

**AGENDA MANAGEMENT SHEET**

**Report Title:** Bereavement Services Cemetery and Crematorium Regulations Review

**Name of Committee:** Cabinet

**Date of Meeting:** 1 July 2024

**Report Director:** Chief Officer – Regulation and Safety

**Portfolio:** Regulation and Safety

**Ward Relevance:** All

**Prior Consultation:** Funeral directors and stonemasons; public consultation ongoing (no comments at time of writing report)

**Contact Officer:** Lorraine Marley – Bereavement Services Manager  
lorraine.marley@rugby.gov.uk

**Public or Private:** Public

**Report Subject to Call-In:** Yes

**Report En-Bloc:** No

**Forward Plan:** Yes

**Corporate Priorities:** This report relates to the following priority(ies):  
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)  
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)  
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)  
 X Rugby Borough Council is a responsible, effective and efficient organisation. (O)  
[Corporate Strategy 2021-2024](#)  
 This report does not specifically relate to any Council priorities but

**Summary:** The Council already has regulations for its cemeteries and crematorium, but a 3000 plot cemetery extension is currently being built at Rainsbrook, and it is appropriate to review the current regulations and also introduce regulation of

stonemasons and funeral directors for quality and safety. The report outlines the need for cemetery regulations for the new cemetery and revised regulations for the Council's other existing cemeteries and Rainsbrook crematorium.

**Financial Implications:**

The Council can charge burial and cremation fees which are approved annually by Council. The rules and regulations do not directly affect these, but do set the basis for them.

**Risk Management/Health and Safety Implications:**

It is important that the Council has suitable rules and regulations to ensure the efficient running of Bereavement Services, for quality and safety. The rules and regulations for the cemeteries and crematorium and The Stonemason and Funeral Director Scheme will ensure a robust system is in place to regulate the service and check on work being carried out in the cemeteries, reducing the risks and health and safety implications.

**Environmental Implications:**

A Climate Change and Environmental Impact Assessment is appended to this report (see Appendix A)

**Legal Implications:**

The Council is permitted under the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977 to manage cemeteries and crematoria. The Council has a duty of care to ensure that its cemeteries are legally compliant and safe.

**Equality and Diversity:**

Equality and Diversity considerations have been taken into account and the proposed recommendations have a positive impact in terms of all religious denominations having access to burials in Rugby. See Appendix B.

**Options:**

- 1) Recommend to Council the new cemetery and crematorium regulations and the Stonemason and Funeral Director Scheme, allowing use of the new Rainsbrook cemetery and improving the service.
- 2) Reject the new cemetery and crematorium regulations and the Stonemason and Funeral Directors Scheme. This would prevent use of the Rainsbrook cemetery until suitable regulations are adopted.

**Recommendation:**

IT BE RECOMMENDED TO COUNCIL THAT:

- 1) the new cemetery regulations, as detailed in Appendix C, be approved;
- 2) the new crematorium regulations, as detailed in Appendix D, be approved;
- 3) the Stonemason and Funeral Directors Scheme, as detailed in Appendix E, be approved; and
- 4) the Chief Officer for Regulation and Safety be given delegated authority for operational updates.

**Reasons for Recommendation:**

The cemetery regulations have not been updated since 2006 and currently there are limited controls for stonemasons and funeral directors. The new 3000 plot cemetery extension being built and Rainsbrook means now is the appropriate time to review the rules and regulations and ensure they apply to the new cemetery. There is very limited space available in our current cemeteries and there must be regulations in place before any burials can take place in the new Rainsbrook Cemetery.

The Stonemason and Funeral Directors Scheme will ensure there is the right control over any contractor that works within the cemeteries and that they have the correct documentation in place prior to work commencing.

The Bereavement Services Rules and Regulations have not been updated since 2014 and has been updated to reflect changes in the service and details that were not included in the last version.

**Cabinet - 1 July 2024**

**Bereavement Services Cemetery and Crematorium Regulations  
Review**

**Public Report of the Chief Officer – Regulation and Safety**

**Recommendation**

IT BE RECOMMENDED TO COUNCIL THAT:

- 1) the new cemetery regulations, as detailed in Appendix C, be approved;
- 2) the new crematorium regulations, as detailed in Appendix D, be approved;
- 3) the Stonemason and Funeral Directors Scheme, as detailed in Appendix E, be approved; and
- 4) the Chief Officer for Regulation and Safety be given delegated authority for operational updates

**Executive Summary**

Rugby Borough Council is currently responsible for four cemeteries in the Borough: Watts Lane Cemetery, Whinfield Cemetery, Croop Hill Cemetery and Clifton Road Cemetery.

A new cemetery is currently under construction at Rainsbrook. Phase 1 should be completed August/September 2024.

There is limited space in the current cemeteries and the new cemetery will provide approximately 3000 new burial plots. Before any burials can take place in the cemetery, revised Cemetery Regulations should be in place.

In addition to the regulations to apply to the new cemetery, the cemetery regulations have been reviewed, and the crematorium regulations have also been reviewed.

Alongside the new Cemetery Regulations it is proposed that a Stonemason and Funeral Director Scheme be introduced, where any third party working in Council owned cemeteries will be required to sign up to the scheme and agree to work within the Council's regulations.

Rules and regulations are set in all cemeteries and church yards and help to keep the grounds accessible for burials and allowing the grounds staff to maintain the cemetery to a high standard. Families sign to agree to the regulations at the time of the burial.

## 1. INTRODUCTION

- 1.0 The Council conducts approximately 200 burials each year in response to requests from the public. Cemetery regulations are an integral part of the process of the management of the burial sites. The cemetery regulations give guidance to the public, funeral directors, stonemasons and any contractor that may have cause to be visiting or working in the cemeteries. The regulations will provide clarity to all users of the cemeteries and to ensure we have full control in the cemeteries.
- 1.1 The Council's powers of management of its cemeteries are set out in the Local Authorities' Cemeteries Order 1977 (The LACO 1977) and gives the Council as a burial authority wide ranging powers of management e.g. Article 3(1) states that, 'a burial authority may do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery.' The use of rules and regulations, rather than policies, is consistent with other local authorities and best practice.
- 1.2 The aim of the regulations is to provide a tranquil and peaceful area for families to remember their loved ones and to ensure clarity on the rules and regulations for the cemeteries, which form the basis of the structure of the management of each site and complying with any Health and Safety obligations and a duty of care.
- 1.3 The cemetery regulations were last reviewed in 2006 (see Background Papers). The revised cemetery regulations (See Appendix C) have been written to enable the successful management of the cemetery. The new regulations have addressed the following issues:
- Improved proactive communication
  - Parking/driving in a cemetery – better access for blue badge holders
  - Closure of cemetery gates – health and safety reasons
  - Fees payable – Rugby residents contribute to cemeteries in their Council Tax – non-residents pay at the point of burial.
  - Graves – full details of what RBC can offer
  - Exhumations
  - Memorials and memorial safety – requirements for a memorial and the safety of all in the cemeteries
  - Transfer of a grave ownership – for families to retain control of a grave.
- 1.4 New regulations have been written to incorporate Watts Lane Cemetery, Whinfield Cemetery, Croop Hill Cemetery, Clifton Road Cemetery and the new Rainsbrook Cemetery.
- 1.6 The crematorium regulations were last reviewed in 2014. The revised crematorium regulations (Appendix D) have addressed the following issues:
- Improved proactive communication
  - Parking issues
  - Use of bicycles in the grounds
  - Fees and charges availability

- No publicity clarification
- Change of times for paperwork
- Coffin covers
- Witness charge times
- Cremation times
- Animal remains
- Recycling of plastic floral tributes
- Biodegradable caskets
- Inspection of Facilities

1.7 The introduction of a Stonemason and Funeral Director Scheme (see Appendix E) is to ensure that all parties involved in the management of a burial are complying with the Council's regulations and to a high standard to protect the health and safety of all visitors and contractors to our cemeteries and crematorium.

- Stonemasons and Funeral Directors will need to ensure they have the correct insurance to work in our cemeteries.
- The Council will be in control of contractors within its cemeteries and crematorium.
- Stonemasons and Funeral Directors must sign to agree to the Council's Rules and Regulations, including its current fees and charges.
- Staff will be aware of the removal/replacement of headstones and will be able to check workmanship.

1.8 The Cemetery Regulations, Crematorium Regulations and the Stonemason and Funeral Director Scheme will run simultaneously in conjunction with each other. Reference has been made to other local authority regulations to ensure they follow best practice.

1.9 Some minor changes in legislation are planned for September 2024 with regard to the crematorium, for example, medical references are being removed. It is, therefore, proposed, that the Chief Officer for Regulation and Safety be given delegated authority for operational updates to the policies.

## **2. CONCLUSION**

2.1 This report seeks approval of the Cemetery Regulations, Crematorium Regulations and the Stonemason and Funeral Director Scheme.

2.2 Burials within the new cemetery will not be able to take place until Cemetery Regulations have been introduced for the new burial site.

2.3 Reference to the Stonemason and Funeral Director Scheme will need to be removed from the Cemetery Regulations if not approved.

2.4 It is proposed that delegated responsibility be given to the Chief Officer for Regulation and Safety to amend the Cemetery Regulations, Crematorium Regulations and the Stonemason and Funeral Directors Scheme as and when required.

**Name of Meeting:** Cabinet

**Date of Meeting:** 1 July 2024

**Subject Matter:** Bereavement Services Cemetery and Crematorium Regulations Review

**Originating Department:** Regulation and Safety

**DO ANY BACKGROUND PAPERS APPLY**  **YES**  **NO**

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>
Appendix F	Cemetery Regulations 2005 <a href="https://www.rugby.gov.uk/w/cemetery-regulations?plbackurl=%2Fsearch%3Fq%3Dcemetery%2Bregulations">https://www.rugby.gov.uk/w/cemetery-regulations?plbackurl=%2Fsearch%3Fq%3Dcemetery%2Bregulations</a>
Appendix G	Bereavement Services Rules and Regulations 2014 <a href="https://www.rugby.gov.uk/documents/4021035/0/Bereavement+Services+Rules+and+Regulations+%281%29.pdf/d34351fe-67b0-afe4-07de-bd6f6953b41e?t=1717163850413">https://www.rugby.gov.uk/documents/4021035/0/Bereavement+Services+Rules+and+Regulations+%281%29.pdf/d34351fe-67b0-afe4-07de-bd6f6953b41e?t=1717163850413</a>

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>

# EQUALITY IMPACT ASSESSMENT (EqIA)

## Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sex/gender
  - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:  
Aftab Razzaq  
Chief Officer for Legal and Governance  
[aftab.razzaq@rugby.gov.uk](mailto:aftab.razzaq@rugby.gov.uk)  
01788 533521



## Equality Impact Assessment

<b>Service Area</b>	Regulation and Safety
<b>Policy/Service being assessed</b>	Cemetery Regulations (Appendix C) Bereavement Services Rules and Regulations (Appendix D) Stonemason and Funeral Directors Scheme (Appendix E)
<b>Is this a new or existing policy/service?</b>  <b>If existing policy/service please state date of last assessment</b>	Cemetery Regulations - existing policy – last reviewed 2005  New Policy for Stonemason and Funeral Directors Scheme  Bereavement Services Rules and Regulations – reviewed 2014
<b>EqIA Review Team – List of members</b>	
<b>Date of this assessment</b>	21 <sup>st</sup> May 2024
<b>Signature of responsible officer (to be signed after the EqIA has been completed)</b>	<b>L Marley</b>

