



QUALITY
PARISH
COUNCIL

GAMLINGAY PARISH COUNCIL

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Attendance at burials protocol

1.0 INTRODUCTION:-

- 1.1 This document aims to define the roles and responsibilities of the clerk attending burials within Gamlingay open cemeteries.
- 1.2 The document gives weight and expands upon Gamlingay Parish Council Cemetery Regulations and should be read in conjunction with this document.
- 1.3 Clerks will only attend burials during normal working hours and will not authorise burials which require attendance outside these hours.

2.0 KEY AIMS

- 2.1 To ensure that the Council acts responsibly within its role as Burial Authority and complies with advice received from the Institute of Cemeteries and Crematorium Management.

3.0 THE LEGAL FRAMEWORK

- 3.1 The responsibility of the Council is to mitigate risk with regard to ensuring that as far as possible the Council has acted reasonably in mitigating the prevention of errors with regard to interment of remains under the Local Authorities Cemeteries Order 1977 Article 3-General powers of management, and consent of the owner article 10 (para. 6).
- 3.2 The Parish Council's adopted Cemetery Regulations should be adhered to.

4.0 POLICY AND PROCEDURES

- 4.1 Clerk will attend any burial at the gate and check the burial plaque under either of the following circumstances:
 - 4.1.1 Burial by undertaker who has not previously undertaken burials within the parish or within the last five years within the parish.
 - 4.1.2 Where there is more than one burial planned for that day to ensure the correct burial space is used at the correct time.

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