



Banwell Parish Council

Banwell Village Hall
Westfield Road
Banwell. BS29 6BS

Telephone: (01934) 820442
Email: clerk@banwellparishcouncil.org.uk

MINUTES OF A MEETING OF THE CEMETERY & MEMORIALS COMMITTEE HELD AT BANWELL CEMETERY AT 7.00 P.M. ON TUESDAY 28th AUGUST 2018

Present: Cllr Paul Blatchford (Chairman), Cllr Phil Adams, Cllr Steve Davies, Cllr Paul Harding (ex-officio), Cllr Maggie McCarthy (Vice Chairman), John Keate (co-optee) & Richard Tolmie (co-optee).

31/18 To receive apologies for absence (agenda item 1).

Apologies were received from Cllr Hale & Cllr Weston

32/18 To receive members' declarations of interest on any agenda item (agenda item 2).

John Keate declared an interest in all agenda items.

33/18 To approve as a correct record the minutes of the Cemetery and Memorials committee on 22nd May 2018 (agenda item 3).

Resolved – That the minutes be approved as a correct record of the meeting

The resolution was correctly proposed and seconded (Unanimous).

The minutes of the meeting were signed by the Chairman as a correct record.

34/18 To invite public participation (agenda item 4)

There were no members of the public present.

35/18 Matters for Information / Clerks Report (agenda item 5).

- i. **Roman Catholic Area** – It was noted that loose soil has been placed on one of the graves. Memorial work had been completed in this area and it was suggested that the memorial mason should be contacted to remove the soil. It was also noted that one of the graves had sunk and that needed to be tidied. It was suggested that the family be contacted in relation to this.
- ii. **South Wall** – It was noted that now that the stabilisation to the South Wall had been completed that the daffodils were now absent. It was suggested that these should be replaced.
- iii. **Signage** – It was noted that ashes are continuing to be scattered on the Garden of Remembrance without permission. A sign was needed to remind the next of Kin to contact the Parish Office for permission.

36/18 To discuss an application to erect a memorial bench (agenda item 6).

Resolved – To agree the erection of a memorial bench on the proviso that the location be agreed before it is placed in the Cemetery.

The resolution was correctly proposed and seconded (unanimous).

37/18 To discuss any work needed on paths, trees and the compost area in the cemetery (agenda item 7).

No work was identified.

38/18 To note the total cost of the work to the Cemetery Wall (agenda item 8).

The total cost of the remedial work to the wall and associated exhumations of £41889.86 was noted. The Chairman wished to thank Cllr Weston and the Clerk for all the work carried out to facilitate this.

The resolution was correctly proposed and seconded (unanimous).

39/18 To recommend to Council the split of the Cemetery Reserve Account in line with the Financial Services Compensation Scheme (agenda item 9).

Resolved – To recommend to Council the split of the Cemetery Reserve Account in line with the Financial Services Compensation Scheme.

The resolution was correctly proposed and seconded (unanimous).

40/18 To note the Cemetery and Memorials Budget (agenda item 10)

The budget was noted

41/18 Date of next meeting (agenda item 12)

Tuesday 27th November 2018 venue to be determined at a later date.

The meeting closed at 7:16pm.

Chairman.....

Date.....



Banwell Parish Council

Cemetery Burial / Cremation Interment Application

Banwell Parish Council Clerk: Banwell Village Hall
Westfield Road, Banwell BS29 6BS

Tel: (01934) 820442 Email: clerk@banwellparishcouncil.org.uk

1. **Full name of the applicant or deceased**

2. **Address of normal residence**

3. **Purchase of Grave or Cremation Plot**

Please tick the appropriate box below if you are purchasing a new grave or cremation plot.

	Resident	Non-Resident
Exclusive right of burial in an earthen grave (or cremation plot within a grave) for 80 years.		
Exclusive right of burial in a cremation plot for 80 years.		

If you are purchasing a new grave or cremation plot on behalf of the deceased, please give your name and address:-

.....

4. **Interments** - Please tick the appropriate box below-

	Resident of Banwell	Non-Resident	Single / Double or Triple Depth
Burial of a child up to 18 years			
Burial of an adult of 18 years or over*			
Burial of cremated remains			
Re-opening of grave*			
Re-opening of cremation plot			

5. **New grave:** Grave and Grant number (to be provided by the Clerk)

6. **Re-opening:** Grave number Number and date of grant

Please contact the clerk if the grave or grant number is unknown.

