

BRIDPORT TOWN COUNCIL CEMETERY



Bridport Town
Council

Regulations

INTRODUCTION

Bridport Cemetery is managed by Bridport Town Council in accordance with the Local Authorities' Cemeteries Order 1977, as amended by the Local Authorities' (Amendment) Order 1986, the Criminal Justice Acts 1967 and 1982 and such regulations as may be made by the Secretary of State.

The Cemetery Management Policy is a document that sets out the maintenance and management of Bridport Cemetery.

GENERAL

1. Terms

- 1.1. "Administration Office" means Bridport Town Council Office, Mountfield, Bridport, Dorset DT6 3JP.
- 1.2. "Cemetery" means the Bridport Cemetery, Lower Walditch Lane, Bridport, Dorset, DT6 4SE.
- 1.3. "Town Clerk" means the Clerk and his/her staff as directed. Day to day management of the Cemetery is delegated to the Cemetery Superintendent and Property Manager.
- 1.4. "Regulations" means these Cemetery Regulations and any amendment thereof.
- 1.5. "Registrar" means the Registrar of Births, Marriages and Deaths.
- 1.6. "Resident" means any individual permanent resident within the Bridport Parish.

2. Opening Times

- 2.1. The grounds of the Cemetery will be open to the public every day of the year from dawn to dusk.

3. Administration

- 3.1. A plan of the Cemetery shall be available for inspection during normal office hours at the Bridport Town Council's offices. Open Monday – Thursday 9am to 5pm and Friday 9am – 4.30pm (closed on Bank Holidays).
- 3.2. A Register of Burials is kept at these offices. Searches may be made and certified extracts obtained by prior arrangement with the Town Council. Charges may apply for searches undertaken by the Town Council.
- 3.3. Any form specified in these Regulations for use in connection with burial, cremation or memorials may be obtained free of charge from the Town Council.
- 3.4. All enquiries, complaints and requests from members of the public should be made to Bridport Town Council's administration office in person, by telephone or email.

4. Fees

- 4.1. Bridport Town Council determine fees for the Cemetery annually. These come into effect from the 1st April each financial year and details of fees may be obtained from Bridport Town Council or via its website.
- 4.2. Single fees apply where the person to be interred, or in respect of whom the right is granted, was:
- (i) a parishioner of the Parish of Bridport;
 - (ii) a former resident, who had lived in the Parish for not less than 10 continuous years and who moved outside the Parish to an old person's home, warden controlled accommodation, or similar;
 - (iii) a former resident, who lived in the Parish for not less than 10 continuous years and who moved to an adjoining Parish;
 - (iv) a still born child, where one or more of the parents are parishioners of the Parish of Bridport.

Double fees will apply to all other cases.

- 4.3. Fees and charges must be paid in advance. Cheques should be made payable to 'Bridport Town Council'.

5. Visitors

- 5.1. Bridport Town Council welcomes visitors to the Cemetery. Visitors are asked to respect the peace, dignity and reverence of the area.
- 5.2. All persons entering the Cemetery shall be subject to the Regulations and to any directions, which may be given by the Town Clerk or his/her staff in the course of their duties.
- 5.3. All persons shall conduct themselves in accordance with the following provisions in the Local Authorities' Cemeteries Order 1977:

No person shall:

- *wilfully create any disturbance in the Cemetery*
- *commit any nuisance in the Cemetery*
- *wilfully interfere with any burial taking place in the Cemetery*
- *wilfully interfere with any grave, memorial, kerb set or other memorial, or with any flowers or plants on any grave*
- *play any game or sport in the Cemetery*
- *no skateboarding allowed in the Cemetery*

Any person who contravenes these provisions shall be liable on summary conviction to a fine not exceeding level 1 on the Standard Scale (at the date of the Regulations £200) and, in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction thereof.

- 5.4. Visitors shall not unreasonably interrupt the Council's employees at their duties or employ them to execute private works within the Cemetery, or extend to them any gratuity.

