



Banwell Parish Council

Banwell Youth & Community Centre

West Street, Banwell. BS29 6DB

Telephone: (01934) 820442

Email: clerk@banwellparishcouncil.gov.uk

MEETING: Cemetery and Memorials Working Group.

DATE & TIME: Wednesday, 8th July 2026 at 6pm.

LOCATION: Banwell Cemetery, St Andrews Church, Church Street, Banwell.

PRESENT: Cllr, Andrew Base, co-opted members John Keate (Cemetery Orderly) & Maggie McCarthy (Church Warden).

Also present: Liz Shayler (Clerk).

NOTES

01/26 To elect a Chairman (agenda item 1)

Resolved: To elect Cllr Base as Chairman of the Working Group.

The resolution was correctly proposed and seconded (unanimous)

02/26 To elect a Vice-Chairman (agenda item 2)

The election of a Vice-Chairman was postponed due to the lack of councillor attendance.

03/26 To receive apologies for absence (agenda item 3)

Apologies were received from Cllr Davies.

04/26 To receive members' declarations of interest on any agenda item (agenda item 4)

John Keate, as Cemetery Orderly, declared an interest in all matters of expenditure.

05/26 To agree the notes of the meeting held on the 25th of October 2025 (agenda item 5)

Resolved: To agree the notes of the meeting held on the 25th of October 2025.

The resolution was correctly proposed and seconded (unanimous)

06/26 To undertake the following checks and suggest any work needed (agenda item 6)

i) Cemetery Paths

No work was required, although it was noted that the paths may need to be sprayed later in the season.

ii) Trees

No visible issues were identified.

iii) Remembrance Garden

Queries were raised regarding the lack of progress with the planting. The Clerk was asked to speak to the Environment and Biodiversity Officer for an update.

It appeared that ashes may have been scattered in the Garden of Remembrance, although the Clerk was not aware of any recent permission having been granted.

07/26 To note the Cemetery and Memorials Budget and income (agenda item 7)

The Cemetery and Memorials Budget and income were noted.

08/26 To undertake the annual memorial inspection (agenda item 8).

The annual memorial safety inspection was undertaken.

The following memorials would be referred to a memorial mason for further inspection:

70 - Warner

82 – Tripp (cement)

117 - Hollard

323 - Payne

RC7 - Vernon

09/26 Date of next meeting (agenda item 9)

Wednesday 14th October 2026, 6:00pm at Banwell Cemetery.

The Chairman closed the meeting at 6:15pm

.....Chairman

.....Date



BANWELL PARISH COUNCIL CEMETERY & MEMORIALS WORKING GROUP TERMS OF REFERENCE

General

To meet when necessary, in the Cemetery at the discretion of the Chairman of the Cemetery & Memorials Working Group to deal with matters pertaining to the efficient management of the responsibilities listed below and to report to the Parish Council via the meeting notes.

Cemetery

- To oversee the allocation of plots for burials and cremations (delegated to the Clerk).
- To maintain the current position and alignment of burial and cremation plots.
- To recommend to council the appointment of a Cemetery Orderly and revise the job specification, as necessary.
- To approve memorials applications before payment and installation, six months after interment for full burial (delegated to the Clerk)
- To ensure the area is kept tidy and free of rubbish and weeds.
- To ensure all hedges, trees and pathways are well maintained.
- To ensure all buildings and walls are in a good state of repair.
- To carry out an annual Memorial Safety check on the headstones.
- To consider and recommend for approval or refusal to the Parish Council, any memorials that may be unusual to, or not considered to be in keeping with other memorials in the cemetery.

Memorials

To annually monitor the condition of the War Memorial and the memorial stones in the parish by completing an inspection.

Finance for recommendation to Full Council

- To annually set rates for burials, cremations and memorials.
- To annually prepare estimates for the budget for submission to the Council.
- To prepare a list of proposed special projects to be referred to the Council.



Banwell Parish Council

Cemetery Burial / Cremation Interment Application

Banwell Parish Council Clerk:

Banwell Youth and Community Centre

West Street, Banwell BS29 6DB

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

1. **Name of person for whom the grave / cremation plot is being purchased or who is to be interred**

.....

2. **Address of normal residence**

.....

3. **Purchase of Exclusive Right of Burial for a Grave or Cremation Plot**

Please tick below if purchasing the Exclusive Right of Burial in 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 the person purchasing the Exclusive Right of Burial is different from the person named above, please give the purchaser's 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			

Date of Interment

5. **New grave:** Grave / Plot No. and Grant No (provided by the Clerk)

6. **Re-opening:** Grave / Plot No Grant No. and date

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

7. Authorisation of Interment

NOTE: Where the person to be interred is not the registered owner(s) of the Exclusive Right of Burial, the registered owner(s) must give consent to the interment below.

