



MINEHEAD TOWN COUNCIL CEMETERY REGULATIONS

1. Terms used in regulations:

- I. **Resident** means those people that have lived full time, within the boundary of the Minehead Council Tax Area, for a minimum of 12 months prior to death. Evidence of this residency must be proven. Residents who have moved into care, outside the area, will be considered eligible for up to five years after moving. In exceptional circumstances when relevant evidence can be provided the Council has discretion in this matter. A stillborn baby will be eligible if at least one parent qualifies as a resident. Double fees are payable in respect of a person not a permanent resident of the Town of Minehead if this criterion is not met
 - 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
3. **Certificate for burial or cremation** to be provided to the Cemetery staff before interment takes place
4. **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
5. **Interment:**
- I. The Council will provide a printed form to give notice of interment, on which all requests shall be clearly stated. 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

- II. **Notice required:** a minimum of three days' notice shall be provided for an Interment (burial or cremated remains). Weekends and public holidays shall be excluded
- III. **Booking:** Notice of interment to be provided to the Council's Cemetery Office between 8.30am and 1.00pm, Mondays to Fridays: Telephone 01643 705243
- 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 Cemetery Manager: 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 Cemetery Manager

10. **Memorials:** to be of natural stone only. 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

- 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 be 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
15. **Contacts:**
 - Minehead Cemetery: 01643 705243.
 - Town Clerk: Ms J Bashford. Minehead Town Council, Council Offices, 3 Summerland Road Minehead, TA24 5BP. Telephone: 01643 707213
 - 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
Jenny Bashford	January 2019	1 April 2019	November 2019

Appendix 1

**SCALE OF FEES AND CHARGES IN RESPECT OF MINEHEAD CEMETERY,
PORLOCK ROAD, MINEHEAD FROM 1 APRIL 2019**

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	460.00
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”	510.00
Adult of 16 years and older – double depth 6’ 0”	620.00
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	130.00
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	195.00
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	
	£
A Headstone not exceeding 2'6" in height	165.00
A Vase bearing an inscription	100.00
A Tablet not exceeding 12" x 9"	165.00
For the right to erect a wedge tablet not exceeding 12" x 9"	165.00
For each additional inscription after the first	85.00
Non resident fees	Double above

ADMINISTRATION FEES	
	£
Fee for copy of Entry in Register or another copy of the Deed of Grant	20.00
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