**A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Chief Officer for Legal and Governance.**

### Details of Strategy/ Service/ Policy to be analysed

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>To ensure the Cemeteries remain well maintained, pose no safety risk to either visitors or operatives and are environmentally friendly.</p> <p>To ensure that regulations represent the needs of the public and are clear, precise and informative.</p>
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>The cemetery regulations aim to provide a basis for the service priorities of ensuring we provide a robust, proficient and reactive service to members of the public who have suffered a bereavement, ensuring all families are treated with respect and dignity in the diverse community in Rugby.</p> <p style="text-align: center;"><i>“Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents”</i></p> <p style="text-align: center;"><i>“Rugby Borough Council is a responsible, effective and efficient organisation”</i></p>
(3) What are the expected outcomes you are hoping to achieve?	<p>Provide a tranquil place of reflection for all visitors to Rugby Borough Council cemeteries and be able to provide burials for the future generation.</p> <p>To provide a consistent approach to management of the Crematorium and Cemeteries</p>
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	<p>The decision will affect:</p> <p>Customers – families wishing to reflect on the regulations prior to making a decision on the final resting place for their loved ones.</p> <p>Employees – Have a basis for decisions made within the cemeteries and crematorium</p> <p>Wider Community or groups – the cemeteries and crematorium are for the use of all residents of Rugby</p>

<b><u>Stage 2 - Information Gathering</u></b>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).		
(1) What does the information tell you about those groups identified?	The trend for burial and cremations is as follows: 20% of the population wish to be buried and 80% of the population wish to be cremated and we must meet those needs.		
(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	The policy has taken into account feedback from members of the public over the last few years, such as complaints from families where members of the public are driving over their loved ones grave and vehicles being left in the way that hinder the daily work in a cemetery. The policy also mirrors other Local Authority cemeteries around the country.  The policies have been sent out to some of the local Funeral directors for comments and or possible changes.		
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	The majority of the feedback from the community has been through verbal communication before, during and after a burial.		
<b><u>Stage 3 – Analysis of impact</u></b>			
(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?  If yes, identify the groups and how they are affected.	<b>RACE</b> Positive – All races/cultures to be accommodated	<b>DISABILITY</b> Positive - Access to cemeteries will be increased by allowing vehicles displaying valid blue badge parking	<b>GENDER</b> Positive – all genders
	<b>MARRIAGE/CIVIL PARTNERSHIP</b> Positive	<b>AGE</b> Positive – all ages	<b>GENDER REASSIGNMENT</b> Positive – all genders

	<b>RELIGION/BELIEF</b> Positive - All religions to be accommodated (e.g. muslim section at Watts Lane and each grave non denominational until burial takes place.	<b>PREGNANCY MATERNITY</b> N/A	<b>SEXUAL ORIENTATION</b> Positive – all sexual orientations
(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?  (b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?	2a) No charge is payable by families for a child due to the support that families receive from The Children’s Fund.  2b) no impact on carers		
(3) If there is an adverse impact, can this be justified?	N/A		
(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4.)	N/A		
(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?	Set of regulations that will ensure the fair and consistent treatment of all parties involved.		
(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	Funeral Directors/Stonemasons/Bereavement Services working towards one goal of offering a high quality service to the bereaved families of Rugby, with one set of regulations.		

(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	No
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<b><u>Stage 4 – Action Planning, Review and Monitoring</u></b>																														
<p>If No Further Action is required then go to – Review and Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqlA Action Plan</p> <table border="1" data-bbox="875 683 2112 914"> <thead> <tr> <th data-bbox="875 683 1120 762">Action</th> <th data-bbox="1120 683 1364 762">Lead Officer</th> <th data-bbox="1364 683 1615 762">Date for completion</th> <th data-bbox="1615 683 1865 762">Resource requirements</th> <th data-bbox="1865 683 2112 762">Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	Policy will be reviewed every three years with the Chief Officer having delegated authority to alter any changes.																													

Please annotate your policy with the following statement:

**‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’**

# Rugby Borough Council

## Climate Change and Environmental Impact Assessment

### CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-2024) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Chief Executive.

**If you require help, advice and support to complete the form, please contact Dan Green, Deputy Chief Executive.**

## SECTION 1: OVERVIEW

<b>Portfolio and Service Area</b>	Regulation and Safety – Bereavement Services
<b>Policy/Service/Change being assessed</b>	<ul style="list-style-type: none"> <li>a) Cemetery Regulations (Appendix C)</li> <li>b) Bereavement Services Rules and Regulations (Appendix D)</li> <li>c) Stonemason and Funeral Director Scheme (Appendix E)</li> </ul>
<b>Is this a new or existing Policy/Service/Change?</b>	<ul style="list-style-type: none"> <li>a) Change to existing policy</li> <li>b) Change to existing policy</li> <li>c) New policy</li> </ul>
<b>If existing policy/service please state date of last assessment</b>	<ul style="list-style-type: none"> <li>a) 2006</li> <li>b) 2014</li> </ul>
<b>Ward Specific Impacts</b>	All wards
<b>Summary of assessment</b> Briefly summarise the policy/service/change and potential impacts	The current rules and regulations have been in place since 2014 with no changes or updates. As the new cemetery will be due to open within the grounds of Rainsbrook Crematorium, there have been some adjustments to the existing policy to reflect changes that have been made in the last 10 years.
<b>Completed By</b>	Lorraine Marley
<b>Authorised By</b>	David Burrows
<b>Date of Assessment</b>	June 2024

## SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reduced maintenance due to controls on headstones and grave items, better drainage to make graves more stable and less labour required		Lorraine Marley	Sept 2024
Fleet usage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff will carry out checks on headstones at the same time as visiting cemeteries for burials – some visits will not require a vehicle (Rainsbrook)		Lorraine Marley	Sep 2024
Sustainable Transport/Travel (customers and staff)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Families will be visiting one site, rather than the current two (church/Rainsbrook and then on to a cemetery) – services to take place at Rainsbrook and then walking to graveside		Lorraine Marley	Sep 2024
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Biodiversity and habitats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Area will be biodiverse with the planting of new trees/bushes/grasses and		Lorraine Marley	Sept 2024



Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
				will encourage a variety of animals and plants.			
<b>Adaptation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>Impact on other providers/partners</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Funeral Directors/Stonemasons to provide a high standard for burials/headstones to a high standard in RBC cemeteries.		Lorraine Marley	Sep 2024

### **SECTION 3: REVIEW**

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

<b>Review date</b>	<b>June 2027</b>
<b>Key points to be considered through review</b>	<b>Parking issues Access to cemetery Changes to legislation Memorial safety</b>
<b>Person responsible for review</b>	<b>Bereavement Services Manager</b>
<b>Authorised by</b>	<b>David Burrows</b>



# Cemetery Regulations

April 2024

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## **2 Definition of Terms**

Application	A request made on the Council's prescribed form
The Council	Rugby Borough Council
Cemeteries	Whinfield Cemetery, Watts Lane, Croop Hill, Clifton Road Cemetery and Rainsbrook Cemetery
Cemeteries Service or Office	The Council department responsible for administering and maintaining the Cemetery for full burials and the interment of ashes
Cemeteries Representative	Is any member of staff appointed by Rugby Borough Council to carry out Cemeteries administration or supervision work on behalf of the Council.
Exclusive Right of Burial (EROB)	The legal document which is a lease agreement between the Council and the elected owner's specifying a particular grave, a set period for the lease and a unique reference number
Owner(s)	The named person(s) on an Exclusive Right of Burial and the only person(s) who can approve the opening of a grave for an interment
Transfer of the Exclusive Right of Burial	The act of transferring the Exclusive Right of Burial for the remaining years on the Deed of Grant, when the owner is deceased.
Assignment of the Exclusive Right of Burial	The act of the owner transferring the Exclusive Right of Burial for the remaining years on the Deed of Grant.
Statutory Declaration	A Statutory Declaration is a written statement of fact that is signed before a Commissioner for Oaths.
Interment	The act of burying within a burial or cremated remains plot
Family organised Interment	A burial or cremated remains interment organised by the family directly with the Cemeteries office – the services of a Funeral Director are not required.
Children's Funeral Fund for England	A Government scheme to provide funding for the fees charged for a cremation or burial of a child between the ages of 24 week gestation and 17 years.
Interment plot	An interment plot is a space assigned for cremated remains only (Cremated Remains plot).
Burial plot	A burial plot is assigned for full burials, (Lawn Section Graves and Kerbstone Section graves). Ashes may only be interred in a burial plot where at least one full burial has taken place.

Common Grave	A common grave is a burial plot which has not been purchased and is owned by Rugby Borough Council. No memorial may be placed on this grave.
Memorial Safety Inspection	All memorials will be tested to assess their safety and risk level. The testing will be carried out by an inspector qualified in accordance with NAMM requirements and in line with the recommendations stated in Article 16.1 of The Local Authorities' Cemeteries Order 1977
Stonemasons and Funeral directors Registration Scheme	Stonemasons and Funeral Directors who are Registered with the Council permitting them to undertake works within the Cemeteries after approval. A list of approved Stonemasons and Funeral Directors can be viewed on the Rainsbrook website <a href="http://www.rainsbrookcrematorium.co.uk">www.rainsbrookcrematorium.co.uk</a>
Memorial	A memorial is a fixed structure with names of the deceased persons interred in that grave. All memorial installations are subject to an application and approval before installation.
Memorial Application	A request to install a memorial at one of our cemeteries, made on the Council's prescribed application form and received with full non-refundable payment.
Memorabilia	Memorabilia is portable commemorative objects which are not fixed to the main interment plot's memorial. Only authorised memorabilia is permitted in accordance with current our Terms and Conditions.
Selection Fee	A selection fee applies to any newly purchased grave that is not the next in line plot and where the selected grave is positioned where a burial is possible. This cannot be positioned in the middle of an unused row and must have concrete borders already in place.
BRAMM	British Register of Accredited Memorial Masons Scheme
NAMM	National Association of Memorial Masons
Winter times	1 <sup>st</sup> October to 31 <sup>st</sup> March
Summer times	1 <sup>st</sup> April to 30 <sup>th</sup> September
Open phased area	The section or part of the section of the cemetery that has been opened for burials
Backfill	The backfill of the soil after the placing of the coffin in the grave.
Family backfill	The backfill of the soil is completed by hand by a maximum of four family members after the placing of the coffin in the grave

### **3. Introduction**

#### **3.1 General**

3.1.1 The following Cemetery Regulations apply to all burial grounds owned and managed by Rugby Borough Council and include the following sites:

- Rainsbrook Cemetery
- Whinfield Cemetery
- Croop Hill Cemetery
- Watts Lane Cemetery
- Clifton Road Cemetery

3.1.2 The Cemetery Regulations have been formulated to ensure the Cemeteries remain well maintained, pose no safety risk to either visitors or operatives and are environmentally friendly. The Regulations should, therefore, be observed at all times.

3.1.3 The Bereavement Service Manager's decision shall be final in all matters relating to the management of the Cemeteries.

3.1.4 Members of Rugby Borough Council staff and cemetery representatives have the right to work and carry out their duties in an environment free from violence, threatening or abusive behaviour. Any form of abuse, including, but not limited to, verbal, physical and electronic, on any grounds, such as gender, sexual orientation, race, religion or belief, age or disability, will not be tolerated under any circumstances. Should any such behaviour be displayed by any person, they will be required to leave the premises immediately and reported to the police.

3.1.5 Please be aware that these regulations do not apply to Rainsbrook Crematorium and Rainsbrook Gardens of Remembrance. For details of those regulations please refer to Rainsbrook Rules and Regulations, these regulations apply to Rainsbrook Crematorium and Gardens of Remembrance, including the scattering bank, all memorials areas and the ashes section.