- 5.5. All visitors must keep to the footpaths or roads provided for that purpose, except when visiting a grave.
- 5.6. No person shall drop, throw or otherwise deposit and leave in the Cemetery any litter or refuse of any kind, other than in the bins provided.
- 5.7. No person shall operate any sound reproducing equipment, or play any musical instrument, without the prior consent of Bridport Town Council.
- 5.8. No person shall smoke in any of the Cemetery buildings.
- 5.9. All persons entering the Cemetery do so at their own risk and Bridport Town Council will not accept liability for injuries or damage sustained, howsoever caused.
- 5.10. Any person found soliciting for business within the Cemetery, may be banned from entering the Cemetery.
- 5.11. Vehicle access is subject to absolute right of way being given to funeral cortege and/or pedestrians at all times in the Cemetery.
- 5.12. The maximum speed limit in the grounds of the Cemetery is 5 miles per hour, or such other speed limit as may be notified.
- 5.13. Vehicles must not be driven or parked on grassed areas. No vehicle to be left in a position so as to cause an obstruction to other traffic.

6. Children

- 6.1. Children under 14 years of age are not allowed, for their own safety, within the Cemetery except under the care and supervision of a responsible adult.

7. Dogs

- 7.1. Dogs must be kept on a lead, on paths only and must only be walked through the Cemetery for access only. Under no circumstances must dogs be exercised in any other way in the Cemetery.
- 7.2. Bridport Town Council asks dog owners to control their pets whilst on the cemetery grounds and respect the presence of those who may be mourning or visiting a grave.

8. Non-Council Employees

- 8.1. All persons, not being employees of Bridport Town Council, engaged at work in the Cemetery, shall comply with all requirements and directions of Bridport Town Council when in the Cemetery.

BURIALS

9. Booking burial service times

- 9.1. Applications for burial must be made to Bridport Town Council in advance.
- 9.2. Every application for burial must be confirmed in writing, on the prescribed Interment Notice.

10. Interment Notices and Interments

- 10.1. The Interment Notice must be completed accurately and in full by the funeral director or person/s arranging the burial.
- 10.2. The Interment Notice together with the appropriate fee must be delivered to Bridport Town Council by 12 noon at least two clear working days before the date of the proposed burial. This Regulation may be waived at the discretion of the Town Clerk, in the interest of public health.
- 10.3. The Registrar's Certificate for Burial or the Coroner's Order for Burial (or a duplicate thereof) must be delivered to Bridport Town Council before the proposed burial can take place. Whenever possible, the relevant document should accompany the Interment Notice referred to in 10.1 above.
- 10.4. In the case of the burial of a non-viable foetus, a Certificate of Delivery from the Medical Practitioner or Midwife who delivered the foetus will be required.
- 10.5. In the case of the burial of cremated remains, a Certificate of Cremation, issued by the relevant Cremation Authority, will be required.
- 10.6. Approximate coffin and casket sizes are to be supplied at the time of booking and must be clarified in writing on the Interment Notice.
- 10.7. Should a properly completed Interment Notice and the prescribed documents referred to in paragraphs 10.3 and 10.4 above not be received by the required time (see Regulation 10.2 above) the Town Clerk may, at his/her discretion, postpone the funeral.
- 10.8. Before the burial takes place, all fees and charges must be paid in full, unless a prior arrangement exists, at the discretion of the Town Clerk.
- 10.9. No interment shall take place without permission of Bridport Town Council.
- 10.10. A grave may contain a maximum of two internments. A grave in which there have been two internments may be re-opened for the burial of cremated remains at the Bridport Town Council's discretion.
- 10.11. Notice of scattering of ashes must be given at least 2 working days prior to the scattering of ashes to Bridport Town Council. The notification must be made on the official form provided by Bridport Town Council, so that a record can be made.

11. Burial times

- 11.1. Burials may take place on weekdays only. The hours of interment or the scattering of ashes is to be made between the hours of 8.00a.m. and 5.00p.m. on a weekday or on the Certificate of a Coroner or Registered Medical Practitioner that immediate interment is necessary..
- 11.2. For burials taking place on a weekend or bank holiday an additional fee will apply.
- 11.3. The time booked for a funeral is the time at which the cortege is due to arrive at the Cemetery, which must be observed as accurately as possible.