Cemetery Committee 27/11/18
7. Authorisation of Interment

I/We hereby authorise my/our grave/cremation plot No to be opened for the interment of the person named above.

NOTE: The Local Authorities' Cemeteries Order 1977 states that no interment may take place in a grave or cremation plot without the consent of the owner of the exclusive right of burial for that plot. Accordingly, where the interment is of someone other than the plot owner, the following must be completed by the owner.

Name..... Signed.....

Address.....

8. Interment of plot owner

Where interment is of the owner of the exclusive right of burial for that plot, the following must be completed by the next of kin / executor.

I, being the executor/next of kin/person acting on behalf of the deceased owner, hereby authorize grave/cremation plot No to be opened for the interment of the plot owner.

Name..... Signed.....

Address.....

Relationship to the deceased.....

9. Transfer or addition of Ownership of Grave/Cremation Plot

If ownership of the plot is not transferred to a living family member, the regulations will not permit any further burials or memorial applications for this plot. **Please contact the Clerk for an additional form or download one from the website.**

10. Fee enclosed (including the administration fee) £ (Please make cheques payable to Banwell Parish Council and return fee with a copy of this form to the address above.) **BACs: Banwell Parish Council. Sort code 60-23-32 Account 59678674 please put your name as a reference.**

Your signature Date.....

(For Banwell Parish Council use only: Date payment received)



Banwell Parish Council

Application to Erect a Memorial or Place an Additional Inscription on a Memorial in Banwell Cemetery

Plot number Name of deceased.....

Name and address of monumental mason carrying out the work.....

.....

Memorials

	Please tick option
For the right to erect or place a memorial on a grave in which exclusive right has been granted (including memorial tablet and first inscription)	
For the right to erect or place a memorial on a cremation plot in which exclusive right has been granted (including memorial tablet & first inscription)	

Plus

Ceramic portrait	
------------------	--

Or

Each subsequent inscription	
-----------------------------	--

Inscription and Design of Memorial - please provide below details of the proposed inscription, together with a sketch of the proposed memorial showing the dimensions (which must comply with paragraph 16 of the Banwell Cemetery regulations), the material to be used and including full details of the fixings, which must comply with the NAMM code of working practice

Inscription	Sketch

(Note: The above details must not be altered once the permit is issued.)

I confirm that the above memorial will comply fully with the current NAMM code of working practice.

Signed..... (Monumental Mason)

Details of owner of grave space or executor/other person acting on their behalf.

I give my consent to the erection of this memorial/insertion of additional inscription.

Signature.....

Full name.....

Address.....

.....

Relationship to owner of grave.....

Contact phone number.....

Date..... **No. of Deed of Right of Burial (if known)**.....

Notes

All stone masons must put their identification on memorials.

All memorials must show the plot number carved thereon.

All memorials must be erected/re-erected in accordance with the NAMM recommended code of working practice.

An administration fee per application is payable and should be added to the fees.

An extra fee will be charged to cover administration if the above is not complied with.

Office use only

I hereby acknowledge receipt of the sum of £..... in respect of the above memorial/ inscription.

You are hereby authorised to erect the memorial or carry out the work on the grave specified in this form in accordance with the design submitted and the NAMM recommended code of working practice.

.....Clerk, Banwell Parish Council.

Date.....

Completed application (including the administration fee) to be sent to – Banwell Parish Council, Banwell Village Hall, Westfield Road, Banwell BS29 6BS.

Please make cheques payable to Banwell Parish Council or **BACs: Banwell Parish Council. Sort code 60-23-32 Account 59678674** please put your name as a reference.