#### **3.2 Contact Details**

All funeral bookings, general enquiries and comments regarding the Cemeteries should be made by email to [rainsbrook@rugby.gov.uk](mailto:rainsbrook@rugby.gov.uk), by telephone on 01788 533715, or by writing to:-

Rainsbrook Cemetery and Crematorium  
Ashlawn Road  
Rugby  
Warwickshire  
CV22 5QQ

3.2.1 The Cemeteries Office will be open Monday to Friday 9am to 4.30pm. Any alterations to these times will be published on our website [www.rainsbrookcrematorium.co.uk](http://www.rainsbrookcrematorium.co.uk).

3.2.2 The office at Rainsbrook is not open on Saturdays, Sundays or any Public Bank Holidays.



### **3.3 Opening Times**

The Cemeteries are open for visitors every day of the year, 24 hours a day, however, Rugby Borough Council reserves the right to temporarily close public access to the Cemeteries or any part of a cemetery at any time without notice.

## **4. General Regulations**

### **4.1 General**

4.1.1 These regulations are in addition to the provisions presented in the Local Authorities Cemeteries Order 1977, Local Government Act 1972 and any other appropriate law and regulations currently in force.

4.1.2 These regulations supersede any previous regulations in place.

4.1.3 The Cemeteries are places of peace and quiet reflection and visitors to the sites are welcome, but please respect the nature of the sites, the needs of other users and safety factors. No games, sports, riding of bicycles, skateboards, roller blades, scooters or similar are allowed in the burial grounds. No consumption of alcohol or drugs may take place within the burial grounds and anybody under the effects of such substances will not be admitted.

4.1.4 Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.

4.1.5 Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments, trees or other items within the cemetery.

4.1.6 The planting of trees and shrubs, the erection of fences, railings or ornaments and the placing of gravel or glass items is not permitted in any part of the cemetery, including placing items on trees within the cemetery and all items will be removed immediately.

4.1.7 In accordance with the Local Authorities Cemetery Order 1977 the following can only take place after a written application has been received and approval has been given by Bereavement Services:

- Burials
- Interment of ashes
- Strewing of ashes
- Exhumations
- Installation or fixing of a memorial, kerb edges or benches\*
- Adding an inscription to a memorial\*
- Renovation of a memorial\*
- Removal and/or replacement of a memorial\*
- Building of walled graves or vaults

4.1.8 The scattering of ashes in any of our cemeteries is not permitted.

4.1.9 \*Please note: please see Section 8 for scheme relating to memorials.

The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

## **4.2 Resident Fees**

4.2.1 A copy of the current Fees and Charges is available from Rainsbrook Cemetery and Crematorium Offices, Ashlawn Road, Rugby, CV22 5QQ. They are also published on our website [www.rainsbrookcrematorium.co.uk](http://www.rainsbrookcrematorium.co.uk) or are available by emailing [rainsbrook@rugby.gov.uk](mailto:rainsbrook@rugby.gov.uk).

Fees and charges will be determined by the Council annually and will take effect from 1<sup>st</sup> April each year. The date of burial will determine the fees applicable.

4.2.2 Fees and charges are payable in advance and the Council does not provide a payment plan service.

4.2.3 There are currently no fees payable by families of children aged from 24 week gestation up to, but not including, 18 years of age. The payment for any burials in this age category will be claimed from the Children's Funeral Fund by the Council.

4.2.4 Where a payment is made by cheque, the cheque should be made payable to Rugby Borough Council.

## **4.3 Non-residents fees**

4.3.1 There are no restrictions on who can be interred within Rugby Borough Council Cemeteries, however, there are additional fees applied for any deceased whose permanent residence is outside the Borough of Rugby.

4.3.2 This policy is justified by the following objective criteria as required by Regulation 30 (3) of The Provision of Service Regulations 2009

- 1) Residents of Rugby are contributing towards the cost of local services and are therefore making a financial contribution towards the cost of the Cemetery Service. Non-residents are not making a contribution in this respect.
- 2) As a Local Authority, Rugby Borough Council must ensure that it can continue to provide a basic level of service to local residents. The additional charge applied to individuals from outside the local area ensures that the Council can continue to maintain appropriate capacity to provide the services required by its own residents.

4.3.3 A resident is defined as somebody who, immediately prior to their death, was a resident of the area, or who lived in the area for over ten years and moved out of the area less than 12 months before their death.

4.3.4 Proof of residency may be requested to support any resident fee claims and where the proof is not provided the non-resident fee will be incurred. All decisions will be final and at the discretion of the Bereavement Services Manager.

## **4.4 Dogs**

4.4.1 Dogs are permitted in all cemeteries when held on a lead. It is the responsibility of the person in control of the dog to ensure that any mess is removed from site. No dogs, other than assistance dogs are permitted in the chapels.

4.4.2 Please respect the area you are visiting and ensure that dogs are not permitted to urinate against any headstones. There is a Public Spaces Protection Order (PSPO) in place in all our cemeteries and failure to comply may result in a Penalty Charge Notice being issued.

## **4.5 Times**

4.5.1 Funerals will normally be permitted on the following days and times:-

Winter: Monday to Friday 9.30am to 2.30pm

Summer: Monday to Friday 9.30am to 3.00pm

Excluding all Public Bank Holidays.

4.5.2 It may be possible to arrange funerals outside of these times subject to additional cost and staff availability. Please contact the Cemeteries office if a time outside of the permitted hours is required.

## **4.6 Vehicles**

4.6.1 Vehicle access is restricted to blue badge holders only at the following cemeteries and a valid blue badge must be displayed in the vehicle at all times whilst parked in the cemetery.

- Rainsbrook Cemetery
- Croop Hill Cemetery
- Watts Lane Cemetery

4.6.2 Vehicles must park in the allocated spaces ONLY.

4.6.3 At all cemeteries vehicles should park in the adjacent car park, where provided. Vehicles should be driven and parked with due consideration for other users. Vehicles are not permitted to drive, or park on the access roads, footpaths, grass or over any planted areas, under any circumstances. Such action will be deemed a nuisance and will be dealt with under the powers of the Local Authorities Cemeteries Order Articles 18 and 19 as cited above.

4.6.4 The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the Cemetery and vehicles are parked at the owner's risk.

## **5. Burials**

### **5.1 General**

5.1.1 All bookings for a full burial, strewing of cremated remains must be made through the Cemeteries Office.

5.1.2 For Whinfield, Watts Lane, Clifton Road and Croop Hill, each section is divided in accordance with the denomination of the deceased. The majority of the sections at these cemeteries are laid to lawn and no items may be placed on the lawn sections (please see Section 4. Cemeteries for further details.)

5.1.3 Rainsbrook Cemetery grave plots denomination will be determined at the point of burial.

5.1.4 There are some areas available in selected cemeteries for a traditional grave, please ensure your Funeral Director is aware of your requirements. It will be assumed that all burial bookings will be for a lawned grave unless specified otherwise on the Notice for Interment.

## **5.2 Bookings**

5.2.1 The provisional booking should be followed up by the submission of a completed Rugby Borough Council Notice of Interment form by 10.30am, 2 working days in advance of the intended date and time of the funeral. Any exception to this must be agreed in writing by the Bereavement Services Manager. Receipt of the fully and correctly completed Notice of Interment, together with either a Coroners order for Burial or green certificate for Burial or Cremation and the Grant of the Exclusive Right of Burial (when a grave is to be re-opened) will act as confirmation of the provisional booking. For any ashes interment a Notice of Interment, Certificate of Cremation and the Grant of the Exclusive Right of Burial is required.

As much information relating to the funeral as possible must be given to the Council in advance, including number of mourners, motorbike hearse, horse and carriage, jazz band, piper etc.

5.2.2 It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it as least 2 working days prior to the date and time of the funeral. A Stonemason, registered with NAMM or BRAMM and part of Rugby Borough Council Registration Scheme must be used to undertake the removal of the headstone and the costs incurred are payable by the person making the funeral arrangements.

5.2.3 Failure to comply with any of the above may result in the burial being transferred to a later date when the above can be complied with.

5.2.4 The time appointed for the burial must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service. The person making the funeral arrangements will incur an additional fee for any service that arrives more than 15 minutes late.

5.2.5 A full burial interment must not exceed 60 minutes, unless the booking has been made for a graveside service or the service will take place in the cemetery chapel, in which case the service and interment must not exceed 90 minutes. Ashes interments must not exceed 30 minutes. Any service/interment that runs over these times will incur additional fees.

5.2.6 The Council advises families to contact Funeral Directors that are registered with the Council to work in their cemeteries or for those Funeral Directors who are not part of the scheme, the Funeral Director will be required to join before a booking can be taken.

## **5.3 Allocation of New Burial Plots**

5.3.1 Each new grave will be allocated by the next available plot, within an open phased area. This will be determined by the Cemeteries office 2 working days prior to the burial.

5.3.2 If requested at the time of booking the burial, an alternative grave may be available for selection when the next in line grave is not the preferred choice. Selection may be possible only in an open phased area and is subject to approval by the Council. Payment of the selection fee will apply. Burial plots will not be available for selection in areas not currently active.

5.3.3 Reservation of a grave for future use is not possible in any of our cemeteries.

## **5.4 Interment**

5.4.1 All graves will be excavated and prepared for interment by the Council. No other person or company will be allowed to undertake any excavation within the cemetery, except with the express permission of a Chief Officer. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities' Cemeteries Order 1977.

5.4.2 Following the interment, the Council will level the grave and re-turf in the appropriate season. Graves will be turfed between 6 to 12 months after the burial has taken place, dependent on the season, weather, and settling of the grave.

5.4.3 All funerals will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the Chapel and/or grave as appropriate.

5.4.4 Floral tributes from the funeral will be placed on top of the grave following the backfilling of the grave and will remain in situ for a maximum of 14 days before being cleared by Council Staff.

5.4.5 The Council will not be liable for any loss, damage, theft or vandalism of any item placed onto a grave however caused.

5.4.6 For any interment taking place, it is necessary to place soil or other material excavated from a newly dug grave temporarily onto the adjoining grave space, without prior notice to any other person. Adjacent graves will be fully re-instated to their original appearance once the interment has taken place and the area will be left tidy.

## **5.5 Size and depth of graves**

5.5.1 Subject to the discretion of the Council, all graves will be of such depth to accommodate the following:-

- Burial Sections – up to two coffins and up to six ash caskets (ashes will only be buried in a burial section if at least one full burial has taken place)
- Ashes Sections – two ash caskets
- Children's Section – one coffin

5.5.2 All graves in the Burial sections will be dug to a depth of 6 foot 6 inches, unless for reasons beyond our control, this is not achievable.

## **5.6 Coffins**

5.6.1 Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool and cardboard. Metal coffins or caskets will only be accepted if placed within a walled grave or vault.

5.6.2 All coffins must be provided with handles.

5.6.3 The exact size of the coffin, casket or container must be given in writing to the Council as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape (eg locking bar handles, casket shape, wicker coffin etc. The Council will subsequently add a suitably amount to the given size in order to determine the dimensions of grave to be excavated.

5.6.4 Incorrect measurements are the responsibility of the Funeral Director or the person completing the Notice of Interment form. Please be aware that the coffin or casket size may determine the number of all subsequent interments.

5.6.5 The maximum width of a coffin per grave is 30 inches (including handles). For a coffin that is over this size, two grave spaces must be purchased.

5.6.6 For a full burial interment, coffins needing more than one burial plot space will require the purchase of two burial plots. The decision of the Bereavement Services Manager is final in this respect.