12. CREMATIONS

- 12.1. Bridport Town Council, or its appointed grave digger, will prepare cremation plots.

- 12.2. The Interment Notice must be completed accurately and in full by the funeral director or person/s arranging the burial. The appropriate cremation certificate must accompany cremated remains received from Cremation Authorities.
- 12.3. The Interment Notice together with the appropriate fee must be delivered to Bridport Town Council by 12 noon at least two clear working days before the date of the proposed burial. This Regulation may be waived at the discretion of the Town Clerk, in the interest of public health.
- 12.4. Cremated remains may only be strewn or interred by or under the supervision of Bridport Town Council staff.
- 12.5. Cremation plots may be pre purchased in the appropriate areas of the Cemetery for the interment of ashes.

13. WOODLAND BURIALS

- 13.1. The Cemetery has a designated area for woodland and natural burials.
- 13.2. Natural burials in the Cemetery will be in a designated section of grassland. This section will remain “natural” and “informal” and grass cutting will be kept to a minimum.
- 13.3. No permanent memorial or marker of any type will be permitted on graves in this section. This is to protect the natural feel of the area.
- 13.4. Interments will only be allowed if a cardboard, wood or wicker coffin or a shroud is used.
- 13.5. The Interment Notice along with the Woodland Burial consent form must be completed accurately and in full by the funeral director or person/s arranging the burial in advance. The appropriate cremation certificate must accompany cremated remains received from Cremation Authorities.
- 13.6. The planting of bulbs at both locations is at the discretion of the Town Clerk.
- 13.7. Grave spaces cannot be purchased in advance, therefore there is no exclusive right of burial in the Woodland Burial area.

14. Religious or other services

- 14.1. The funeral director and or person/s arranging the burial shall be responsible for the attendance of a minister of religion, or other officiant at the burial service and for the payment of any fee to which they may be entitled, except where public health applies.
- 14.2. Any form of funeral may be used and the Town Clerk must be given details in advance of all proposed ceremonies. The Town Clerk shall have the discretion to prohibit a form of ceremony if, in his/her opinion, it would cause a disturbance or be offensive to other Cemetery visitors.
- 14.3. The coffin may be committed direct to the grave without any form of funeral service.

15. Coffins and Caskets

(Any reference to coffins applies equally to caskets)

- 15.1. Each individual body, whether adult or child brought into the Cemetery, must be contained in a separate coffin. The only exceptions to this rule will be when:

- *The burial is that of a mother and baby who died together in childbirth, in which event mother and child may be contained in the same coffin.*
 - *The burial is that of twins who died in childbirth, in which event the babies may be contained in the same coffin.*
- 15.2. No coffin will be accepted for burial, unless it bears adequate particulars of the deceased person/s therein including the full name, age and date of death.
 - 15.3. Coffins may be open during the funeral service in the Chapel only. They may not be open if a graveside only service is held.
 - 15.4. Coffins may be constructed of wood, metal, wicker or cardboard. Shrouds will also be permitted, but their use must be notified to Bridport Town Council when the service is booked. Bridport Town Council must also be notified of the type and design of shroud.
 - 15.5. In the Woodland Section interments will only be allowed if a cardboard, wood or wicker coffin or a shroud is used.
 - 15.6. Responsibility for providing sufficient bearers to carry the coffin rests with the funeral director, or the person/s arranging the funeral.

GRAVES/EXHUMATIONS

16. General

- 16.1. Bridport Town Council, or its appointed grave digger, will prepare all graves.
- 16.2. No body will be buried in a grave in such a manner that any part of the coffin is less than 3 feet below the level of the ground adjoining the grave provided that Bridport Town Council may, in its absolute discretion where it considers the soil to be of a suitable character, permit a coffin to be placed not less than 2 feet below the level of any ground adjoining the grave.
- 16.3. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred on a previous occasion, by means of a layer of earth not less than 6 inches thick.

