Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

<table>
<thead>
<tr>
<th>Report of:</th>
<th>Portfolio Holder</th>
<th>Date of publication</th>
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<tbody>
<tr>
<td>Mark Billington, Service Director People and Places</td>
<td>Cllr Lynne Bowen, Leisure and Culture Portfolio Holder</td>
<td>2 November 2017</td>
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**Review of Policy and Procedure for Grave Space Memorabilia**

1. **Purpose of report**
   
   1.1 To seek approval for changes following a review of the grave space memorabilia policy and procedure.

2. **Outcomes**
   
   2.1 To enable families who would like to display approved memorabilia to do so providing it complies with the revised policy (see attached).

3. **Recommendation**
   
   3.1 That the proposed revisions to the grave space memorabilia policy be approved.

4. **Background**
   
   4.1 The memorabilia policy was introduced from 1 October 2008. However following consultation with families and councillors an exception was made for those graves with burials prior to February 2009. Burials prior to February 2009 were permitted to keep surrounds and memorabilia within 15 inches of the front of the memorial. Those with burials after February 2009 were permitted seasonal planting only within the 15 inches of the front of the memorial. Since implementation of the policy, families have been required to sign an acknowledgement of the grave space memorabilia policy. However the current policy has led to confusion due to the inconsistency in dealing with grave space memorabilia within the cemeteries.
4.2 Currently on breach of the policy a letter is sent to the grave owner advising of the restrictions and requesting removal of the memorabilia and compliance with the policy.

4.3 Any items were removed by the council, bagged and stored for collection within 1 month following removal.

5. **Key issues and proposals**

5.1 It is proposed that memorabilia is permitted for all graves before or after February 2009 provided they comply with the grave space memorabilia policy (see attached).

5.2 The use of glass is still not permitted at any time or anywhere and will be removed immediately for safety reasons.

5.3 Families are advised that memorabilia could be removed for burials in adjoining graves.

5.4 Any memorabilia in breach of the policy will be removed immediately without notice.

5.5 Any grave edging must be removable.

5.6 Families will be advised of the policy via the council’s website, on-site notices and other communication channels following a burial.

6. **Delegated functions**

6.1 The matters referred to in this report are considered under the following executive function delegated to the Leisure and Culture Portfolio Holder (as set out in Part 3 of the council’s constitution): “To consider arrangements for the provision and management of cemeteries and burial grounds”.

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<tr>
<th>Financial and legal implications</th>
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<tr>
<td>Finance</td>
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<td>Legal</td>
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**Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with an x.
<table>
<thead>
<tr>
<th>risks/implications</th>
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<tr>
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<thead>
<tr>
<th>report author</th>
<th>telephone no.</th>
<th>email</th>
<th>date</th>
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<tbody>
<tr>
<td>Anita Fish</td>
<td>01253 887662</td>
<td><a href="mailto:Anita.fish@wyre.gov.uk">Anita.fish@wyre.gov.uk</a></td>
<td>18/10/2017</td>
</tr>
</tbody>
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**List of background papers:**

<table>
<thead>
<tr>
<th>name of document</th>
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<th>where available for inspection</th>
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**List of appendices**

Appendix 1 - Grave Space Memorabilia Policy
Appendix 2 - Memorialisation Agreement
Appendix 3 - Memorial Application Form

arm/ph/le/cr/17/0010aw2
Wyre Borough Council

Grave Space Memorabilia Policy
Policy and Procedure Grave Space Memorabilia

1. **Background**

1.1 Cemeteries are legislated for under the Local Government Act 1974 and also the Local Authorities Cemeteries Order 1977. Under these provisions an authority may do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery.

1.2 Wyre Borough Council has reviewed the Policy and Procedure in relation to Grave Space Memorabilia. This policy supports and is in addition to the council’s Cemeteries’ Rules and Regulations.

1.3 Wyre cemeteries remain lawned areas for the safe and dignified management and maintenance of the cemeteries.

1.4 The council wishes to provide a safe cemetery which is an attractive and peaceful place to visit. This can only be achieved with the co-operation of families. Limiting the area in front of the memorial that can be used for planting bulbs or bedding plants to 15 inches was put in place to reduce the dangers and hazards in the cemeteries.

2. **Proposed Change to Memorabilia**

2.1 Following a review of the policy it has been decided that memorabilia may be placed within 15 inches/38cm from the front of the headstone but must be removable and no wider than the headstone plinth. The area remains the families responsibility for keeping in good order.

2.2 Surrounds must be removable and within the space as stated in 2.1.

2.3 Items not permitted are;

- Glass
- Noise creating objects
- Fast growing shrubs
- Trees
- Offensive items

The above will be removed immediately without notice.

2.4 Memorabilia will be removed when necessary by staff to allow for burials in adjoining/surrounding graves.

2.5 The Health and Safety of funeral directors and mourners when attending burials is the priority on the day. When a grave is opened, kerbings, ornaments etc., have to be moved from approximately 4 graves either side of the burial. If they are not removed then funeral directors who are lifting a weight in excess of 95 kg (15 st) have to manoeuvre around or over these
garden areas increasing the risk of falls and injury to limbs while on council land.

2.6 Should any other item be placed outside the above area, or is considered a hazard or danger, it can be removed without notice. The council does not accept responsibility for damage or loss of any memorials, ornaments etc howsoever caused.