I/We authorise Grave / Cremation Plot No. to be opened for the interment of the person named in this application.

Name(s):.....

Signature(s):.....

Address:.....

8. Interment of plot owner

Where the person to be interred is the registered owner of the Exclusive Right of Burial, please provide the details of the person arranging the interment.

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

Address.....

Relationship to the deceased.....

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

Following the death of the registered owner, the Exclusive Right of Burial will normally need to be transferred before any further interment, or memorial application can be authorised. Please contact the Clerk for advice and the appropriate form.

10. Fee enclosed £ We prefer **BACs** payments: Banwell Parish Council. **Sort code** 60-23-32 **Account** 59678674 Please use the deceased's name as the payment reference.

Alternatively make cheques payable to Banwell Parish Council

Please note: Full payment must be received by Banwell Parish Council before the interment can take place. Failure to provide payment in advance may result in the postponement of the interment.

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 the proposed inscription and a sketch of the memorial showing: overall dimensions, material to be used, fixing details and any ceramic portrait or other permitted feature. The memorial must comply with paragraph 16 of the current Banwell Cemetery Regulations and the applicable NAMM Code of Working Practice.

Inscription

Sketch

(Note: The approved inscription, design, dimensions, materials and fixing arrangements must not be altered once approval has been issued without the prior written approval of Banwell Parish Council.)

I confirm that the proposed memorial and its installation will comply with the current Banwell Cemetery Regulations and the applicable NAMM Code of Working Practice.

Signed..... (Monumental Mason)

Consent of Grave Owner or Authorised Person.

I give my consent to the erection of the memorial or the addition of the inscription detailed above.

Signature.....

Full name.....

Address.....

.....

Relationship to grave owner

Contact phone number / email.....

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

Important Information

- Monumental mason's identification must be displayed discreetly on the memorial.
- Grave space number must be carved on memorial in accordance with Cemetery Regulations.
- Memorials must be erected or re-erected in accordance with the applicable NAMM Code of Working Practice.
- No memorial, additional inscription or alteration may be undertaken until approval has been issued by Banwell Parish Council.
- The appropriate memorial fee and administration fee must accompany the application.
- Work undertaken without prior approval may be subject to the additional administration fee set out in the Council's current Cemetery Fees and Charges.

Office use only

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

The memorial / inscription detailed above is approved in accordance with the design submitted and the current Banwell Cemetery Regulations.

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

Clerk, to Banwell Parish Council

Completed application and fee to be sent via email clerk@banwellparishcouncil.gov.uk or by post to; Banwell Parish Council, Youth & Community Centre, West Street, Banwell BS29 6DB.

We prefer BACs payments: Banwell Parish Council. Sort code 60-23-32 Account 59678674.

Please use the applicant's name or deceased's name as the payment reference.

Alternatively make cheques payable to Banwell Parish Council

Any queries do not hesitate to contact the Parish Council at the above address or **Tel:** (01934) 820442

Email: clerk@banwellparishcouncil.gov.uk

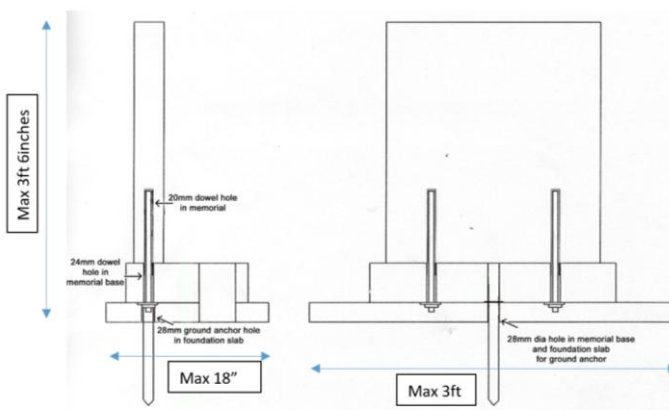
Extract from Banwell Parish Council Cemetery Regulations

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

FEES PAYABLE AT BANWELL CEMETERY WITH EFFECT FROM 1st January 2027

	Resident	Non-Resident
	£	£
Purchase of exclusive right of burial in earthen grave for 80 years*	220	Double
Purchase of exclusive right of burial in cremation plot for 80 years	110	Double
Reserved stone for pre purchased graves.	30	Double

INTERMENTS

Infant up to 2 years*	Free	Free
Child from 2 years up to 18 years	Free	Free
Adult of 18 years or over **	160	Double
Burial of cremated remains in a cremation lot or earthen grave.	80	Double

*No charge is made for the purchase of a plot in the children's section.