17. Common graves

- 17.1. The right of burial in common graves remains with Bridport Town Council and such graves may contain other, non related, interments.
- 17.2. Memorials cannot be erected on common graves unless the grave has been purchased.

18. Graves with an Exclusive Right of Burial

- 18.1. Full burial plots and ashes burial plots are available to purchase. The Exclusive Right of Burial in a grave may be purchased in advance on payment to Bridport Town Council of the appropriate fee. Plots in the Woodland section of the Cemetery cannot be purchased in advance.
- 18.1. The Exclusive Right of Burial in a grave space in the Cemetery is granted for a fixed period of 100 years.
- 18.2. The grant of the Exclusive Right of Burial entitles the deed holder to determine who is buried in the grave and whether a memorial can be erected thereon (subject to payment of the relevant fees and permission in advance from Bridport Town Council). The grant relates solely to the exclusive right of burial and does not extend any freehold rights in respect of the land space.

- 18.3. The right to erect a memorial is granted for a period of 100 years, (subject to payment of the relevant fees, which may include fees to cover costs of inspection).
- 18.4. All graves should be sufficient for a minimum of two interments, but Bridport Town Council cannot be held responsible if, due to factors outside its control, two interments in a grave cannot be achieved.
- 18.5. New graves will be allocated in rotation, within each section of the Cemetery. Alternative locations are at the discretion of Bridport Town Council.
- 18.6. Plans showing all grave spaces are kept by Bridport Town Council and may be viewed on application to Bridport Town Council.
- 18.7. At the expiration of the 100-year period of the Exclusive Right of Burial, the purchaser, or current owner of the Exclusive Right of Burial, will have the option to renew the said right, subject to such restrictions and regulations and on payment of such fees as may be in force at that time.
- 18.8. Applications for renewal of the Exclusive Right of Burial should be made to Bridport Town Council, no less than 6 months before the expiry of the previous grant.
- 18.9. Where the period of grant of the Exclusive Right of Burial has lapsed, and no notification of the intention to renew has been received from the person who held the Exclusive Right of Burial, Bridport Town Council may grant a new Exclusive Right of Burial to another person, but before doing so will, where practical, notify the previous owner, or his/her personal representatives, of Bridport Town Council's intention and give the previous purchaser the opportunity to renew the Exclusive Right of Burial.
- 18.10. Where no interment has taken place in the grave, the owner of an Exclusive Right of Burial may surrender the same to Bridport Town Council and receive repayment of the original purchase fee paid by the owner, less a ten per cent administration fee. No refund will be made if the Exclusive Right of Burial will lapse within 5 years from the date of surrender.
- 18.11. No grave in which the grant of Exclusive Right of Burial has been purchased can be opened without the prior written consent of the registered owner, except where the burial is that of the owner of the said grant.
- 18.12. Any transfer of ownership of Exclusive Right of Burial will be subject to the production of satisfactory evidence of title, completion of a transfer of ownership form and the approval of Bridport Town Council. Such transfer must be recorded in the Cemetery records and the original deed of grant of Exclusive Right of Burial produced.

19. Opening of graves

- 19.1. After burial, no body or cremated remains may be removed from a grave without the prior production, to the satisfaction of Bridport Town Council, of an exhumation licence at least seven days in advance of the date set for any such exhumation. Bridport Town Council will require the original documents for this purpose.
- 19.2. Where the registered owner of an Exclusive Right of Burial is deceased and a further burial (i.e. not being that of the registered owner) is sought, Bridport Town Council will require a legal transfer of ownership to be applied for by the person/s claiming ownership of the Exclusive Right of Burial, before any burial is permitted.
- 19.3. Bridport Town Council reserves the right to demand production of the deed of Exclusive Right of Burial before a grave can be reopened. In the event of the loss of the deed,

Bridport Town Council reserves the right to demand a statutory declaration, as to the loss of the said grant.