5.6.7 Shrouds may only be used in place of coffins in designated areas and will incur additional interment fees.

## **5.7 Backfilling**

5.7.1 Family members may, at their own risk, backfill the grave, but must adhere to instructions from cemetery staff. For any family backfill, a Declaration must be signed by the applicant for the burial and a Risk Assessment must be completed by the Funeral Director. The Declaration and the Risk Assessment must be received by the Cemeteries Office by 10.30am 2 days prior to the burial.

5.7.2 Without exception, no-one under the age of 18 years old is permitted to backfill. Unless identification is produced, the decision of the cemetery staff is final.

5.7.3 Cemetery staff will commence the backfill of a grave immediately after all mourners have left the cemetery and will be completed on the same day.

## **5.8 Purchase of Exclusive Right of Burial**

5.8.1 Every Interment shall take place either in a purchased or public grave

5.8.2 For a purchased grave, a Grant of Exclusive Right of Burial (the Deed) will be issued to the owner as specified on the Notice of Interment form.

5.8.3 For a public grave Rugby Borough Council will retain the right to say who will be buried in the grave. No memorial rights exist for a public grave, therefore no headstone or memorial can be placed on the grave.

5.8.4 When a grave is purchased, it refers to the Purchase of the Exclusive Right of Burial in a particular grave space and is not the purchase of the land itself, which remains in the ownership of Rugby Borough Council. This means that you do not own the land but have the following rights, during the period stated on the Exclusive Right of Burial:

- Be interred into the grave, if space is available.
- Authorise further interments into the grave, where space is available.
- Apply to erect a memorial headstone (within current restrictions – please see section 8 on memorials.)
- Give permission for additional inscriptions to be made on existing memorials (please see section 8 on memorials.)

5.8.5 The Exclusive Right of Burial for a grave can be purchased for a period of 50 years.

5.8.6 Within 5 years of the lease expiring an Exclusive Right of Burial may be extended, after the relevant fees have been paid.

5.8.7 The Exclusive Right of Burial cannot be purchased in advance of need, i.e. graves cannot be pre-purchased or reserved. The Exclusive Right of Burial can only be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977.

5.8.8 The Exclusive Right of Burial can be held by a maximum of two people and any issues with the grave can only be discussed with the holder(s) of the Exclusive Right of Burial.

5.8.9 The Exclusive Right of Burial will only be issued after full payment has been received.

5.8.10 The Exclusive Right of Burial should be produced to the Council when a request is made to re-open the grave. The Council reserves the right to refuse to allow an interment into a grave space where the Deed is not produced.

5.8.11 If the Exclusive Right of Burial is lost, the person requesting that the grave be opened, must make a Statutory Declaration under oath, that they have the right to do so. Possession of a grave deed does not in itself give any person the right to have a grave opened, as that right lies only with the person named on the Deed (Please see section 10 on Transfer of Grave Ownership.)

## **5.9 Children's Section**

5.9.1 In both Whinfield Cemetery and Rainsbrook Cemetery we have a dedicated children's section. Each grave will be excavated to a depth which will allow one interment only, however, cremated remains of a child may also be buried in these graves.

5.9.2 For any child under the age of 24 weeks gestation there will be no charge to carry out a burial in an individual plot. For a child aged from 24 week gestation to 17 years of age, any charges will be claimed from The Children's Fund.

5.9.3 Families may place items on a grave in the children's section within the boundary of their grave. No gravel may be placed or fencing erected in the children's section. The Bereavement Services Manager will have the final decision on each boundary.

5.9.4 The name plate on the coffin should display the child's full name and date of death and if applicable the age.

5.9.5 An Exclusive Right of Burial will be issued for an individual burial plot.

5.9.6 Shared graves are available for babies born up to 24 week gestation. For these graves a headstone, ornaments, glass containers, gravel or fencing, although this list is not exhaustive, cannot be placed on the grave.

5.9.7 The cost for a shared grave burial is in accordance with the current fees and charges and will include a memorial placed on the grave with the dates of burials.

## **6. Exhumations**

6.1 No human remains (including cremated remains) may be disturbed or removed from a grave unless a licence from either the Ministry of Justice or a Faculty from the Diocese is obtained. There is no guarantee that an exhumation will be approved. A fee is not applicable for the licence, however, there will be a fee applicable for the exhumation, please enquire at Bereavement Services as detailed in Section 3.1

## **7. Closed Churchyards**

7.1 The Council are responsible for the maintenance and inspection of the grounds, trees and boundaries and are required to undertake statutory inspections and testing of memorials. The Council are currently responsible for the following Closed churchyards:

- St Margarets Church, Wolston
- St Andrews Memorial Gardens
- St Michaels Church, Brownsover, Rugby
- St Oswalds Church, Rugby
- St Mary's Church, Clifton (please note only some of the grounds are closed)
- St John the Baptist, Brinklow, Rugby

## **8. Memorials**

### **8.1 General**

8.1.1 A memorial may only be erected on a burial or cremated remains plot by a Stonemason registered with NAMM, BRAMM and part of the Stonemasons and Funeral Directors Registration scheme and must be in accordance with the current NAMM/BRAMM standards

8.1.2 Memorials may only be erected on a purchased grave and must not exceed the maximum sizes permitted.

8.1.3 Temporary wooden crosses are permitted on a grave for one year or after a memorial has been erected. After which point the wooden cross will be removed. If a family wish to keep the wooden cross they must remove before the anniversary of the burial or prior to the installation of the headstone.

### **8.2 Application to install a memorial**

8.2.1 The owner(s) of the Exclusive Right of Burial may apply to erect a memorial. Memorial application forms can be obtained by emailing [rainsbrook@rugby.gov.uk](mailto:rainsbrook@rugby.gov.uk) or by calling 01788 533715. Alternatively, applications should be available from all registered Stonemasons. A non-refundable fee is payable at the point of application, please see our current fees and charges.

8.2.2 The memorial application must be signed by the owner(s) of the Exclusive Right of Burial. If the owner is deceased, a transfer of the grave ownership must be completed before a memorial can be erected.

8.2.3 It is recommended that there is a period of one year between a full burial and the erection of a headstone, where there is a bark border.

8.2.4 When the interment has taken place with a concrete border, or is for an ashes plot, a headstone may be placed immediately after the interment has taken place and the memorial application has been approved.

8.2.5 Memorial applications cannot be submitted or approved prior to an interment taking place.



### 8.3 Inscriptions

8.3.1 The Council reserves the right to refuse permission for a memorial where the Council consider the proposed inscription could cause offence or is deemed unsuitable.

### 8.4 Memorial Sizes

8.4.1 Below are the details of the maximum dimensions and types of memorials permitted to be placed onto graves where there has been an Exclusive Right of Burial granted.

Clifton Road Cemetery / Watts Lane Cemetery / Whinfield Cemetery / Croop Hill Cemetery

#### Main Cemetery Area

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Headstone (including any base slab)	5 feet 6 inches	3 feet	1 feet 6 inches
Vase	1 foot 3 inches	1 foot	1 foot
Plaque / Tablet	2 feet	2 feet 6 inches	1 feet 6 inches

#### Cloverleaf Memorial Garden

Burial space within the Cloverleaf memorial gardens vary depending on the location of the grave. No memorial will be permitted higher than 2 foot 6 inches tall.

Stonemasons wishing to carry out work on a headstone for this area will need to contact Bereavement Services for the maximum size permitted for the grave space.

#### Whinfield Cemetery

Cremation Sections J and L

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Plaque / Tablet	2 feet	2 feet	2 feet

#### Cremation Section N

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Plaque / Tablet	2 feet	2 feet	2 feet

## **Watts Lane Cemetery**

### **Cremation Section P**

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Plaque / Tablet	2 feet	2 feet 3 inches	2 feet

## **Croop Hill Cemetery**

### **Cremation Section V**

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Plaque / Tablet	1 foot 6 inches	1 foot 6 inches	3 feet

## **Rainsbrook Cemetery**

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Headstone (including any base slab)	3 feet 6 inches	3 feet	1 foot 6 inches
Vase	1 foot 3 inches	1 foot	1 foot
Plaque / Tablet	2 feet	2 feet 6 inches	1 feet 6 inches

## **8.5 Memorial Permit**

8.5.1 A memorial permit will be issued to your Stonemason upon the memorial application being approved. The memorial permit will be valid for one year from the date of approval. If the permit has expired, a new memorial application will need to be submitted together with the correct memorial application fee.

## **8.6 Installation**

8.6.1 After a memorial permit has been issued to the Stonemason, an appointment must be booked by the Stonemason, with the Cemeteries office prior to the installation taking place.

## **8.7 Removal**

8.7.1 No memorial shall be removed from the Cemeteries without the permission of the Owner(s) of the grave or their representative.

8.7.2 All memorials must be removed before a second interment can take place. It is the responsibility of the owner(s) or their representative to remove the memorial and they do so at their own risk and expense. A memorial that has not been removed may result in second interment not taking place until the headstone has been removed. This may result in additional fees being charged.

8.7.3 The Council reserves the right to remove, without notice, any unauthorized monument, memorial, stone, kerb edging, tree, shrub, plant or item erected in the cemetery in contravention of these regulations or where the Council deem the items a health and safety risk.

8.7.4 The Council may remove a memorial headstone from a grave to allow for an adjacent grave to be excavated. As soon as possible after the funeral has taken place, the headstone will be fully re-instated by the Council. The Council will, where circumstances allow, make reasonable attempts to contact the owner of the Exclusive Right of Burial.

## **8.8 Memorial Safety**

8.8.1 It is the responsibility of the owners of the Exclusive Right of Burial to maintain their memorial in a safe condition and be kept in good repair.

8.8.2 The Council will carry out memorial safety testing in all cemeteries on a rolling programme and has the right to lay down, remove or 'stake and band' any memorial it considers to be unsafe and will make every effort to contact the owners of the headstone to advise them of any action taken.

8.8.3 The owners of the Exclusive Right of Burial shall be responsible for the cost of any repair, laying down or removal of an unsafe memorial. Where possible, the owner(s) of the Exclusive Right of Burial will be contacted prior to any work taking place, however, in the event that the owner(s) cannot be traced, or the immediate work is necessary for safety reasons, work will be carried out on the unsafe memorial without contacting the owner. Families should contact Bereavement Services with any queries.

8.8.4 The Council reserves the right to take any necessary action with a memorial where notification has been sent to the owner of the Exclusive Right of Burial and no repair has taken place.

## **9. Items placed on a graves**

9.1 The Council will not be liable for any loss, damage, theft or vandalism of any item placed onto a grave however caused.

9.2 Cemetery staff may remove articles from a grave that, in their opinion, are likely to cause risk, damage, or offence or which may interfere with the Council's maintenance of the site. Where possible, items will be kept for three months for collection, please contact Bereavement Services to arrange collection.

9.3 The following items are not allowed to be placed on graves and if found will be removed.

- Unauthorised memorials
- Unauthorised kerb edgings
- Artificial grass
- Glass items
- Stone chippings or gravel (unless placed inside an authorized fully kerbed grave)

9.4 Any memorabilia must be placed within the headstone border and not encroach onto the adjoining grave space. Items placed outside of your grave space or on any

lawned section will be removed and will be available for collection from the Cemeteries office within one month of removal.

9.5 The following memorabilia items should not be placed on any grave, although the Council reserves the right to remove other items outside of this list:

- Glass items
- Wind Chimes
- Naked flames
- Alcohol
- Solar lights
- Lanterns
- Fencing
- Gravel

9.6 Disposal of Christmas wreaths is principally the responsibility of the Owner(s) of the Exclusive Right of Burial. However, any Christmas wreaths still in place on 14<sup>th</sup> January each year will be removed as part of the routine maintenance works.

