Births and Deaths or an order of the Coroner and the fees must be delivered to the Council Office at least **72** hours prior to the burial.
- 7.8 The Council will determine the appropriate fees to be paid for the burial, which must be paid fully in advance.

## **8 Interments**

- 8.1 Funerals will normally only be permitted Monday to Friday 09.30 - 15.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to additional cost. Please contact a Cemetery Administrator if a time outside of the permitted hours is required.
- 8.2 The digging of plots must be carried out by a qualified person who has been approved by Clare Burial Authority. The person making the funeral arrangements must check this with the Burial Authority and may request the use of the Burial Authority's approved gravedigger (to be arranged via the Town Clerk and paid for as part of interment/plot fees).
- 8.3 The Cemetery Management Officer will normally be available on site during the interment.
- 8.4 The time appointed for an interment must be punctually observed.
- 8.5 It is the responsibility of the person making the funeral arrangements to arrange a Minister or Officiant for the interment if one is required.
- 8.6 A Suitable temporary marker must be provided and in place immediately following an interment and remain in place until a permanent memorial is fitted.

8.7 Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 14 days before being cleared by the Cemetery Management Officer (unless family have already removed them).

## **9 Memorials**

9.1 The Council has adopted a Management of Memorials Policy dealing with current and future memorial installations, safety inspections and making safe unstable memorials. Masons carrying out work in the burial grounds must comply with the Council's Management of Memorials Policy. (Copy available on request.)

9.2 All memorials fixed in the cemetery must comply with British Standard 8415 (Latest version) and the BRAMM Blue Book (Latest version).

9.3 Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (Latest version).

9.4 Only those memorial masons businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence will be able to work in the cemetery. Fixers who do not hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.

9.5 Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.

9.6 Clare is a lawned cemetery and therefore fences cannot be erected around a grave nor the grave space defined. No objects must be placed on the length of the grave.

9.7 Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to a Cemetery Administrator on the appropriate form supplied by the Council. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible Memorial Mason.

9.8 Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.

9.9 The maximum height of lawn memorials is 900mm, the maximum width is 600mm and the depth (of the plinth) is 300mm. The memorial must be a minimum of 75mm thick. On traditional graves the Council will consider applications for larger memorials subject to them being satisfied that the installation is compliant with current recognized industry standards. On cremated remains and children's graves the maximum height of a memorial is 600mm and the maximum width 450mm.

9.10 The memorial mason may inscribe the company name only on the reverse of the stone towards the base in lettering not more than 25mm high. No trademark, phone number or other advertising will be allowed. The memorial mason may also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 25mm high.

9.11 Memorial masons must remove all arisings from the cemetery at the conclusion of their work, and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery/burial ground prior to re-fixing following a burial - all such memorials must be

removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated. The Council should be advised where the memorial is to be stored.

## **10 Care of Graves and Memorials**

- 10.1 All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls in to disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.
- 10.2 Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.
- 10.3 All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site.
- 10.4 No trees may be planted on graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.

**Clare Town Council Burial Authority  
February 2018**