- 19.4. Bridport Town Council reserves the right to erect soil boxes on graves adjacent to those needing to be opened for burial purposes. The soil box will be removed as soon as possible after the burial has taken place and the grave restored to its original state.
- 19.5. Occasionally, it may be necessary to move memorials adjacent to a grave where a burial is due to take place. When this happens, the memorial will be reinstated as soon as possible after the burial.
- 19.6. In the weeks following a burial, the soil will compress and the mound will reduce. Once the soil has settled, the Council will ensure that the grave is levelled before grass seed is applied.

20. Exhumations

- 20.1. After interment, no body or casket containing the ashes of a body, shall be removed from the grave. All requests should be made to Bridport Town Council's administration office in person and in writing.
- 20.2. No exhumation will be permitted without the production to the Clerk at the Clerk's office of the appropriate order or licence for exhumation in accordance with the statutory requirements
- 20.3. It is an offence to carry out an exhumation, including that of cremated remains, without first obtaining the necessary lawful permissions.
- 20.4. Exhumation will always be the last resort the Authority will undertake. It will try to resolve issues by alternative means before embarking upon an exhumation. However, where an exhumation is required, then the exhumation of the deceased will be undertaken with sensitivity, respect and dignity
- 20.5. The exhumation of the deceased is a high-risk health and safety issue with hazards during the excavation work and the potential risk of infectious disease. Therefore, all exhumations will be carried out in accordance with the Institute of Cemetery and Cremation Management 'Code of Safe Working Practice for Cemeteries', and the Health and Safety Executive (HSE) guidance 'Controlling Risk of Infection at Work from Human Resources'.
- 20.6. If the conditions of the licence cannot be met or there are public health or decency concerns, the exhumation will not proceed.

MEMORIALS

21. Memorial Management

- 21.1. The installation of new memorials and the adding of inscriptions to existing memorials is carefully controlled by Bridport Town Council.
- 21.2. The work is only carried out with the permission of the registered owner/s of the Exclusive Right of Burial, all memorials comply with Bridport Town Council's Regulations and the work is carried out with due regard to the appropriate Health and Safety regulations.
- 21.3. Owners of the Exclusive Right of Burial in a grave space may erect, without charge, a wooden cross as a temporary grave marker for a maximum period of twelve months from the date of burial. Crosses should not exceed 3 feet in height.

- 21.4. Application for memorial work together with the relevant fee must be submitted to Bridport Town Council, on the relevant form, in advance of any work being carried out. This form must contain full details of the memorial stone mason, who will carry out the work, the material to be used, full dimensions of the memorial, the proposed inscription and include a diagram of the proposed memorial. The application must also contain the full names of the registered owner/s.
- 21.5. The Town Clerk reserves the right to refuse a proposed inscription, if in his/her opinion the proposed inscription would be offensive to relatives or friends of the deceased, users of the Cemetery, or the public at large.
- 21.6. The Stonemason or Memorial Mason who has applied to undertake any memorial works must be certified by NAMM or BRAMM. All work will adhere to the rules and regulations of NAMM or BRAMM at the time. All masons and stonemasons must provide, upon request, evidence that they hold a valid commercial insurance certificate with a minimum of £5,000,000 of Public Liability Indemnity cover.
- 21.7. Masons must notify Bridport Town Council of intent to work in the cemeteries at least 24 hours before arrival at the cemetery.
- 21.8. Every memorial must have inscribed upon the rear of the headstone, the grave number as shown on the deed of grant of Exclusive Right of Burial.
- 21.9. A period of not less than 18 months in certain areas of the Cemetery shall pass before a memorial is placed on any plot where a burial or interment has taken place.
- 21.10. The owner must keep all memorials in a good and safe condition. Bridport Town Council is authorised to remove any memorial that is allowed to fall into disrepair or become dangerous.
- 21.11. All memorial stones shall be in keeping with the aesthetics of the Cemetery.
- 21.12. Applications for kerbstones will be considered by Bridport Town Council taking into consideration neighbouring graves and future access requirements.
- 21.13. No memorial, of whatever description, will be admitted into the Cemetery or permitted to be erected, except on condition that such memorial be erected and remain at the owner's sole risk and Bridport Town Council shall not be held responsible for any damage or breakage which may occur to the same at any time. (The owner of the Exclusive Right of Burial is advised to consider the availability of a suitable form of insurance in this respect).
- 21.14. Should a memorial be erected, which is not within the dimensions agreed upon as per the memorial application, the installing memorial mason will be liable for all costs in removing, resizing and any legal expenses which may be incurred during the process of removal.
- 21.15. No memorial may be brought into or removed from the cemetery outside the usual hours when burials are permitted without prior agreement and consent of Bridport Town Council.
- 21.16. Bridport Town Council reserves the right to remove any artificial wreaths or flowers, glass or pottery items, tins, fencing of any description, or any other unauthorised artefacts.
- 21.17. No objects made from glass, pebbles, porcelain or pottery are permitted on graves under any circumstances as these may pose a safety hazard to visitors and our grounds-staff whilst undertaking maintenance on the site. Glass containers are not allowed as they shatter easily and constitute a danger to the public and maintenance workers.