## **10. Transfer of Grave Ownership**

10.1 The Owner(s) of the Exclusive Right of Burial may transfer or assign the ownership of a grave either during their lifetime, or after their death, to a person of at least 18 years of age and upon payment of the appropriate administration fee.

10.2 Where a grave is owned by two persons, both must sign to agree to the transfer of the ownership. Where one owner is deceased, the ownership will transfer into the ownership of the surviving owner.

10.3 A Transfer of Ownership will be necessary before a burial can take place, where the owner is deceased, unless the burial is for the deceased owner. In this case no transfer is required for the burial to take place.

10.4 The Exclusive Right of Burial forms part of the estate of the deceased owner and can be transferred for the remaining years on the Deed to the entitled person(s) upon production of a Will, Grant of Probate, Letters of Administration or the relevant Statutory Declaration, together with any supporting documentation and the appropriate fee.

## **11. Repeal of former regulations**

11.1 Any locally agreed rules or regulations previously in force in respect of all cemeteries are hereby revoked.



# Rainsbrook Rules and Regulations

June 2024



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## **2. Introduction**

2.1 We respect the rights and needs of the individual and have therefore prepared these regulations with a balance that will enable us to manage the Cemeteries and Crematorium effectively and maintain the highest possible standards without placing unnecessary restrictions on individual choices.

2.2 These regulations apply to Rainsbrook Crematorium and the Gardens of Remembrance, including the scattering bank, memorial areas and the ashes section.

2.3 We aim to provide the highest possible standards of care, choice and dignity to those who suffer bereavement and to create and maintain an environment where the bereaved can pay their respects and remember loved ones in the ways they feel most appropriate. To assist with this we request that all visitors to our Cemeteries and Crematorium follow these regulations. Please be aware that the Council reserve the right to change these regulations from time to time and that compliance with any changes is required.

2.4 The Bereavement Services Office is situated at:

Rainsbrook Cemetery & Crematorium  
Ashlawn Road  
Rugby  
CV22 5QQ  
Tel: 01788 533715  
Email: [Rainsbrook@rugby.gov.uk](mailto:Rainsbrook@rugby.gov.uk)  
Web: [www.rainsbrookcrematorium.gov.uk](http://www.rainsbrookcrematorium.gov.uk)

2.5 The office is open from 9 am to 4.30 pm Monday to Friday. The office is closed on Saturdays, Sundays and Public Holidays.

## **3. General Regulations**

### **3.1 Vehicles**

3.1.1 For safety purposes the speed limit within the grounds of our Cemetery and Crematorium is 10 mph.

3.1.2 To maintain the appearance of our Cemeteries and Gardens of Remembrance vehicles must park in the designated car parks only. Vehicles should not be left on any roads, bays reserved for a specific use, grassed areas or where signs state 'no parking' at all times. Parking bays are available in Rainsbrook Cemetery for vehicles displaying a valid blue badge and displayed and used correctly.





### **3.2 Access**

3.2.1 For safety purposes children under 12 years are only allowed in the grounds of the Cemeteries and Crematorium when accompanied by and under the care of a responsible adult.

### **3.3 Dogs**

3.2.2 Dogs must be kept on a short lead and under control at all times within the grounds of the Cemetery and Crematorium. All dog faeces must be removed immediately, failure to do so may lead to prosecution under The Public Spaces Protection Order (PSPO). Rainsbrook is an area for families to reflect on the loss of their loved ones and there are set areas for the scattering of ashes. Please do not allow dogs on the areas that indicate they are used for the scattering of ashes.

3.2.3 No animals except assistance dogs are permitted into the Crematorium building.

### **3.4 Candles**

3.4.1 Candles are not permitted in the Rainsbrook building.

### **3.5 Bicycles**

3.5.1 Bicycles should not be ridden on any grass areas or planted areas. Bicycles must not be placed against any memorial, bench, tree or shrub and if laid on the ground must not cause an obstruction. Rainsbrook Cemetery and Crematorium accepts no liability for loss or damage to any bike, moped or bicycle whilst on the premises.

### **3.6 Fees and charges**

3.6.1 The list of fees and charges are on display at the Crematorium and on Rainsbrook Crematorium website ([www.rainsbrookcrematoriumon.co.uk](http://www.rainsbrookcrematoriumon.co.uk)) and Rugby Borough Council website ([www.rugby.gov.uk](http://www.rugby.gov.uk)). Plans of the cemeteries and crematorium grounds are also available for inspection free of charge. Please contact the office to make an appointment.

3.6.2 Fees for any service must be paid for in advance and no credit facilities are given or offered.

### **3.7 Smoking**

3.7.1 Smoking is strictly prohibited in the Crematorium buildings. Visitors are requested to refrain from smoking in close proximity to the building (within 5 metres



of the building) and where mourners are gathered. All cigarette ends should be disposed of in the bins provided.

### **3.8 Photography**

3.8.1 Rainsbrook do not permit any photographs or video's to be taken within the grounds or buildings, without written permission and with the consent of all parties involved. No person is permitted to fly a drone whilst on Rainsbrook Cemetery and Crematorium land in order to respect the privacy of all visitors to the site.

## **4. Crematorium Rules and Regulations**

### **4.1 Code of Practice**

4.1.1 All cremations at our Crematorium are carried out with strict adherence to the Code of Cremation Practice issued by the Federation of British Cremation Authorities (FBCA) and the Guiding principles of cremation issues by the Institute of Cemetery & Crematorium Management (ICCM) of which Rugby & West Northamptonshire Joint Crematorium Committee is a member. Copies of the Code are available from the Crematorium Office.

### **4.2 Ceremony Rooms**

4.2.1 The Crematorium has two interdenominational Ceremony rooms and the service times permitted are as follows:

The Avon Ceremony room

(Seating Capacity 143 – Service Times 45 minutes each)  
(Monday to Friday 9.00 am – 4pm)

The Drayton Ceremony room

(Seating Capacity 53 – Service Times 45 minutes each)  
(Monday to Friday 9.30 am – 3.30 pm)

4.2.2 Saturday morning funeral services from 10.00 am (times are allocated by Bereavement Services only)

4.2.3 Both Ceremony rooms are equipped with a music system from which music can be selected from an extensive computerised database. If a piece of music is not on the database it can be requested by the funeral director from the system supplier who can nearly always make it available for your service. These requests should be made no later than 72 hours prior to the service taking place at the crematorium.

4.2.4 The crematorium provides a webcast service which is a live broadcast of a service streamed on the internet via the Obitus website. This service is only viewable to those issued with a username and password, which is provided before the service to the Funeral Director. The applicant for the cremation is the only



person who can request this service. The broadcast can be viewed up to 28 days after the service. Please note that Bereavement Services are unable to disclose the username and password to anyone other than the Funeral Director.

4.2.5 Funeral services can be recorded onto a DVD (audio-visual) CD (audio) disc and USB + Download link. More than one can be ordered and extra copies can be available after the service. Once we have received these, they will be passed to your Funeral Director, who will arrange with you to collect from them. Each Ceremony room has a wall mounted TV screen which can be used for a professionally edited slideshow with up to 50 photographs and have a single photo displayed throughout the service. Please ask your Funeral Director for more information.

### **4.3 Service Times**

4.3.1 Service times are set to allow for a meaningful service to be completed and allow for mourners to enter and leave the Ceremony room within the 45 minute period.

4.3.2 Should any person require a longer service time then an additional 45 minute service time may be booked for an additional charge in accordance with the current fees and charges.

4.3.3 This allows for those who wish for a longer service or if it felt a large number of mourners will attend and 45 minutes is not long enough to properly seat all mourners in the Ceremony room, hold a service and clear the room afterwards. Any service that runs over their 45 minute time slot will be subject to the additional charge as described in the current fees and charges.

4.3.4 No alteration in the time arranged for a service shall be permitted without the prior written consent of the Bereavement Services Manager.

4.3.5 The times may be changed by the Bereavement Services Manager and notification of any permanent changes will be issued to all key stakeholders.

4.3.6 Strict punctuality is required by all persons attending a cremation so as to prevent the interference of one funeral with another. The time arranged for a cremation is that at which the cortege is required to be at the booked Ceremony room's entrance.

4.3.7 It is essential that funerals arrive on time for the smooth operation of the service. Services will not be permitted to start prior to their allocated slot to allow staff time to prepare the room for each funeral.

4.3.8 A funeral arriving late will not be allowed to enter the Ceremony room unless there is a maximum of 40 minutes between the time of its arrival and the time fixed



for the next service in the Ceremony room. Should a funeral arrive late it is the responsibility of the person leading the funeral to ensure the service is curtailed to ensure it finishes at the appropriate booked time. This ensures subsequent funerals will not be delayed.

4.3.9 Except at the discretion of the Bereavement Services Manager, no cremation service shall be allowed on a Sunday, statutory Bank Holiday, or other day appointed for Public Thanksgiving or Mourning.

#### **4.4 Cremation bookings**

4.4.1 The days upon which cremation services at Rainsbrook Crematorium take place are Monday to Friday with services held between 9.00 am and 4 pm. Saturday morning funerals are available and service times are allocated by Bereavement Services from 10.00 am.

4.4.2 All initial bookings for a cremation at Rainsbrook Crematorium must first be made to the Administration Office. No booking will be accepted with less than 6 days notice, unless agreed with the Bereavement Services Manager.

4.4.3 Any booking that is made where the family request 'no publicity', the name of the deceased will not appear on the daily schedule or have a flower card in the flower court. Any details of the funeral released on social media will invalidate the 'no publicity' requested.

4.4.4 Please note that the time booked for a service is the time the cortege is due at the Crematorium Ceremony room. In order to avoid disruption to any other funerals we request that you keep to this time. Funeral staff should not enter a chapel more than 10 minutes before an allocated time, unless permission has been granted by office staff, to ensure the deceased from the previous service, has the respect and dignity it deserves. Failure to comply will result in a fine being applied, in accordance with our current fees and charges. A charge, as detailed in the list of fees and charges, may be levied for corteges arriving early or late.

#### **4.5 Paperwork**

4.5.1 To ensure that we have sufficient time to make the necessary arrangements for a cremation we request that correctly completed paperwork is delivered to the Crematorium Office by no later than 10.30am, 48 working hours prior to the day of cremation.

4.5.2 All incomplete paperwork will be returned to the Funeral Director to be completed. Paperwork is only deemed delivered to the Crematorium Office if all the paperwork has been fully completed.

4.5.3 All original statutory paperwork received by the Funeral Director should be received within the above deadline.

4.5.4 Please be aware that a charge, as detailed in the list of fees and charges, will be made if the paperwork is delivered after the specified time.

#### **4.6 Medical Referee**

4.6.1 Before a cremation can take place, all statutory documents relating to that cremation are checked by a doctor appointed by the Home Office. This doctor is called a Medical Referee and gives the final permission for a cremation to take place. The Medical Referee can refuse to allow a cremation to be carried out without stating the reason in accordance with statutory regulations.

4.6.2 The manager reserves the right to cancel a cremation if the Medical Referee has not given permission for the cremation to take place.

#### **4.7 Inspection of Medical Certificate**

4.7.1 If the applicant in the application form for cremation has informed Bereavement Services that he/she would like to inspect the medical certificate (Cremation Form 4) and has given contact telephone numbers to Bereavement Services, then as soon as Bereavement Services receives the medical certificate it shall endeavour to notify the applicant or the person nominated by the applicant using the contact telephone numbers given by the applicant.

4.7.2 The Cremation Form 4 will only be available for inspection for 48 hours after Bereavement Services have notified the applicant or nominated representative, you may:

- (i) inspect the medical certificate at the Administration Office; and
- (ii) make any representations to the Medical Referee about any matter contained in the certificates or the inquiry made by the person who gave the certificate

4.7.3 There may be a fee charged by the Medical Referee for this service.

### **5. Cremations**

#### **5.1 Coffins**

5.1.1 All bodies brought to the Crematorium for cremation shall be contained in a suitable coffin. The coffin or suitable container must be clearly marked for identification purposes and include the full name, date of death and age of the deceased.