Any queries do not hesitate to contact the Parish Council at the above address or **Tel:** (01934) 820442
Email: clerk@banwellparishcouncil.org.uk

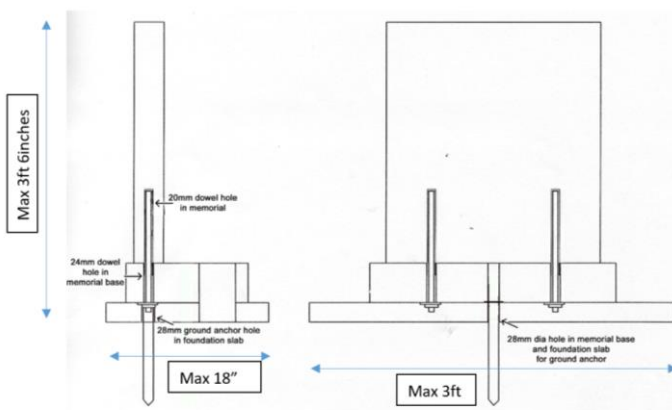
Extract from Banwell Parish Council Cemetery Regulations

MEMORIALS AND MARKERS

- 16.1) Memorials shall be permitted on private graves only and shall be wholly constructed in natural stone, marble or wood.
- 16.2) No memorial shall be erected or placed on a grave until the owner of the grave has been granted a right to place a memorial, including the approval by the Clerk of the inscription or subsequent inscriptions. The right will not be issued until the appropriate fees and charges have been paid to the Clerk.

a) **GRAVES** See next page for diagram.

An ink drawing on paper (to scale, stating colours, grave space number corresponding with the register of graves and short specification of materials to be used, restricted to natural stone, marble or wood, and proposed inscription describing style of lettering and colour) shall be submitted to the Clerk for approval; and the appropriate fees paid before the erection, or undertaking of any work. Stainless Steel dowels only shall be used in connection with any stonework. The grave space number shall be placed on every memorial in half inch lettering. No memorial shall exceed three feet, six inches in height, by three feet in width, by one foot overall back to front. The concrete base of any memorial shall not exceed three feet, six inches in width by 18" and shall be so constructed that it does not protrude above the level of the surrounding ground. No kerbstones or granite chippings will be permitted. All memorials must be fixed in line with the National Association of Memorial Masons Code of Working Practice.



b) **CREMATED REMAINS**

As for 16.3 a) above but no memorial shall exceed four inches in height. Memorial tablets for single plots will be 18"x12"x4" deep at the rear tapering to 2" at the front, whilst memorial tablets for double plots will be 18"x18"x4" deep at the rear tapering to 2" at the front. This may include one mounted vase (excluding glass) to each memorial tablet.

c) The name of the monumental mason shall be displayed discreetly with lettering of up to ½ inch high along with the grave space number at an inch high.

- 16.3) Separate vases will not be permitted in the grave space.

ERECTION OF MEMORIAL WORK

- 17.1) All work carried out in connection with memorials or markers shall be carried out under the control of the Clerk. Any memorial or marker wrongly or illegally erected or placed on a grave space shall be removed as the law permits.
- 17.2) The person undertaking the fixing or laying of memorials shall provide all equipment for the work. Equipment and surplus materials shall be removed without delay and the site left in a tidy condition.
- 17.3) An extra administration fee will be charged to a Monumental Mason if any memorial is placed or subsequently amended without an application form being submitted to the Clerk in advance, along with the appropriate fee. The extra administration fee will be the equivalent of the original fee i.e. double will be charged. This is in recognition of the extra work involved.



Banwell Parish Council

Cemetery Burial / Cremation Interment Application

Banwell Parish Council Clerk: Banwell Village Hall
Westfield Road, Banwell BS29 6BS

Tel: (01934) 820442 Email: clerk@banwellparishcouncil.org.uk

1. Full name of the applicant

2. Address of normal residence

.....

3. Full name of original plot owner (s)

4. Addition of Owner to Grave/Cremation Plot

If ownership of the plot is not in the ownership of a living family member, the regulations will not permit any further burials or memorial applications for this plot.

Are you the only owner of the plot? Yes/No

If Yes, please complete the declaration below;

I (name)..... of (address).....

Agree that (name)..... can be recorded as an additional owner of the grave.....

Signed..... Date.....

If No, then please complete the declaration above and get the additional family member to complete the declaration below;

I (name)..... of (address).....

Agree that (name)..... can be recorded as an additional owner of the grave.....

Signed..... Date.....

To be completed by the additional owner of the grave / cremation plot

I (name)..... of (address).....

agree to be recorded as an owner of grave..... in the register maintained by Banwell Parish Council and understand that I will need to inform the Parish Council of any change to my contact details and that I will need to give authority for the plot to be re-opened for any future interment.

Signed..... Date.....