3. Reviewed paperwork and notifications

3.1 The paragraph added to the form Memorial Application Form see appendices states that any item not complying with the policy will be removed immediately. This paragraph has to be signed otherwise the memorial application permit will not be given.

3.2 Memorialisation Agreement within the Interment Form see appendices has been amended. It clarified the owner rights in relation to burial use of the grave.

3.3 Any memorabilia/grave that is not kept tidy, the family will receive a letter giving two weeks’ notice to tidy or remove. If no contact received the area will be grassed.

3.4 In additional any grave with full kerb sets in disrepair will be given 12 months’ notice under the above Act and Order prior to removal.

3.5 The website to contain all notifications, on site notices, paperwork changes see 3.6 and 3.7 above and amended booklet to be posted following an interment. Media coverage via the council’s communications team.

4. Commencement and Review

4.1 This Policy will come into effect immediately. It will be kept under review and the council may make further changes as a result. This document can be viewed online at www.wyre.gov.uk.
Cemetery and Bereavement Services

Memorialisation Agreement

Wyre are lawned cemeteries. All graves will be level with the surrounding ground. No kerbs, borders stones, tiles, raised mounds, turf bankings, wooden, plastic or metal erections of any kind will be permitted.

Memorials, including all concrete foundations and plinths, must not exceed 3 foot 6 inches in height, 3 foot in width and 4 inches in depth.

An area of 15 inches is allowed from the front of the headstone no wider than the headstone plinth for personal memorialisation. If the grave owner wishes

Enclosures must be removable, No glass/ noise causing items, fast growing plants/trees or offensive items are permitted and will be removed without notice.

This 15 inch area may also be used for an engraved tablet or additional vases subject to a memorial permit being obtained from the Council.

The council have the authority to remove, without notice, anything placed on or around a grave which contravenes Borough Council current Rules and Regulations or the Grave space Memorabilia Policy.

The council will maintain the turf on each grave free of charge.

I, the undersigned, being the applicant for the Exclusive Right of Burial in

Grave Space No. _______ Section _______ Ground _______

In the _____________________ Cemetery, have read and agreed to the regulations enumerated above.

Date _____________________________ Signed ____________________________
## MEMORIAL APPLICATION FORM

Cemetery and Bereavement Services  
Wyre Civic Centre  
Breck Road  
Poulton-le-Fylde  
FY6 7PU

Tel: (01253) 887662  
Fax: (01253) 899000  
Email: wyrebc.gov.uk

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>Approved:</td>
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<td>Rejected:</td>
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<td>Inspected:</td>
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### Full Name of Deceased:

### Full Name of Grave Owner:

### Address:

I, being the person entitled to the Exclusive Right of Burial in the above mentioned grave, apply for permission for the memorial works described overleaf to be carried out subject to the Rules for Management of Cemeteries. The right for which I apply is based solely on the exclusive right of burial in the grave and I hereby certify the application is correct.

I hereby indemnify Wyre Borough Council in respect of any claims or demands that may be made at any time in connection with or arising out of any such works being undertaken. I understand that the safe erection and maintenance of the memorial is my responsibility and that all memorials are permitted into a cemetery at the sole risk of the owner.

The Authority shall not be held responsible for memorials damaged through any cause and I can confirm that the Monumental Mason has given me advice regarding the purchase of an appropriate insurance for the memorial.

### Signed by Applicant:  

### Dated: 

### Monumental Mason:  

### Address:  

### Telephone Number: 

THIS SECTION MUST BE AGREED AND SIGNED BY THE APPLICANT. 

ALL WYRE CEMETERIES ARE LAWNED.

I acknowledge that the grave space must not contain any other items other than permitted by the grave space memorabilia policy within the 15” in front of the memorial. If any articles are found on the grave I understand that these will be removed immediately without prior notice.

### Signed by Applicant:  

---

### Cemetery:  

### Section:  

### Grave No:  

---

### OFFICE USE ONLY:  

---

### Fees:  

---

### Receipt No:  

---

### Date:  

---

### Permit No:  

---

### Entered on BACS:  

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### Approved:  

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### Rejected:  

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### Inspected:  

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DESCRIPTION OF APPLICATION

<table>
<thead>
<tr>
<th>Erect a Memorial</th>
<th>Additional Inscription</th>
<th>Vase</th>
<th>Fee £</th>
</tr>
</thead>
</table>

For all Others Please State:

Please state here if this is a replacement memorial

Yes [ ] No [ ]

Type of Memorial and Material Used

The following to be completed in **ALL CASES** where a new/replacement memorial is being fixed.

Fixed Methods to be Used

<table>
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<tr>
<th>Fixing Plate to Base: Dowels</th>
<th>Bolting</th>
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</table>

Size of Dowles: mm

Material:

Height:  

Width:  

Depth:  

**DIAGRAM:**

Showing fully dimensioned front and side elevations including base, foundation and any ornaments.

**INSCRIPTION:**

Exactly as it will appear on the Headstone/Plaque etc. Any alterations must be notified to the Office immediately.

To be completed by the Monumental Mason carrying out the work:

I have been instructed to carry out the above work in accordance with the Council’s regulations. I agree to be responsible and to pay for any damage to the Council property or to surrounding memorials, turf etc., caused by the negligence of myself, my workmen or any subcontractor employed by me. I agree to remove all the unused materials and rubbish and leave the area in a tidy state.

Signed:  

Dated:  

arm/ph/cr/17/010aw2 Appendix 3