



MINEHEAD TOWN COUNCIL CEMETERY REGULATIONS

1. Terms used in regulations:

- I. **'Resident'** means those people that have resided full time, within the boundary of the Minehead Council Tax Area, for a minimum of 12 months in the preceding five years, prior to death. Evidence of this residency must be proven. In exceptional circumstances, when relevant evidence can be provided, the Council has the option to set aside the above.
 - II. **'The Council'** means Minehead Town Council.
 - III. **'Interment'** means the placing of the deceased in a grave.
 - IV. **'Purchased grave'** means a grave for which the Exclusive Right of Burial has been purchased.
 - V. **'Memorials'** can refer to a:
 - a Headstone
 - b Monument
 - c Cross
 - d Flat stone
 - e Any other object placed over the grave.
2. **Pre-purchase of Graves** is not permitted, in accordance with Full Council minute 1106, 2010. Garden of Rest plots can be reserved at the discretion of the Town Clerk.
3. **Certificate for burial or cremation** to be provided to the Cemetery staff before interment takes place.
4. A **formal grant** signed by the Town Clerk is provided for the right of burial. No grant of burial is transferable without the consent of the Council.

No burial may take place without the purchase of an Exclusive Right.

It is the policy of the Council to sell the Exclusive Right of Burial for a plot for a period of 75 years from the date of purchase.

The Exclusive Right of Burial is the right to inter into a grave space, not the purchase

of the land. No one, other than the purchaser/s, is permitted to inter into the grave space, or erect a memorial.

A grant of Exclusive Right will be confirmed by the issue of a Deed of Grant. This is a legal document which confirms with the purchaser their right to burial within a defined grave space within the Cemetery for the specified period. If the Rights are due to lapse but the plot is still required, an extension of an additional 75 years can be arranged within the last 10 years of the duration of the deed, at an additional cost. After the Rights have lapsed, and if no extension is sought, grave ownership returns to Minehead Town Council, and the Council is able to resell the unused plot.

Renewing or extending the Deed of Grant of Exclusive Right is highly recommended. However, with the volume of Exclusive Rights held, Minehead Town Council are not able to send reminders and it is the responsibility of the Deed holder to contact the Council.

Exclusive Rights of Burial can be transferred (see Deed of Transfer of Grant of Exclusive Rights of Burial for more information).

Exclusive Right of Burial for a child up to 5 years will be for a period of 75 years from interment.

All fees and charges must be paid in advance at the time of delivery of the application for interment.

5. Interment:

- I. The Council will provide a printed form to give notice of interment, on which all requests shall be clearly stated.
- II. **Notice required:** a minimum of three days' notice shall be provided for an Interment (burial or cremated remains), weekends and public holidays excluded.
- III. **Booking:** Notice of interment to be provided to the Council's offices during office hours.
- IV. **Alterations:** Any subsequent alterations to agreed arrangements are subject to the consent of the Cemetery Manager and/or the Council
- V. **Selection of Grave Space:** shall be subject to the approval of the Town Clerk or Council officer and the wishes of applicants will be considered.
- VI. **Rodding:** not permitted unless authorised by the Council
- VII. **Fees and payments:** The person arranging the burial shall be responsible for the payment of fees. Fee Payment must be paid on giving notice of interment or before burial and in accordance with the Schedule of Fees (Appendix 1).
- VIII. **Officiation:** Attendance of a Minister of Religion to officiate at the burial service is the responsibility of the person arranging the burial.

IX. Interment Hours

Day	Time
Monday to Friday	Between 10.00am & 4.00pm

NB No interments shall take place on Good Friday, Christmas Day, or Public Holidays, except in cases of emergency certified by the Coroner or registered Medical Practitioner.

6. **Coffins or caskets** must be of a suitable material and clearly identify the name of the deceased.
7. **Graves:** are dug and excavated by a council appointed gravedigger. When a burial has taken place, the grave will be filled with earth and the surface covered with any flower arrangements delivered to the graveside. During re-opening of a grave, it may be necessary to place soil on a neighbouring grave: if this is the case any such soil shall be removed and any reinstating of ground etc, will be completed within 24 hours of the burial. Any subsidence will be rectified by the cemetery staff as soon as possible after the burial. Dead flower arrangements and wreaths will be removed by cemetery staff. A temporary wooden cross with the name and grave number of the deceased can be placed on the grave for six months to enable family and friends to locate the grave. When conditions are suitable graves will be grassed and seeded.
8. **Burial of Cremated Remains**
 - I. **Where no grave exists** burial shall be in that portion of the Cemetery set aside for this purpose.
 - II. **Scattering cremated remains** is not permitted in any part of the Cemetery.
 - III. **Cremated remains in an earthen grave containing a body** is not permitted unless the right of burial in the grave has been purchased.
 - IV. **Notice:** minimum three days excluding weekends and public holidays needed for the burial or interment of cremated remains.
9. **Planting** of small hardy plants, bulbs, flowers or rose bushes is allowed at the head end of the grave. The Grounds staff reserve the right to prune, cut down, and remove any tree shrub, planter, or turf over any grave at any time when, in their opinion, the grave is unsightly and overgrown. Planting of grave spaces is not permitted. Planting that exists prior to these regulations will only remain at the discretion of the Town Clerk.
10. **Memorials:** to be of natural stone. Memorials of concrete, wood, pottery, plastic, metal, or fibreglass are not permitted except for temporary wooden crosses. No glass vases, jars, stone chippings (only allowed on suitable kerb sets) or artificial flowers are allowed. **The Garden of Rest** –only Celtic, Cornish or St Salvy granite with raised lead or machine cut letters is permitted.
 - I. **Kerb stones** are not allowed in the Cemetery.