5. Transfer of Ownership of Grave/Cremation Plot

If ownership of the plot is not in the ownership of a living family member, the regulations will not permit any further burials or memorial applications for this plot.

Are you the owner of the plot? Yes/No

If Yes, please complete the declaration below;

I (name)..... of (address).....

agree that (name)..... shall be recorded as the new owner of grave.....

Signed..... Date.....

If No, Please provide a copy of the Grant of Probate / Administration or the Will to enable you to transfer ownership.

Do you wish to have ownership of the plot transferred to you? Yes/No

If yes –

Name..... Relationship to the deceased.....

Address.....

Signed..... Date.....

If no, is there another family member who will take over ownership? Yes/No

If yes, please sign the following declaration -

I (name)..... of (address).....

wish (name)..... to be recorded as the owner of the grave.....

Signed..... Date.....

To be completed by the person the grave / cremation plot is being transferred to;

I (name) of (address).....

am the proper person to be recorded as the owner of grave..... in the register maintained by Banwell Parish Council and understand that I will need to inform the Parish Council of any change to my contact details and that I will need to give authority for the plot to be re-opened for any future interment.

Signed..... Date.....

Banwell Cemetery Risk Assessment

Risk	Function	Duty	Act	Hazard	Control	Review	Likelihood Score	Impact Score	Score	ActionPlan
Administration /Legal	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Loss of burial records through theft or natural disaster.	Determine responsibility for security. Ensure that all relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping.	As and when	Low	Medium	2	
Environmental	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Maintenance of Cemetery including grass cutting.	Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place. Ensure that any contracts for cemetery maintenance are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance records are kept up to date and ready for inspection.	Annually	Medium	Low	2	
Environmental	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Vandalism.	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Low	Medium	2	
Financial	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Failure to review charges.	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Low	1	
Financial	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Failure to collect charges.	Define responsibility for collection of cemetery income. Prepare debtor accounts promptly. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Ensure procedures are in place for issue of reminders for unpaid accounts. Follow defined procedure for reminders. Ensure appropriate internal audit testing procedures are in place. Ensure council approval required for write-off of any bad debts.	Annually	Low	Low	1	

Banwell Cemetery Risk Assessment

Financial	Cemeteries/Churchyards	Power to provide	s 214(2) Local Government Act 1972	Failure to bank income.	Define responsibility for prompt banking of income received. Provide for regular statement of income to Council/committee. Provide for internal audit testing of income banked against underlying records.	Annually	Low	Low	1	
Physical	Cemeteries/Churchyards	Power to provide	s 214(2) Local Government Act 1972	Control of hazardous substances.	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are made according to the legal requirement.	Monthly	Low	Medium	2	
Physical	Cemeteries/Churchyards	Power to provide	s 214(2) Local Government Act 1972	Security of cemeteries and buildings.	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Medium	Low	2	
Physical	Cemeteries/Churchyards	Power to provide	s 214(2) Local Government Act 1972	Maintenance of buildings.	Define responsibility for property maintenance. Carry out/arrange regular inspection of all buildings. Maintain detailed records of all work scheduled/completed.	Annually	Low	Medium	2	
Physical	Cemeteries/Churchyards	Power to provide	s 214(2) Local Government Act 1972	Security/control of equipment.	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Annually	N/A	N/A	0	
Physical	Cemeteries/Churchyards	Power to provide	s 214(2) Local Government Act 1972	Maintenance of equipment.	Define responsibility for equipment maintenance and ensure any necessary training is complete Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Annually	N/A	N/A	0	

Banwell Cemetery Risk Assessment

Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Control of hazardous substances including certification for use etc.	Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are made within the required guidelines. Ensure that hazardous substances are securely stored in a locked cabinet.	Annually	Low	Low	1	
Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Personal injury.	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. If this service is contracted out please ensure that you have evidence. Please obtained a copy of the Public Liability Insurance and keep on file.	Annually	Low	Medium	2	
Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Headstones/kerbsto nes safety survey.	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover is in place. Topple testing needs to be done by trained personnel.	Quarterly	Medium	Medium	4	Contact NaMM
Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Fire.	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Bar burning of rubbish/cemetery waste.	Annually	Low	Low	1	