5.1.2 This is a requirement under the Code of Cremation Practice issued by the Federation of Burial and Cremation Authorities (FBCA) and the Guiding Principles for Burial and Cremation Authorities issued by the Institute of Cemetery and Cremation Management (ICCM).

5.1.3 The coffin must be made of an easily combustible material. Resinous or badly seasoned wood must not be used. No metal of any kind must be used except for the use of nails, pins and screws used in the construction of the coffin. Handles, nameplates or ornaments must be of a combustible nature; hardwood plugs must be used wherever possible. No cross pieces must be attached to the bottom of the coffin. If it is desired to strengthen the bottom of the coffin, strips may be placed lengthways for this purpose. The coffin may only be coated with water based paints or water based varnish. The coffin must be of a material that when placed in a cremator, does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion.

5.1.4 The unnecessary use of sawdust, paper or cotton-wool must be avoided and must on no account be put into the coffin. Materials liable to cause smoke or noxious fumes must not be used in or on the coffin. The use of clothing on the body should be in accordance with the industry's code of practice.

5.1.5 Coffin covers can be accepted by Rainsbrook Crematorium and details should be included with the initial booking and on the Notice for Cremation.

5.1.6 We do not accept Pandanus coffins under any circumstances.

5.1.7 These items are a hindrance to the cremation process and will cause the cremation to operate outside of the Environmental Protection Act 1990.

5.1.8 The maximum external dimensions permitted for a coffin for cremation are as follows:-

Traditional Coffin: Length 7' (84") Width 3'4" (40") Depth 2'7" (30")

5.1.9 Any coffin received outside of these measurements will not be accepted as these are the maximum sized coffins accepted at Rainsbrook Crematorium.

5.1.10 The maximum weight of a deceased, with the coffin, accepted at Rainsbrook Crematorium is 47 stone. Any coffin received over 47 stone will not be accepted at Rainsbrook Crematorium. The weight of the deceased, plus the coffin weight must be provided for all cremations.

## **5.2 Procedure**

5.2.1 The cremation process shall be undertaken in line with any guidance, codes of practice and requirements of the regulatory bodies that issue or may issue the same in relation to cremation and in compliance with statutory regulations.

5.2.2 A coffin or a body shall not be removed from the Crematorium except for a lawful reason.

5.2.3 All cremations shall be completed within 48 hours of receipt of the coffin at the Crematorium, unless there are any unforeseen circumstances, in which case the maximum time period the coffin will be held is 72 hours, which is in accordance with current industry guidance. Each coffin will be individually cremated. Any coffins not cremated the same day will be held on site at the crematorium in suitable storage.

## **5.3 Witness Charge**

5.3.1 Any person may witness the placing of the coffin into the cremator with permission from the applicant for that cremation. The Avon ceremony room has a viewing window for this purpose. A viewing must be requested at the time of the funeral booking and to ensure the availability of a cremator, witness charges can only be booked for 9am Monday to Friday, or on a Saturday at 10am (additional charges apply).

## **5.4 Infectious Disease**

5.4.1 A body of a person who has died of a dangerous infectious disease should be enclosed in two sealed body bags and placed inside a coffin which will not be reopened for any reason once delivered to the Crematorium. For the purpose of this Rule the term “dangerous infectious disease” includes plague, cholera, smallpox, typhus fever, enteric fever (including typhoid and paratyphoid fevers), scarlet fever and diphtheria, and such other infectious diseases as the appropriate officer may determine from time to time to require such precautions.

## **5.5 Metal recycling**

5.5.1 All metal residues removed after the cremation process shall be suitably stored and transferred to a central organisation for recycling. Any applicant who does not wish for the metal residues to be taken for recycling must inform the Administration Office prior to the cremation process.

5.5.2 Metal residues include nails and screws using in the construction of the coffin and metal implants. Any profits from the recycling of these metals are donated

to national charities as per the Institute of Cemetery and Crematorium Management (ICCM) recycling scheme.

## **6. Arrival at Rainsbrook**

6.1 All funerals will be met by a member of staff from Bereavement Services. No cremation service will be allowed to proceed unless accompanied by a member of staff. A check of the name plate on the coffin will be made prior to any cremation service being permitted. This is to ensure the correct deceased person is in the correct Ceremony room and forms part of Bereavement Services' procedural checks.

6.2 The person arranging the funeral or his/her representative shall ensure that they have sufficient persons to transfer the coffin from the vehicle to the Ceremony room. In all cases this should be a minimum of 4 persons for the cremation of an adult.

6.3 Bereavement Services staff are able to assist with the transport of the coffin from the hearse to the Ceremony room with prior notice and this will incur a fee. The Council accepts no liability for loss or damage to any person whilst the coffin is transferred from the vehicle to the front of the Ceremony room. The responsibility for this action is that of the funeral director or other person making the funeral arrangements. Rings, jewellery and personal articles on or about the body should be removed prior to the cremation service if required. Once placed into the cremator any valuables will be unrecoverable and the Council shall not be liable to account for such articles after cremation has taken place.

6.4 Except in cases where the deceased has died of a notifiable disease, if requested, the coffin may be opened as part of the service held in the Ceremony room. The coffin lid must be replaced and sealed prior to the coffin being charged into cremator. This allows for further choice for the bereaved and enables the service to be personalised.

6.5 All persons attending a service shall leave the Ceremony room immediately after the conclusion of the service. This ensures there are no delays for the following services.

## **7. Cremated remains**

7.1 The temporary deposit of urns or caskets containing the cremated remains of deceased persons is permitted by the Council for a period not exceeding three months. After the initial three month period, a fee will be charged in accordance with our current fees and charges. Should this payment be in arrears for 21 days the Council reserves the right to dispose of such urns or caskets and the cremated remains therein will be respectfully scattered.



7.2 In the absence of any arrangements for the disposal of cremated remains and at the expiration of one month from the date of cremation, the Council shall give a month's notice to the person who applied for the cremation of its intention to scatter the cremated remains in the Garden of Remembrance.

7.3 The scattering of cremated remains will take place no sooner than 24 hours after the cremation process has been completed. This allows for families to consider options more fully after the cremation date has passed.

7.4 Bereavement Services will give any urn or container, holding the cremated remains of a deceased person to the applicant who made the application for cremation or a person nominated for that purpose by the applicant in which case Bereavement Services will require the applicant's written authority to hand over the urn or container to the nominated person. The cremated remains will be signed for by the person collecting the cremated remains and photographic proof of identification will be required.

7.5 Cremated remains are normally available for collection two days after the cremation has taken place, unless prior notice is given that they are required sooner. A suitable container large enough to hold all the ashes is provided and must always be used for the removal of ashes from the Crematorium. The Bereavement Services Manager shall have the right to decide what is a "suitable" container.

## **8. Scattering of ashes**

8.1 The Gardens of Remembrance at Rainsbrook Crematorium provide a peaceful and tranquil setting to scatter cremated remains and leave floral tributes within a designated area.

8.2 All cremated remains shall be scattered by Bereavement Services and in accordance with the industry recognised best practice standards. Cremated remains shall be scattered evenly over an area of lawn so as not to leave any noticeable trace.

8.3 No scattering of cremated remains will be permitted unless a copy of the Certificate of Cremation, is delivered to the Administration Office and the prescribed fee for the scattering of the cremated remains is paid. Where the cremation took place at Rainsbrook Crematorium no such disposal certificate is required for the scattering of remains in any of the sites administered by Bereavement Services.

8.4 No person shall scatter or inter cremated remains within any part of the Cemeteries or Crematorium grounds without the permission of the Bereavement Services Manager. Any request for the same must be made in writing to the Administration Office. It is unlawful to scatter or inter any remains within the

cemetery or crematorium grounds without first gaining permission from the Council who manage and own the land.

8.5 The interment or scattering of animals is not permitted within any grounds managed by Bereavement Services. Bereavement Services do not hold a licence to dispose of animals and it is illegal to do so without this licence.

8.6 The applicant for the cremation may attend the scattering of cremated remains at a pre booked time and after the appropriate fee has been paid. If required, families may arrange for a short service to be held either by a family member, or a minister of their choice. Details must be submitted in writing to the Administration Office by 10.30 am at least two Working Days prior to the appointment time.

## **9. Floral tributes**

9.1 Each Ceremony room is served by a floral tribute court for the display of floral tributes following a funeral service. Mourners are free to either take the tributes away after the service, or alternatively leave them on display in the floral tribute court.

9.2 Floral tributes left at the Crematorium will remain on display for seven days, if in good condition, or as soon as possible thereafter following public holidays. All floral tributes will then be disposed of. Where possible, the plastic elements of a floral tribute, including wreaths, will be recycled. This may include a request from a florist or member of the public requesting items that they will re-use.

9.3 Please note that unfortunately for practical reasons the crematorium and its staff cannot accept any responsibility for floral tributes left at the Crematorium before, during or after a funeral service.

9.4 Flowers, plants and floral tributes may be placed in the areas specifically provided, namely the Book of Remembrance, floral tribute courts, in the integral vases of the stone memorials, and in the designated vases by the Tree of Life. No plants, flowers, flower vases, glass or other receptacles for plants or flowers or any other items shall be placed in any other part of the crematorium or the gardens, and if they are, they will be removed immediately. Flowers, plants and floral tributes which are left at the Crematorium will be disposed of by Bereavement Services. Any items that can be kept will be stored for a maximum period of three months.

9.5 No floral tributes should be left on the scattering bank as this is a wild flower area. This area is reserved for the scattering of ashes only. Any items placed on the scattering bank will be removed immediately, any non-perishable items will be stored for three months for collection. The gardens are inspected on a regular basis by Bereavement Services' staff and any dead flowers or spent wreaths shall be

removed and disposed of. This ensures the grounds are kept tidy and well maintained.

## 10. Memorials

10.1 No mementoes, floral tributes, wind chimes or other items are permitted to be left in or on any of the trees or shrubs within the Gardens of Remembrance.

10.2 All memorials in Rainsbrook Gardens of Remembrance will be subject to the current Terms and Conditions listed below:

10.3 The terms and conditions allow you to:

Lay to rest cremated remains in our Gardens of Remembrance at the place specified by us to you and/or place a memorial at the place specified as described overleaf.

1. At the expiry of the lease period, if the agreement is not renewed, we may remove the memorial and this can be collected by the applicant.
2. We agree to maintain the memorial for the period of the lease. However, we do not take responsibility for any damage to it unless it is caused by our negligence.
3. We do not guarantee that the appearance of the memorial gardens will be the same forever, for example paths, trees and other features may change from time to time.
4. CUT FLOWERS ONLY are permitted in the vases that have been provided for general use in the Book of Remembrance Room and at various locations within the Gardens of Remembrance.
5. ARTIFICIAL FLOWERS are ONLY permitted in the vases that form part of an individually purchased memorial. These will be removed if their condition deteriorates. Additional vases or planters are not permitted and will be removed.
6. Christmas wreaths can be placed on the flower court in the area provided.
7. You may not place anything in the Gardens of Remembrance that may offend reasonable taste and decency.
8. Only memorials supplied by us are permitted in the Gardens of Remembrance.
9. Any memorial purchased from us by way of a memorial agreement will not be placed in the Gardens of Remembrance until full payment has been received.
10. The placement of memorabilia such as wind chimes, windmills, candles, solar lights, balloons and other trinkets and all items made from glass or porcelain are not permitted. This is not a definitive list and Rainsbrook Crematorium reserve the right to remove such items, or other unauthorised tributes without prior notice or consultation.