- II. **Application** to erect or place a memorial on a grave space to be made to the Council. The applicant must provide a specification of materials to be used and a copy of every proposed inscription together with the dimensions and a drawing to scale of the proposed memorial. This must be accompanied by the requisite fee.
 - III. **Placement:** No memorial shall be erected or placed on a grave or removed until the owner of the grave space has been granted permission to do so. Ornaments only to be placed on or around the headstone. If memorials become unsafe or unsightly headstones will be laid flat and kerb sets will be removed after a period of 12 months.
 - IV. **Repairs** to memorials to be arranged by the relevant families.
 - V. **Liability:** The Council shall not be liable for damage to any memorial in the cemetery caused by storm, wind, subsidence, vandalism, and any other substance.
11. **Motor vehicles** will only be permitted on main driveways during hours where the Grounds staffs are on site. Motor vehicles will only be permitted in other areas if on cemetery business.
12. **Cycling** is not permitted in the cemetery.
13. **Litter** must be deposited in the bins provided or taken away from the Cemetery.
14. **Dogs** must be kept on a lead and dog mess must be taken away.
15. **Contacts:**
- The Town Clerk: Minehead Town Council, Council Offices, 3 Summerland Road Minehead, TA24 5BP. Telephone: 01643 707213 or 01643705243
 - Email: info@mineheadtowncouncil.co.uk
 - Website: www.mineheadtowncouncil.co.uk

Minehead Town Council does not accept responsibility for any damage or loss occasioned to any person, vehicle, equipment or otherwise within the Cemetery and reserves the right to revoke or amend these regulations.

Author	Date	Adopted	Review date
Minehead Town Council		April 2007	February 2019
Minehead Town Council	January 2019	1 April 2019	November 2019
Minehead Town Council	February 2021	1 April 2021	November 2021

Appendix 1

**SCALE OF FEES AND CHARGES IN RESPECT OF MINEHEAD CEMETERY,
PORLOCK ROAD, MINEHEAD FROM 1 APRIL 2021**

EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVE Deed of Grant for a period of 75 years	
	£
Stillborn infant /infant less than 1 year old	0
Child less than 16 years	0
Adult of 16 years and older	474.00
Non-resident fees	Double above

INTERMENT FEES	
NB: The FIRST burial in an earthen grave will always be at 6 feet (Double Depth) so that a second space will be available	
	£
Stillborn infant/infant less than 1 year old	0
Child less than 16 years – single depth 4’ 3”	0
Child less than 16 years - double depth 6’ 0”	0
Adult of 16 years and older – single depth 4’ 3”	525.00
Adult of 16 years and older – double depth 6’ 0”	639.00
Non-resident fees	Double above

EXCLUSIVE RIGHT OF BURIAL IN GARDEN OF REST CREMATED REMAINS	
	£
Stillborn infant/infant less than 1 year old	0
Child less than 16 years	0
Adult of 16 years and older	134.00
Non-resident fees	Double above

INTERMENT OF CREMATED REMAINS IN GARDEN OF REST OR EARTHEN GRAVE	
NB: Cremated remains in the Garden of Rest will be at a depth of 18”	
	£
Stillborn infant/infant less than 1 year old	0
Child less than 16 years	0
Adult of 16 years and older	200.00
Non-resident fees	Double above

MEMORIALS	
For the right to erect or place on a Grave or Garden of Rest plot, in which the Exclusive Right of Burial has been granted	
	£
Garden of Rest 12" in height	125.00
A Headstone not exceeding 2'6" in height	170.00
A Vase bearing an inscription	103.00
A Tablet not exceeding 18" x 18"	170.00
For the right to erect a wedge tablet not exceeding 18" x 18"	170.00
For each additional inscription after the first	88.00
Non-resident fees	Double above

ADMINISTRATION FEES	
	£
Fee for copy of Entry in Register or another copy of the Deed of Grant	21.00
An additional charge where less than 48 hours' notice of interment has been given or for a burial which incurs overtime costs will be applied	
Non-resident fees	Double above