

Frodsham Town Council

Policy & Process Committee Meeting – 28 February 2022

Cemetery Report – Item 59e

There have been 38 interments to date in 2021/22, compared to 36 in the whole of 2020/21.

These breakdown as follows:

	2020/21			21/22 to 21-Feb		
	Ashes	Burial	Total	Burial	Ashes	Total
New Graves	11	9	20	8	14	22
Reopens	7	9	16	4	12	16
Total	19	18	37	12	26	38

Three memorial plaques have been ordered this year, compared to one in 2020/21.

A charge is made for memorial permits relating to new headstones (permits for tablet memorials and additional inscriptions are free of charge). 8 paid memorial permits have been issued this year to date, compared to 14 in 2020/21.

The administrative processes involved in managing the cemetery are summarised in the checklists in Appendix 1.

The Cemetery Clerk recently completed training on dealing with exclusive rights of burial and the strict legal rules around transferring of these rights. CC has reviewed all interments from 2021 and identified 8 interments where the grave owner had deceased. All of the people who arranged these interments have been contacted and invited to contact CC to discuss transferring the rights appropriately and these are being followed up.

Going forward, people will be advised when the interments are arranged and followed up appropriately (the grave owner may be placed in a grave they own and is not always necessary or appropriate to put extra stress on the bereaved to sort out ownership immediately – this will be dealt with sensitively).

Appendix 2 shows the procedures that are required to transfer Exclusive Rights of Burial.

The Cemetery Clerk has also received training on the duties to conduct regular safety inspections of memorials and will bring a report to a future meeting.

Budget

		<u>2020-2021</u>		<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected
130	<u>Cemetery</u>					
1300	Income - Burial Fees	13,000	20,560	18,000	20,215	21,000
1301	Income - Memorials	0	1,875	1,000	1,525	2,000
	Total Income	<u>13,000</u>	<u>22,435</u>	<u>19,000</u>	<u>21,740</u>	<u>23,000</u>
4210	IT	0	262	0	85	113
4250	Rates	1,400	1,432	1,450	1,422	1,422
4320	Maintenance	0	467	2,000	1,200	1,600
4550	Plaques & Memorials	200	0	0	480	480
4560	Waste Removal	1,080	562	1,080	456	764
4600	Utilities	600	949	600	896	956
4900	Cemetery EMR	0	0	20,000	2,800	2,800
4990	Sundries	400	2,231	400	456	456
	Overhead Expenditure	<u>3,680</u>	<u>5,902</u>	<u>25,530</u>	<u>7,795</u>	<u>8,591</u>
	Movement to/(from) Gen Reserve	<u>9,320</u>	<u>16,533</u>	<u>(6,530)</u>	<u>13,945</u>	<u>14,409</u>
	Total Budget Income	<u>13,000</u>	<u>22,435</u>	<u>19,000</u>	<u>21,740</u>	<u>23,000</u>
	Expenditure	<u>3,680</u>	<u>5,902</u>	<u>25,530</u>	<u>7,795</u>	<u>8,591</u>
	Movement to/(from) Gen Reserve	<u>9,320</u>	<u>16,533</u>	<u>(6,530)</u>	<u>13,945</u>	<u>14,409</u>

Appendix

The following checklists show the administrative process surrounding the cemetery administration.

The colours indicate the timing of the various processes:

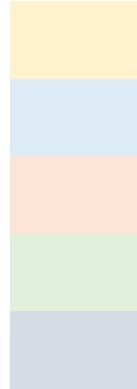
When booking is received

3 working days before interment

Day of interment

After interment

Final checks



New Burial Plot Checklist

Plot No
 Name of Deceased
 Interment Date

1 Create Epitaph booking for interment	
2 Check space in plot and if grave owner is applicant - if not, see 3.	
3 If grave owner is deceased, inform FD that interment of owner may go ahead but advise applicant that transfer of ownership will be required before memorial may be amended. If deceased is not grave owner, transfer must be affected before booking can be confirmed.	
4 Book grave digger and notify depth of plot	
5 Check interment form and green form/coroner's form and update Epitaph	
6 Check payment received	
7 Allocate T No. for payment and enter into Payment & Receipts spreadsheet	
8 Copy interment form (and cheque if appropriate) and save on network for accounts	
9 Issue receipt for FD	
10 Record Payment in Burial Fee Accounts Book (or spreadsheet)	
11 Bank cheque	
12 Check plot before burial date	
13 Attend interment if required	
14 Ensure all details fully recorded in Epitaph	
15 Complete green form/coroner's form and return to Registrar	
16 Enter details in Purchased Graves Register	
17 Allocate Burial Register No	
18 Enter in Burial Register	
19 Write out Deed for grave (cost = cost of lease only)	
20 Send Deed to grave owner with copy of Cemetery Regulations	
21 Scan all documents and upload to Epitaph	
22 On return of Acceptance of Regs form, scan, upload and file	

New Burial Plot Checklist

Plot No
Name of Deceased
Interment Date

1 Create Epitaph booking for interment	
2 Allocate next vacant grave plot	
3 Mark name of deceased on plan	
4 Book grave digger and notify depth of plot	
5 Check interment form and green form/coroner's form and update Epitaph	
6 Check payment received	
7 Allocate T No. for payment and enter into Payment & Receipts spreadsheet	
8 Copy interment form (and cheque if appropriate) and save on network for accounts	
9 Issue receipt for FD	
10 Record Payment in Burial Fee Accounts Book (or spreadsheet)	
11 Bank cheque	
12 Check plot before burial date	
13 Attend interment if required	
14 Ensure all details fully recorded in Epitaph	
15 Complete green form/coroner's form and return to Registrar	
16 Enter details in Purchased Graves Register	
17 Allocate Burial Register No	
18 Enter in Burial Register	
19 Write out Deed for grave (cost = cost of lease only)	
20 Send Deed to grave owner with copy of Cemetery Regulations	
21 Scan all documents and upload to Epitaph	
22 On return of Acceptance of Regs form, scan, upload and file	