11. If we, at our sole discretion, agree to the early cancellation of this agreement you must pay our reasonable costs and expenses arising from the cancellation.
12. It is the applicant's responsibility to advise Rainsbrook Crematorium, in writing, of any change of address.
13. The inscription on a granite memorial will be guaranteed for a period of 2 years after installation unless damage has been caused to the lettering/design by items placed on the headstone, in which case the lettering is not guaranteed.

## **11. Interment of Ashes**

11.1 All interment of ashes in Rainsbrook Gardens of Remembrance shall be sold as a Granite Memorial Package and the size of the headstone will be a plaque tablet as below:

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Plaque tablet	3.5 inches	18 inches	18 inches

11.2 All ashes plots will be for a maximum of two casket interments and two sets of ashes that can be scattered in the grave.

11.3 Any interment of ashes within the Gardens of Remembrance must be in a biodegradable container. The size of the ashes casket must not exceed the size of the grave and must take into account the number of caskets that will be required to be interred.

## **12. Inspection of Facilities**

12.1 The public can obtain permission to inspect the building when no cremation is taking place, between the hours of 10am and 3pm Monday to Friday. Please contact Bereavement Services for further details and to book an appointment.

## **13. Repeal of Former Regulations**

13.1 Any locally agreed Rules or Regulations previously in force in respect of the Crematorium are hereby revoked.



AND



STONEMASONS AND  
FUNERAL DIRECTORS  
REGISTRATION SCHEME

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## 2. Definition of Terms & Responsibilities

The Council	Rugby Borough Council
Rainsbrook	Rainsbrook Crematorium and Cemetery
Member / Scheme Member	Any registered participant including any individual or body who has agreed to be bound by this Scheme. This includes their employees and any other person contracted or instructed by them to carry out works as defined in this Registration Scheme.
Cemetery Representative	Any member of staff appointed by the Council or Rainsbrook Crematorium to carry out Cemetery and Crematorium work.
Memorial	A memorial is a permanent, fixed, typically inscribed, structure used to memorialise the person(s) interred. Memorials include memorial headstones, kerb-sets and integrated flower vases.
Regulations	Current version of the Council's and Rainsbrook Crematorium Regulations.
Scheme	Stonemasons and Funeral Directors Registration Scheme.
Bereavement Services Manager	The manager responsible for all Cemeteries and Crematorium.
Graveyards	All closed cemeteries that RBC are responsible for.
NAMM	National Association of Memorial Masons .
BRAMM	British Register of Accredited Memorial Masons.
Exclusive Right of Burial	The legal document that confirms who is the current legal owner of the right to say who will be buried in a named grave.

2.1 All obligations and requirements of this Registration Scheme with which Scheme Members are required to adhere by are outlined below.

2.2 No aspects or obligations of this Scheme may be assigned, subcontracted or transferred to a third party without the written approval of the Bereavement Services Manager. In any event such approval will only be given to those individuals / companies / other bodies that are already Scheme Members as defined above.



### **3. Introduction**

#### **3.1 General**

3.1.1 The Stonemasons & Funeral Directors Registration Scheme (referred to as the Scheme), establishes a standard level of workmanship and working practices throughout all of the Cemeteries and graveyards administrated by the Council.

3.1.2 The Scheme is needed to establish a standard level of working practice within all Cemeteries administrated by the Council, including “closed cemeteries” maintained by the Council.

3.1.3 Registration with the Scheme ensures common standards are practiced by Funeral Directors and Stonemasons for

- Burials
- Cremations
- The installation, repair and maintenance of memorials, both new and existing
- Insurance cover, health and safety and administrative requirements

3.1.4 Through the provision of the Scheme, it is the Council’s objective to identify and promote best practice within the industry by all registered participants.

#### **3.2 Aims of the Scheme**

3.2.1 The Scheme aims to achieve three primary purposes:

- To ensure the highest standards of workmanship, competence and customer care and promote industry best practice.
- To ensure the safety of those visiting and working within the cemeteries and crematorium and meet all relevant standards.
- To promote partnership, good long-term working relationships, innovation and development initiatives between all registered participants and the Council.

3.2.2 It is considered that working together will assist all Scheme Members to comply with the Regulations.

3.2.3 Registration emphasises the Council’s intent that all work carried out for and on behalf of the deceased and their family/representatives is of the highest standard.

### **4. Scope & Administration of the Scheme**

#### **4.1 General**

4.1.1 Any Stonemason or Funeral Director who works, intends to work, or liaises with clients wishing to have work carried out in any of the Council’s Cemeteries and Crematorium is required to be a registered member of the Scheme.

4.1.2 Stonemasons and Funeral Directors who are not Scheme Members are not permitted to work within any Cemetery under the management of the Council or Rainsbrook Crematorium.

4.1.3 All Scheme Members must comply with the current Regulations at all times.

4.1.4 All applicants who wish to be considered for Registration must complete and submit Form A, please see Appendix 1

4.1.5 This Scheme is administered by Bereavement Services who are based at Rainsbrook Crematorium, Ashlawn Road, Rugby, CV22 5QQ.

## **4.2 Requirements of the Scheme**

4.2.1 All Scheme Members are required to adhere to the obligations detailed in the Scheme. These are the minimum acceptable requirements of the Council and may be amended and reviewed by the Council as and when required.

## **5. Eligibility**

### **5.1 Insurance Requirements**

5.1.1 Stonemasons and Funeral Directors applying for registration are required to be insured for Public Liability to the value of Five Million Pounds (£5,000,000) for any one incident. It is mandatory for all Scheme Members to have the below cover when applying for membership

- Public Liability and Employer's Liability cover.

5.1.2 Before or at expiry of their certificate, it will be the Scheme Member's responsibility to update Bereavement Services with written details of their new certificate promptly to ensure on-going membership and maintain permission to work within the Council Cemeteries and Crematorium.

### **5.2 Workmanship, Materials and Construction**

5.2.1 Stonemasons and persons instructed to undertake work on their behalf shall be suitably qualified, experienced and competent to perform all necessary work. All memorial work, including erecting, dismantling and repairing memorials must conform with current industry and statutory Health and Safety requirements, guidelines and standards. The materials used should comply with industry recommendations.

5.2.2 Stonemasons and Funeral Directors carrying out the work must be either registered with the National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM). Details of your registration should be added to the application form.

### **5.3 Stonemasons**

5.3.1 All Scheme Members will guarantee all individual memorials for safety and stability for a minimum period of 10 years. All guarantees issued must include an obligation to repair/replace all joints and materials that may fail during the course of the guarantee.

5.3.2 Scheme Members may not process or submit an application without first ensuring that the applicant is the current holder(s) of the Exclusive Right of Burial for that grave.

5.3.3 Please refer any applicant to Bereavement Services where the applicant is deceased as a Transfer of Ownership is required before any work may commence.

5.3.4 Scheme Members must ensure that all materials used in the construction of memorials comply with industry codes of practice (Section 5.2) and are drawn from legal and sustainable sources.

### **5.4 Funeral Directors**

5.4.1 Scheme Members are responsible for ensuring that they have visited the Cemetery in advance of an interment, where a family has requested a family backfill. The Scheme Member

must carry out a Risk Assessment and provide a copy of this to the family and Bereavement Services. A declaration must be completed by the applicant for a burial where a family backfill has been requested.

5.4.2 Scheme Members must continue to attend the grave-side until the interment and family backfill is completed or such time the family no longer wish to backfill the grave.

## **5.5 Registration Scheme Compliance**

5.5.1 Each Stonemason and Funeral Director joining the Scheme is required to comply with the following:

- Local Authorities Cemeteries Order (1977)
- NAMM Code of Working Practice (Latest Relevant Edition) / BRAMM Blue Book
- Health and Safety at Work Act (1974)
- The Council's Safety Policy and Risk Assessment
- The relevant British Standards, (including BS8415)
- All other relevant statutory requirements

5.5.2 Each Stonemason and Funeral Director can download the Cemetery Regulations from [www.rainsbrookcrematorium.co.uk](http://www.rainsbrookcrematorium.co.uk) and must comply with the following:

- The Council's Cemetery Regulations
- The Council's Stonemasons and Funeral Directors Registration Scheme
- Bereavement Services Rules and Regulations

## **6. Procedures**

### **6.1 General**

6.1.1 All interments and memorial installations in the Council's Cemeteries by registered participants of the Scheme must fully comply with the Regulations and the procedures outlined below.

### **6.2 Applications to Carry Out Work Within RBC Cemeteries**

6.2.1 Prior to works within the Council's Cemeteries being undertaken, all works to be carried out must be approved by Bereavement Services.

6.2.2 Bereavement Services can be contacted using the details below:

- Email – [Rainsbrook@rugby.gov.uk](mailto:Rainsbrook@rugby.gov.uk)
- Post – Rainsbrook Crematorium, Ashlawn Road, Rugby, CV22 5QQ
- Telephone – 01788 533715

### **6.3 Memorials**

6.3.1 Scheme Members are required to give the Cemeteries Office at least 3 working days' notice, by telephone or email, prior to undertaking any work within one of the Council's Cemeteries, to avoid clashes with burials or other works being undertaken.

6.3.2 Scheme Members are responsible for ensuring that all applications comply with the Regulations.

6.3.3 Scheme Members are required to advise their customers that the Regulations can be viewed and downloaded on [www.rugby.gov.uk](http://www.rugby.gov.uk). This prevents additional distress to the bereaved as a result of applications requiring amendment or rejection.

6.3.4 The Council will hold the Scheme Member submitting an application liable for the content, accuracy and correct completion of all necessary forms and applications.

6.3.5 Memorial Applications must be checked by the Scheme Member before submission to ensure they comply with maximum sizes. Kerbside applications will only be permitted within permitted sections only.

6.3.6 All application fees are non-refundable and therefore the Scheme Member should ensure that an application is not submitted for a memorial that does not comply with the Cemetery Regulations.

6.3.7 No application will be processed until full payment has been received.

6.3.8 Scheme Members agree to rectify at their own expense any works that need to be dismantled as a consequence of the Scheme Member erecting a memorial that does not meet the requirements of the Regulations.

## **6.4 Interments**

6.4.1 The Scheme Member must ensure that a valid copy of the Exclusive Right of Burial accompanies all applications for Interments. If the family are unable to provide a valid copy of the Exclusive Right of Burial, a Statutory Declaration must be made before a Commissioner of Oaths, please see Appendix 2. Non-production of the Exclusive Right of Burial or Statutory Declaration will delay the customer's request being progressed.

6.4.2 The Council will hold the Scheme Member submitting an application, liable for the content, accuracy and correct completion of all necessary forms and applications.

6.4.3 Scheme Members are reminded of the requirement within the Regulations that the exact maximum external coffin or casket sizes must be measured in feet and inches. These exact measurements must be declared on the Notice of Interment form when submitted. No measurement allowances are permitted and inaccurate details on these forms will result in the Failure to Comply procedure being commenced (Please see Section 8).

6.4.4 Scheme Members are required to advise their customers that the Regulations can be viewed and downloaded on [www.rugby.gov.uk](http://www.rugby.gov.uk).

6.4.5 It is the Scheme Members responsibility to ensure they explain to their customer that unless specifically requesting a kerb section (where there is limited availability), the grave will be a lawned grave where no items may be placed on the lawn.

6.4.6 Scheme Members are responsible for advising their customers if their coffin size is outside of the maximum sizes that can be accommodated and if a double plot is therefore required, prior to the burial taking place.