Environmental charge is included on all grave burials except the grave of children under the age of 18. The charge is to cover the cost of soil disposal. Notice of interment should be given to the Clerk at least two working days beforehand, together with the requisite fee. **BACs or Cheques payable to Banwell Parish Council.

MEMORIALS

	Fee	Not Doubled
For the right to erect or place a memorial on a grave in which exclusive right has been granted (including first inscription)	120	
Placing a memorial tablet	60	
Each subsequent inscription	30	
Ceramic portrait	40	
Bench plaque application and fitting	30	

Written permission must be obtained from the Clerk to the Parish Council to erect a headstone and/or carry out alterations to existing headstones including additions or ceramic portraits. Memorial vases must be incorporated into the headstone. Separate vases and planting on graves is not permitted. A memorial application form is available from the Clerk (01934 820442 or clerk@banwellparishcouncil.gov.uk).

Suggested Cemetery Budget for 2027/28

For the current financial year, the Council agreed to temporarily change the way cemetery income was allocated, pending further clarity on the future requirements for cemetery provision.

Current position: Cemetery fees are currently used to offset cemetery-related expenditure rather than being transferred in full to the earmarked reserve for the development of a new cemetery. The earmarked reserve remains in place and currently stands at approximately £118,000.

Proposed approach for 2027/28: It is recommended that this arrangement continues for a further year, with cemetery income used to offset cemetery-related expenditure. This allows the cemetery service to remain broadly self-financing in the short term, while retaining the existing earmarked reserve for future cemetery provision.

The position can be reviewed again as further information becomes available regarding future cemetery requirements and the Council's longer-term plan.

Budget heading / costcode	Actual 2024 / 25	Actual 2025/26	Budget 2026 / 27	Spend 01.04.26 - 30.09.26	Anticipated Spend 2026 - 27	Comments	Budget 2027 / 28	Precept	Reserves
Cemetery & Memorials									
Grass cutting	£ 1,950.00	£ 1,950.00	£ 1,950.00	£ 975.00	£ 1,950.00		£ 1,950.00	£ 1,950.00	£ -
Paths / Trees & Garden	£ 1,049.99	£ 2,418.33	£ 1,000.00	£ -	£ 1,000.00	New maintenance	£ 1,000.00	£1,000.00	£ -
Making up graves	£ 120.00	£ -	£ 200.00	£ -	£ 200.00		£ 200.00	£ 200.00	£ -
Env Fee	£ -	£ 360.00	£ -	£ 120.00	£ 200.00	claimed via fees	£ -	£ -	£ -
Cemetery / Memorial work contingency	£ 960.00	£ 18.49	£ 5,000.00	£ 43.59	£ 1,000.00	War memorial due clean apply for grant post bypass.	£ 5,000.00	£ 1,950.00	£3,050.00
Cemetery software	£ 450.00	£ 555.00	£ 560.00	£ 560.00	£ 560.00	inc iccm	£ 600.00	£600.00	£ -
Cemetery income	-£ 2,563.09	-£ 5,236.26	-£ 3,500.00	-£ 1,497.98	-£ 2,500.00		-£ 2,500.00	-£2,500.00	£ -
Cemetery bank interest	-£ 3,273.34	-£ 4,001.33	-£ 3,500.00	-£ 3,422.64	-£ 3,422.64		-£ 3,200.00	-£ 3,200.00	£ -
TOTAL	-£ 1,306.44	-£ 3,935.77	£ 1,710.00	-£ 3,222.03	-£ 1,012.64		£ 1,710.00	£ -	£ 3,050.00

Banwell Parish Council
Net Position by Cost Centre and Code - Cost Centre Group - Cemetery Committee

Cost Centre Name

Cemetery & Memorials		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
101	Cem Grass Cutting				1,950.00	975.00	975.00
102	Cem paths / trees / garder				1,000.00		1,000.00
103	Cem making up graves				200.00		200.00
104	Cemetery / Memorial Main				5,000.00	43.59	4,956.41
105	Env Fee					120.00	-120.00
106	Cemetery software				560.00	560.00	
					8,710.00	£1,698.59	7,011.41
Cemetery Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
110	Cemetery Income		3,500.00	1,497.98			-2,002.02
111	Cemetery Bank interest		3,500.00	3,422.64			-77.36
			7,000.00	£4,920.62			-2,079.38
NET TOTAL			7,000.00	£4,920.62	8,710.00	£1,698.59	4,932.03

Problem Memorials Inspection Log

Inspection Date: 12th June 2025

Section/Area: Burial Section – Banwell Cemetery.

Memorial Name (if known)	Memorials Either Side (Left / Right)	Problem Identified	Immediate Action Taken	Follow- Up Needed?	Notes