



The Queen's Hall
High Street
Cuckfield
West Sussex
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Full Council Meeting

Date: 31st March 2022

Agenda Item: FC196 – Burial Authority Management Proposal

1) Introduction

Historically, since Cuckfield Parish Council was formed and took over as the Burial Authority for the cemetery adjacent to the Holy Trinity Church back in 1986, P&S Gallagher has performed the Registrar's role required to ensure the cemetery is run according to all legal requirements.

With great sadness, Pat Gallagher has decided to retire from this position and so the Parish Council will need to make alternative arrangements for this role to be performed effective 1st May 2022.

2) Role Requirements

In summary, the role of registrar ensures the following:

- statutory and other provisions governing or affecting the running of the Cemetery are observed
- the cemetery is planned and maintained as specified by legislation
- burials are recorded and registered as specified by legislation
- records of disinterments and memorials are maintained as specified by legislation
- notices and grants of burial rights are issued, as well as deed transfers

Historically, in Cuckfield this role has been fulfilled by an independent Funeral Director, that of P&S Gallagher for approx. 36 years. This is an unusual arrangement; upon investigation, I have not identified any other Burial Authority (Parish or Town Council) who has adopted this practice. Normally, the role of Registrar is performed in-house by a member of staff.

- To ensure that legal, statutory, and other provisions governing or affecting the running of the Cemetery are observed.
- To ensure that the Burial Authority's obligations are properly met and to prepare any risk assessment documentation as required by the Insurers and/or the Institute of Cemetery and Crematorium Management (ICCM).
- To receive and deal with phone calls, correspondence and documents on behalf of the Burial Authority and bring such items to the attention of the Clerk as required.

- To receive and report on invoices for goods and services to be paid for by the Burial Authority and to ensure such accounts are met.
- To issue invoices on behalf of the Burial Authority on a weekly basis for services and to ensure payment is received.
- To prepare tender documents and other specifications for works to be carried out on behalf of the Burial Authority.
- To supervise any appointed contractors and to inspect and approve completed works.
- To study reports and other data for the Burial Authority and where appropriate bring any relevant matters to the attention of the Clerk.
- To draw up, both on own initiative and as a result of suggestions by the Parish Council/Clerk, proposals for consideration.
- To monitor and review the implemented policies of the Burial Authority.
- To act as a representative of the Burial Authority as required.
- To liaise with Funeral Directors, Church Ministers and other stakeholders as appropriate.
- To administer the diary of internments - arrange booking times for funerals with funeral directors and families.
- Maintain the burial diary in consultation with Funeral Directors.
- Liaise with monumental masons for grave searchers to establish grave ownership.
- Research burial records to provide family tree information for the general public.
- To investigate and develop the use of technology for the cemetery records.
- To take reasonable care of own and others safety, to co-operate with manager/supervisor in complying with statutory health and safety duties, and to report any incidents or accidents.
- To liaise with the Assistant Clerk to keep the website up to date.
- To attend training courses on the work and role of the Cemetery Clerk as required and to keep up to date with ICCM recommendations.
- To assist the Clerk/Operations Officer by liaising with grounds maintenance staff as required.
- To review the Burial Authority's fees and charges on an annual basis and make recommendations to the Burial Authority on their adjustment.
- To liaise with the Commonwealth War Graves Commission as required for the efficient management of the cemetery.
- To report to the Burial Authority any requirements for the maintenance of graves and act upon the instructions of the Burial Authority.

Name: Sam Heynes

Title: Clerk

Date: 21st March 2022