Banwell Cemetery Risk Assessment

Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Theft.	Define responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Maintain register of assets. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	
Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Failure of Water Supply.	Ensure that all damage to water supply is promptly reported and dealt with. Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue.	As and wh	N/A	N/A	0	
Physical	Cemeteries/ Churchyards	Power to provide	s 214(2) Local Government Act 1972	Loss arising from theft/misappropriati on.	Determine responsibility for stock control. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Provide for internal audit testing.	Annually	Low	Low	1	

Cemetery fee comparison November 2018

	Banwell	Banwell	Burrington	Churchill	Shipham	Wedmore	Winscombe
Purchase of Exclusive Right of Burial							
In an earthen grave (Shipham double fees if double plot)	£220 £440	£220 £440	£100 £200 £300	£160 £420	£96 £192	£96 £360	£170 £340
In a cremated remains plot (Shipham double fees if double plot)	£110 £220	£110 £220	£££	£100 £300	£36 £72	£96 £200	£120 £240
Interments							
1) The body or cremated remains of a still-born or a child whose age at the time of death did not exceed 18 in the designated area.	Free	Free	Free (up to a yr.)	Free	£17 £34	Free (up to a yr.)	Free
2) The body of a person whose age at the time of death exceeded 18 years (Axbridge – over 10 yrs, Shipham / Churchill over 12 yrs). To include Environmental Charge	£120 £240	£160 £320	£60 £120 £180	£160 £420	£79 £158	£70 £240	£130 £260
3) The cremated remains of a child whose age at the time of death did not exceed 18 years in the designated area.	Free	Free	Free (up to a yr)	Free	£47 £94	£80 £300	£60 £120
4) Cremated remains in the cremated remains area.	£50 £100	£80 £160	£50 £100 £150	£100 £300	£47 £94	£96 £360	£100 £200
5) Cremated remains in a full grave	£50 £100	£70 £140	£70 £140 £210	£100 £300	£72 £144	N/A	£100 £200
6) Scattering of ashes only in designated area	£0	£0	£60 £120 £180	N/A	N/A	N/A	£50 £50
Environmental Charge	None	None	None	None	None	None	None
Monuments, Gravestones, Tablets & Inscriptions							
1) A headstone including first inscription in burial area.	£115	£120	£70 £140 £210	£117 £351	£117 £351	£72 £180	£110 £220
2) A horizontal memorial tablet/vase including first inscription in cremated remains area.	£40	£60	£70 £140 £210	£62 £186	£62 £186	£30 £60	£70 £140
3) Additional inscription	£30	£30	£25 £50 £75	£25 £75	£25 £50	£24 £48	£30 £60
4) Ceramic portrait	£40	£40	Unkn own	£35 £105	£35 £70	Free	Free
Clerk's/Administration Fee	£20	None	£10	£75	£75	£50	None
basic resident burial							
basic resident cremation							

Cemetery Budget 2019/2020

Department	Budget 2017- 18	Actual	Budget 2018-19	Spend 1 April - 1st Nov 18	Anticipated Spend 2018 - 19	Comments	Draft Budget 2019 - 20	Precept	Reserves
Cemetery & Memorials									
Grass cutting	1,950	1,950	1,950	1137.5	1,940	No anticipated increase	1,950	1,950	0
Garden maintenance	250	0	350	0	100		350	350	0
Making up graves	100	280	280	0	200		280	280	0
Cemetery / Memorial work contingency	10,600	24,226	4,000	40	2,080	War memorial due to be cleaned. Underspend from last years budget and precept	6,000	4,000	2000
TOTAL	£12,900	26,456	£6,580	£1,178	£4,320		£8,580	6,580	2000

Banwell Parish Council
Summary of Receipts and Payments
Cost Centre Cemetery and Memorials

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
101	Grass Cutting				1,950.00	1,137.50	813		813
102	Paths / Trees / Garden				350.00		350		350
103	Making up Graves				280.00		280		280
104	Cemetery / Memorial Maintenance				4,000.00	40.00	3,960		3,960
105	Environmental Fee					200.00	-200		-200
NET TOTAL					6,580.00	1,377.50	5,203		5,203
V.A.T.									
GROSS TOTAL				0.00		1,377.50			

Banwell Parish Council
Summary of Receipts and Payments
Cost Centre Cemetery Income

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
908	Cemetery Income	2,500.00	3,165.00	665				665	
NET TOTAL		2,500.00	3,165.00	665				665	
V.A.T.									
GROSS TOTAL			3,165.00			0.00			