- 21.18. Railings or fencing enclosing a plot, or structures of any kind, (other than an authorised memorial), which do not have prior approval may be removed at Bridport Town Council's discretion.
- 21.19. No tree or shrub shall be planted in, or removed from, the Cemetery without Bridport Town Council's permission. Bridport Town Council reserves the right to prune, cut down or remove any shrubs, plants or trees at any time when, in the opinion of Bridport Town Council, they have become unsightly, overgrown or dangerous.
- 21.20. Bridport Town Council reserves the right to remove (and dispose of) from any grave flowers, plants, floral tributes or wreaths that have deteriorated or become unsightly.
- 21.21. No seat, bench or ornamentation can be placed in the Cemetery without the permission of Bridport Town Council.
- 21.22. Bridport Town Council cannot be held responsible for any damage to any memorial or any personal property taken into the Cemetery. Bridport Town Council will not be liable for damage to any memorial in the Cemetery caused by storm, wind, subsidence or by any other cause.
- 21.23. Masons and stonemasons will be held responsible for all damage done to the cemetery, memorials or anything therein by themselves or their contractors.

22. Kerb sets

- 22.1. Application for a kerb set together with the relevant fee must be submitted to Bridport Town Clerk, on the relevant form, in advance of any work being carried out. This form must contain full details of the monumental mason, who will carry out the work, the material to be used, full dimensions of the memorial, the proposed inscription and include a diagram of the proposed memorial. The application must also contain the full names of the registered owner/s.
- 22.2. The work is only carried out with the permission of the registered owner/s of the Exclusive Right of Burial, all memorials must comply with Bridport Town Council's Regulations and the work is carried out with due regard to the appropriate Health and Safety regulations.
- 22.3. Kerb sets are permitted in designated parts of the Cemetery, it is advised that the Monumental Mason and or person/s requesting a kerb set contact Bridport Town Council before an application is made. The maximum size permitted is 7ft x 3ft.
- 22.4. Kerb sets are permitted in certain areas of the Roman Catholic section and in the top section up to Row Number 40, beyond this point no kerb sets will be permitted in this area.

23. Seats, benches and plaques

- 23.1. No seat, bench or ornamentation can be placed in the Cemetery without the permission of Bridport Town Council. Applications for permission to locate a seat or bench should be submitted to the Town Clerk. Any benches must be of a solid construction and be securely installed and may include a memorial plaque.
- 23.2. A bronze plaque can be applied for measuring 9" x 6" to be erected along the cemetery wall.
- 23.3. No plaques will be permitted in the case of scatterings in the Rose Bed area.