Reopen Ashes Plot Checklist

Plot No

Name of Deceased

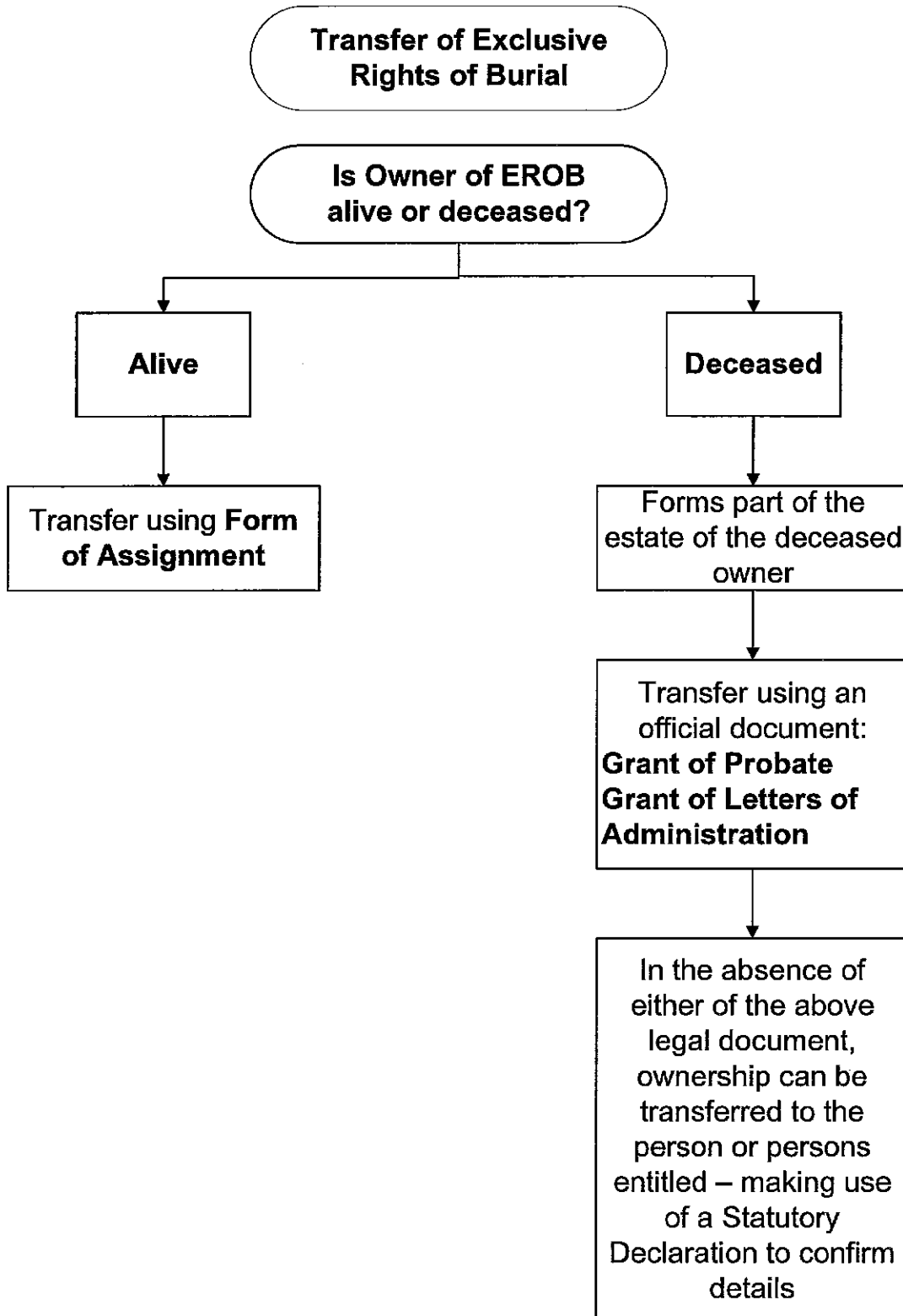
Interment Date

1 Create Epitaph booking for interment	
2 Check space in plot and if grave owner is applicant - if not, see 3.	
3 If grave owner is the deceased, inform FD that interment of owner may go ahead but advise applicant that transfer of ownership will be required before memorial may be amended. If deceased is not grave owner, transfer must be affected before booking can be confirmed.	
4 If FD is not digging plot, book grave digger	
5 Check interment form and update Epitaph	
6 Check cremation certificate and update Epitaph	
7 Check payment received	
8 Allocate T No. for payment and enter into Payment & Receipts spreadsheet	
9 Copy interment form (and cheque if appropriate) and save on network for accounts	
10 Issue receipt for FD	
11 Record Payment in Burial Fee Accounts Book (or spreadsheet)	
12 Bank cheque	
13 Check plot	
14 Attend interment if required	
15 Ensure all details fully recorded in Epitaph	
16 Allocate Burial Register No	
17 Enter in Burial Register	
18 Scan all documents and upload to Epitaph	

New Ashes Plot Checklist

Plot No
Name of Deceased
Interment Date

1 Create Epitaph booking for interment	
2 Allocate next vacant grave plot	
3 Mark name of deceased on plan	
4 If FD is not digging plot, book grave digger	
5 Check interment form and update Epitaph	
6 Check cremation certificate and update Epitaph	
7 Check payment received	
8 Allocate T No. for payment and enter into Payment & Receipts spreadsheet	
9 Copy interment form (and cheque if appropriate) and save on network for accounts	
10 Issue receipt for FD	
11 Record Payment in Burial Fee Accounts Book (or spreadsheet)	
12 Bank cheque	
13 Check and mark allocated plot	
14 Attend interment if required	
15 Ensure all details fully recorded in Epitaph	
16 Enter details in Purchased Graves Register	
17 Allocate Burial Register No	
18 Enter in Burial Register	
19 Write out Deed for grave (cost = cost of lease only)	
20 Send Deed to grave owner with copy of Cemetery Regulations	
21 Scan all documents and upload to Epitaph	
22 On return of Acceptance of Regs form, scan, upload and file	



Transfer of Exclusive Rights of Burial when owner is deceased

Did deceased owner leave a valid Will?

YES

NO

Was Grant of Probate obtained?

Was Grant of Letters of Administration obtained?

YES

NO

YES

NO

Register ownership in name of executor by production of 'sealed' **Grant of Probate**

Make use of a **Statutory Declaration** to confirm details of Will

Register ownership in name of Administrator by production of 'sealed' **Grant of Letters of Administration**

Make use of a **Statutory Declaration** to confirm details of transfer to person/s entitled