## **6.5 Memorial Installation or Maintenance**

6.5.1 No work on in-situ or new memorials shall be carried out unless the appropriate application has been approved in writing by Bereavement Services. There will be no exceptions to this requirement which must be strictly adhered to.

6.5.2 The Scheme Member will be given a Permit for each memorial application granted which must be available to be produced for inspection when requested by a Cemeteries Representative.

6.5.3 Scheme Members do not need to complete a Memorial Application for in-situ memorials that are being cleaned/maintained, for memorials they installed. However, please give the Bereavement Office notice of this as stipulated in 6.1.1.

6.5.4 It is the responsibility of the Scheme Member to ensure works are undertaken with consideration to adjacent memorials.

6.5.5 Only work instructed by the owner of the Exclusive Right of Burial should be undertaken regarding the cleaning of headstones.

6.5.6 All memorials must comply with BS8415 and the NAMM Recommended Code of Practice.

6.5.7 Scheme Members are not permitted to install any memorials or plaques in Section W of Watts Lane.

6.5.8 Scheme Members must install the memorial within 12 months of the memorial application being approved. Failure to do so will require the submission of a new application and repayment of the fee.

6.5.9 Scheme Members must take pictures of the front and the reverse of the memorial on which they worked and submit these alongside the cut off section of the form to the Cemeteries Office for confirmation of works.

## **6.6 Memorial Inspections**

6.6.1 Bereavement Services will inspect the installation of a memorial after completion. Where work is found to be unacceptable either because it does not conform to the Scheme standards or for any other reason, Bereavement Services will instruct the Scheme Member and Exclusive Right of Burial holder(s) that rectification works are required to meet the Council's standards at the expense of the Scheme Member who installed the memorial.

6.6.2 The Council undertakes its duty to ensure the provision of safe open spaces and Cemeteries through mandatory memorial safety testing. This is undertaken on a cyclic programme, with all memorials tested by trained personnel as outlined in Section 6.3.

## **6.7 Post Work Inspection**

6.7.1 The Council will inspect a memorial following installation or completion of other work. All Scheme Members must inform Bereavement Services after work has been completed within 5 working days of the work taking place. Where work has been identified that does not meet the required Scheme standards, Bereavement Services will instruct the Scheme Member to re-erect the memorial to ensure compliance with the Scheme's standards, the Cemetery Regulations and any other relevant standards (such as BRAMM, NAMM etc).

6.7.2 The costs of dismantling and re-erecting in these circumstances is the responsibility of the Stonemason or Funeral Director. The Council reserves the right to charge a fee (10% of the

application fee) for re-inspection of the memorial where this arises due to the actions of the Scheme Member.

6.7.3 All memorials are subject to mandatory inspections by the Council at least every 5 years to comply with our duty of care, Health and Safety Executive & Ministry of Justice Guidelines and Rugby Borough Council Memorial safety scheme policy and Scheme Members should take this into consideration when issuing their guarantee. Any repairs, replacement of joints or other parts of the memorial considered necessary from the inspection shall be notified to the registered EROB Holder(s) in writing.

6.7.3 All remedial works need to be completed within 28 days of written notification being issued.

## **6.8 Refusal to Co-operate**

6.8.1 If the Scheme Member refuses to co-operate following post-work inspections the Cemeteries Representative may, at their discretion, engage a third party (a qualified Stonemason registered under the Scheme) to perform the work. In these circumstances, whether the work complies or fails to comply with the Scheme standards, the costs incurred by the third party will be the responsibility of the Scheme Member originally installing the memorial.

6.8.2 An invoice will be issued to the Scheme Member refusing to cooperate and recovery action will be undertaken by Rugby Borough Council for failure to make payment. The Scheme Member will also face action under the Disciplinary Procedures (Section 8) of the Scheme.

## **7. Tendering**

7.1 The Council may require the submission of tenders for a range of memorial works, including inspection, repair, removal and replacement of memorials. Scheme Members will be eligible to tender for any such works.

## **8. Failure to Comply Procedure**

### **8.1 General**

8.1.1 To ensure that the Scheme standards are maintained, and Scheme Members are operating in uniformity with these standards, Bereavement Services will operate a 'Failure to comply' procedure which applies to all Scheme Members.

### **8.2 Stage 1: Breach of the Scheme Standards**

8.2.1 Following an investigation by Bereavement Services and a confirmation that a breach of the Scheme standards has occurred; a written warning will be issued by the Bereavement Services Manager. The written warning shall be maintained on the Scheme Member's record for a period of 12 months from the date of issue. If no further breach(es) occur during that period, the warning will be removed from the record.

### **8.3 Stage 2: Subsequent Breach of the Scheme Standards or failure to Rectify Stage 1 Breach**

8.3.1 Throughout the 12 month period following a Stage 1 Breach (Section 8.1), another breach of the Scheme standards is committed, or the original Stage 1 breach is not rectified to the satisfaction of the Service Manager, this will result in the issue of a Final Written Warning. A Final Written Warning shall be maintained on the Stonemason's or Funeral Director's record for a period of 18 months, from the date of the 2<sup>nd</sup> breach. If no further breaches occur during that period the warning will then be removed from the record.

## **8.4 Gross Misconduct**

8.4.1 Certain circumstances shall be considered Gross Misconduct and will not be subject to the above stages of the Failure to comply procedure. The Bereavement Services Manager will decide, at their discretion, whether or not an incident constitutes Gross Misconduct. Examples include unsafe working practices or undertaking actions which directly, indirectly, or has the potential to bring the reputation of the Council into disrepute. Please see section 8.4 for actions taken for Gross Misconduct

## **8.5 Exclusion from Registration Scheme**

8.5.1 Members found guilty of Gross Misconduct or committing a further breach of the Scheme standards within the 18 month term, as described in Stage 2 (Section 8.2) will be removed from the Scheme. The Scheme Member will be precluded from applying for re-registration and from carrying out any work within the Council's Cemeteries for a period of 2 years from the date of expulsion. In instances of exclusion for Gross Misconduct the Service Manager, at their discretion, may consider advising other local authorities or industry registration schemes of the circumstances.

## **8.6 Re-registration following an Exclusion**

8.6.1 A Scheme Member committing any breach of the Scheme Standards, or an act of Gross Misconduct, during the 18 month period following the re-registration, following expulsion, may be excluded from Registration for a further period at the discretion of the Service Manager.

8.6.2 Any persons wishing to re-register must disclose the previous exclusion on their application. Failure to disclose this information will result in immediate expulsion from membership and will not be permitted to re-apply for 2 years.

8.6.3 The Bereavement Services Manager reserves the right to refuse re-registration onto the scheme.

## **8.7 Disciplinary Procedure Appeal**

8.7.1 A Stonemason or Funeral Director not satisfied with the decision made under this Failure to Comply Procedures is entitled to appeal. An appeal may only be made in writing and must be submitted within 14 days from the date of the decision letter that notified the Stonemason or Funeral Director. An appeal must clearly state the reasons for the appeal and only these reasons will be admissible at the appeal hearing. Appeals will be heard by the Chief Officer responsible for Cemeteries.

## **9. Payments**

9.1 All Memorial Applications must be paid in full prior to the process of the application.

9.2 Payment may be made by:

- Cheque (payable to Rugby Borough Council)
- Cash (payable at Rainsbrook Crematorium)
- Debit/Credit card payment – either in person or over the telephone (01788 533715)

9.3 All payments are non-refundable.

9.4 All Funeral Directors may request a monthly invoice for any cremation or burial they book with Rainsbrook Crematorium and Rugby Borough Council. Each invoice issued MUST be paid by

the date given on each invoice. Failure to make payment by the date supplied will result in the facility to pay by invoice being withdrawn.

9.5 In the case where invoice facility has been withdrawn a payment MUST be made at the point of the funeral booking and any further charges incurred MUST be paid prior to the service.

9.6 It is the responsibility of the Funeral Director to ensure that you comply with the timescales of each service booked and failure to do so will result in additional charges as per the current fees and charges. The Bereavement Services Managers decision is final where charges apply for late arrival/overrun of service time.

## **10. Review of Scheme and Modifications**

10.1 Scheme Members and the Council may jointly review the rules, requirements and performance of the Scheme on a periodic basis. The Scheme rules will be reviewed every 24 months. Scheme Members will be notified in writing of any modification to the scheme. The Council reserves the right to ask all Scheme Members to re-register following a major review of the Scheme.

## **11. Further Reading**

- Rugby Borough Council website – [www.rugby.gov.uk](http://www.rugby.gov.uk)
- Rainsbrook Crematorium website – [www.rainsbrookcrematorium.co.uk](http://www.rainsbrookcrematorium.co.uk)
- Managing the safety of Burial Ground Memorials – Ministry of Justice
- British Standard BS8415
  - Rugby Borough Council website – [www.rugby.gov.uk](http://www.rugby.gov.uk)



Appendix 1

Stonemason and Funeral Directors Registration Scheme

Form A – Scheme Registration Application

I declare that I have read and understood the Stonemason and Funeral Director Registration Scheme requirements and the Council's current Cemetery Regulations and declare that I will comply with the Council's Cemeteries Regulations and the above named Registration Scheme requirements.

Please complete all sections in full, forms with omissions will be returned.

Company Name:	
Address:	
Telephone:	Email:
<b>Stonemason's - Public Liability and Employer's Liability (where applicable) Cover</b> Please confirm that current details of your Public Liability insurance and Employer's Liability (where applicable have been provided to: (please tick)  NAMM <input type="checkbox"/> BRAMM <input type="checkbox"/>  NAMM Associate membership number ..... and a copy of my current certificate is attached  BRAMM Associate membership number ..... and a copy of my current certificate is attached	
<b>Funeral Director's – Public Liability and Employer's Liability Cover</b> Please confirm that the company you represent holds the above cover. I confirm that ..... are the holders of the above Liability cover.	
As an authorised person of the above stated company, I agree to adhere to all Rules, Bye-Laws, Cemetery Regulations, Health and Safety Requirements, Insurance Liabilities, Installation and Maintenance Specifications, Inspection procedures and all other requirements as laid down by this Scheme.  I agree to inform Rainsbrook Cemetery and Crematorium of any changes to the above within 2 weeks.  I have not been excluded from the Stonemason and Funeral Director Registration Scheme or I have previously been excluded from the Stonemason and Funeral Director Registration Scheme	
Signed: .....	
Print Name: .....Dated: .....	

**Rugby Borough Council  
Bereavement Services  
Rainsbrook Cemetery and Crematorium  
Rugby, CV22 5QQ**

**STATUTORY DECLARATION**

**Application to erect a new headstone or add a new inscription**

I (*Full name*) .....

of (*Address*) .....

do solemnly and sincerely declare that I, ..... purchased the Exclusive Right of Burial/became the owner of the Exclusive Right of Burial when it was transferred to me on ....., described in the Plan as Section ..... No ..... Grant ..... in the ..... Cemetery,

**AND THAT**

I, ..... am unable to produce the grave deeds to prove the ownership of the grave because

.....  
.....  
.....  
.....

To the best of my knowledge and belief ..... had never assigned the benefits of the grave rights to any other person or specified any reservation of the grave for any particular person.

I hereby declare that I will indemnify Rugby Borough Council against all actions, proceedings, demands, costs and expenses of any nature whatsoever should it be subsequently proved my claim as aforesaid is unfounded and that I have no title to exercise the rights in this grave.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of "The Statutory Declaration Act, 1835"

Signed

.....

Declared at

.....

in the

.....

this ..... day of ..... 20 .....

Before me (*name*).....

Signature .....

**Please apply business stamp as authentication.**

**NB – This Declaration to be made before a Magistrate or a Commissioner for Oaths**