24. Memorial Safety

Duties

- 24.1. Bridport Town Council will take measures to deal with headstone safety. A memorial inspection programme will be implemented to identify memorials posing an immediate danger to the public.
- 24.2. Primary responsibility for Health and Safety lies with Bridport Town Council, as the burial authority in control of the Cemetery.
- 24.3. Whilst Bridport Town Council has overall responsibility for the safety of the Cemetery, including risks from unstable memorials, it does not own the memorials. The owner of the memorial will be the grave owner, who is responsible for the safety and stability of their memorial. In some cases there will be no identifiable owner.
- 24.4. Bridport Town Council has a responsibility to staff (Section 2 Health and Safety at Work Act 1974) and a responsibility to visitors (Section 3 Health and Safety at Work Act 1974). The Management of Health and Safety at Work Regulations 1999 places a legal duty on the Council to assess the risks from Cemetery structures and work activities and ensure that the risks are controlled.
- 24.5. Bridport Town Council has a duty of care to all visitors at the Cemetery. To ensure all memorials are safe, it will carry out regular safety inspections. The monumental mason is responsible for erecting memorial safely. They are also legally liable for the standard of workmanship and memorial owners are protected under general consumer protection legislation. The memorial owner has a responsibility for ensuring their property is installed and maintained in a safe manner.
- 24.6. Bridport Town Council will implement a memorial safety programme in line with the guidance set by the Institute of Cemetery and Crematorium Management (ICCM) – Installation, Inspection, Management and Maintenance of Memorials October 2005, recommended by the Health and Safety Executive (HSE).
- 24.7. Bridport Town Council will comply with the clear recommendations of the HSE and the ICCM to ensure “a clear policy is in place with set standards for the management of memorial stability”.
- 24.8. The frequency of re-inspection will be under a five-year rolling programme. Bridport Town Council’s inspection regime may prescribe shorter periods of inspection for memorials with a higher risk, but are not in need of immediate repair, or where ground condition, climate or other factors, indicate a need for more frequent inspections.

25. Immediate Danger

- 25.1. In cases of immediate danger, Bridport Town Council is empowered under the provision of Local Authorities Cemeteries Order 1977 (LACO) Article 6 (1) to take immediate action to make safe dangerous memorials.

26. Training

- 26.1. Bridport Town Council employees are trained to carry out inspections of unstable memorials, and will complete an ICCM Management of Memorials course, covering memorial testing methods, marking and record keeping and current Health and Safety issues.

27. Inspection and Testing

- 27.1. On commencement of the memorial safety programme, an initial inspection will be carried out to identify any memorials posing an immediate danger to the public. All memorials posing an immediate danger to the public will be made safe with a temporary support where possible and only laid down as a final option. This will minimise distress to the bereaved, giving consideration of the aesthetics to the cemetery and avoiding trip hazards.

28. Record Keeping

- 28.1. Every memorial inspected will have a record made of the inspection. Records include locating memorials for future inspections, method of inspection and an assessment of the priority and action to be taken to make the memorial safe.

29. Making memorial Safe

- 29.1. Bridport Town Council will make memorials safe, by using stabilisation devices to ensure that they are as much in harmony with the Cemetery as possible. In some cases, laying down memorials will be essential to prevent a genuine hazard to Health and Safety.

28. Repairing

- 28.1. The grave owner will be contacted where possible and advised of the situation regarding their memorial and to then contact a memorial mason so a memorial anchor system can be fitted, as recommended by NAMM and the ICCM.
- 28.2. Where grave owners cannot be traced, the memorials will be refixed by Bridport Town Council.

BRIDPORT TOWN COUNCIL IS AUTHORISED TO ALTER OR AMEND THE FOREGOING REGULATIONS AT ANY TIME; TO INTRODUCE SUCH FURTHER REGULATIONS AS THEY CONSIDER NECESSARY; TO WAIVE ANY OF THE FOREGOING REGULATIONS IN EXCEPTIONAL CIRCUMSTANCES OR TO IMPOSE TEMPORARY RESTRICTIONS ON ANY MATTERS NOT SPECIFICALLY COVERED BY THESE REGULATIONS.

Date of policy creation: May 2025

Approving committee: Finance and General Purposes and Full Council

Date of committee meeting: 10-11-25, 12-01-26 and 20-01-26

Policy effective from: January 2026

Date for next review: