

# **Talgarth Town Council St Gwendoline's Churchyard Management Policy**

## **1. Management**

- 1.1. The Churchyard and Burial Ground will be managed by the Talgarth Town Council Burial sub-group. The burial sub-group will be drawn from serving members of the Talgarth Town Council together with the Town Clerk.
- 1.2. The Clerk is always the first point of contact with Funeral Directors, Memorial Masons, Relatives, or for any other Burial Ground related matters.
- 1.3. The Clerk shall provide the correct application forms and issue them to Funeral Directors / Memorial Masons and Relatives. The Clerk will receive the completed forms together with the requisite fee. The Clerk will maintain the records for the Burial Ground.
- 1.4. Two Members of the Burial sub-group will be present when any works are undertaken in the Churchyard. If two members of the Burial sub-group are unavailable, then one member of the Burial sub-group together with one other serving member of the Talgarth Town Council will act in place. The two members will be present with Funeral Directors / Memorial Masons / Relatives when works are carried out, or applications for burial plots agreed. Whilst it is preferred that two members will attend, this can be reduced to one member, if circumstances dictate, in order to facilitate the works.
- 1.5. The Burial sub-group will, wherever possible, will consider family plot requests. The Burial sub-group will if necessary, explain the reasoning behind any decision made. The decision will be provided in writing on request.
- 1.6. The Burial sub-group will monitor the overall condition of the Churchyard and Burial Ground and decide on matters relating to the periodic maintenance works required.
- 1.7. Talgarth Town Council and the Burial sub-group will regularly monitor the safety of all memorials.

## **2. Applications for Burials, Memorial Stones, Second Inscriptions, Repairs etc.**

- 2.1. All applications for new burial plots, the opening of existing graves, installations of memorial stones, second inscriptions, or repairs to memorials, must be made on the correct forms provided by the Clerk. All applications must be accompanied by the correct fee and received by the Clerk in advance of the event.
- 2.2. All applications will be reported to the Burial sub-group, The Burial sub-group will ensure, that prior to graves being dug, they are marked with a white peg and numbered appropriately.

## Talgarth Town Council St Gwendoline's Churchyard Management Policy contd

2.3. Funeral Directors will be responsible for providing grave markers. These will be in the form of a cross. These will be installed immediately after a burial has taken place to identify the grave. See Appendix A for specifications.

### 3. Churchyard Works

3.1. Funeral Directors and Grave Diggers may use a mechanical mini digger of 1.5 tonne **maximum** capacity. Such use will be at the discretion of the Burial sub-group. Whenever a digger is used measures must be put in place by the Grave Digger to prevent damage occurring to the surrounding ground of the new grave, or any adjacent and nearby graves. The grave shall be dug in accordance with "best practice" standards eg, the training course offered by ICCM, and with full regard to the Health and Safety regulations covering excavations.

3.2. Funeral Directors / Grave Diggers will be held responsible for any damage caused by machinery or operatives and must provide evidence of adequate insurance cover for any such incidents.

3.3. Following a burial, it is the responsibility of the Grave Digger to ensure that on the surface of the grave is levelled. This is to enable grounds maintenance to take place and to reduce potential trip hazards.

3.4. On completion of any works, in particular memorial works, all surplus and waste materials must be removed from the Churchyard by the person carrying out such works.

3.5. Memorial stones / Tablets. All new and re-fitted Memorial Stones/Tablets, must be fitted in accordance with the current National Association of Memorial Masons (NAMM) Code of Working Practice. Ground anchors must be installed. All memorials must be inscribed on the reverse side, in letters to match the inscription, Grave & block identity numbers and the ground anchor id markings must be clearly inscribed on the reverse.

Eg ground anchor markings asterisk \* or an anchor.

3.6. Memorial stones must not exceed 1 metre high x 600mm wide x 100mm in thickness.

3.7. Types/Colours allowed for Memorials – black, dark grey and grey granite or of indigenous materials e.g. sandstone, are permitted but not white marble.

3.8. Kerb stones are not permitted.

**Talgarth Town Council St Gwendoline's Churchyard Management Policy contd**

**4. Additional information**

- 4.1. Additional information of relevance may apply at the time of any works (as above) eg Current Covid-19 regulations must be adhered to at all times.

**Mrs Josephine M E Rumsey  
Town Clerk  
"Ty-Carreg"  
Bronllys Road  
Talgarth  
Brecon  
Powys  
LD3 0HH**

**Tel: 01874 711565  
Fax: 01874 711565  
Mobile: 07970 547996  
E-mail:- *clerk@talgarthtowncouncil.co.uk***

**Appendix A**

**Specification for the grave marker.**

This is a cross, of an overall height of 30 inches, with a cross piece 14 inches wide, made in dark coloured hardwood, e.g. sapele wood 3 inches by 1 inch, and must bear a plaque with the name of the deceased (A sample can be viewed by the Clerk).

**April 2021**

Adopted by resolution of Talgarth Town Council at regular meeting date: 28<sup>th</sup> April 2021

Signed  
(Chairman / Mayor)

Clr P Lewis.

Review date March 2022