

Committee: Village Centre Committee

Report: Cemetery Management Fees and Statistics

Agenda Item: 12.1

Meeting Date: 11 February 2020

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To consider the review of fees for cemetery administration processes.

Number of Interments

Year	Number of Interments	Average
2015	18	
2016	21	
2017	14	
2018	18	
2019	20	
Total	91	18.2

The interment process includes and not limited to:

- Checking the status of the Exclusive Right of Burial (ERoB)
- Checking the lease term remaining as the ERoB is purchased for a maximum of 50 years.
- Checking the ERoB current ownership. If the owner is already interred a transfer process is required which includes establishing the rightful owner through means of Probate or Letters of Administration. A transfer would then include obtaining sight of official documents to determine the rightful owner through executors/administrator of the estate. If there is no probate/letters of administration then a procedure of establishing rightful ownership is required.
- Identify, advise and commence a transfer process if required.
- Receipt of green form – in both full burials and cremated remains. Requires liaising with funeral directors/families. After interment the green form needs completing and returning to the Registrar of Births, marriages and Death – Interment cannot happen without this.
- Receipt of interment form – requires liaising with funeral directors/families
- Arranging grave digger if interment for cremated remains.
- Research any queries from the grave digger if a full burial
- Research the actual plot to identify any circumstances that could affect the interment.
- Ensuring there are no other interments that day.
- Advising of fees.
- Banking of fees.
- Advising funeral director/families of the procedure if the interment is in relation to a child as the Government have fund to cover Child Funeral Fund (CFF) which includes HPC as a burial authority. HPC would need to claim the costs from MOJ. Families are not involved in the outlay of costs.
- Monitor any CFF applications.

Exclusive Right of Burial Purchases

Year	Number of Purchases	Average
2015	13	
2016	13	
2017	24	
2018	19	
2019	13	
Total	82	16.4

The Exclusive Right of Burial Purchase (ERoB) includes and not limited to:

- Liaising with funeral directors/families/direct with purchaser
- Locating required plot, currently only applies to cremated remains plots
- Advising of fees
- Advising of owner responsibilities as per the Rules and Regulations that are being reviewed.
- Establishing owners wishes for the plot – ie number of interments required etc
- ERoB writing
- Recording of purchase on plot plans
- Banking of fees
- Advising funeral director/families of the procedure if the interment is in relation to a child as the Government have fund to cover Child Funeral Fund (CFF) which includes HPC as a burial authority.
HPC would need to claim the costs from MOJ. Families are not involved in the outlay of costs
- Monitor any CFF applications

Memorials

Year	Number of Memorial Permits	Average
2015	23	
2016	10	
2017	12	
2018	7	
2019	13	
Total	65	13

The Memorial Permit request process includes and not limited to:

- Permit application competition from owner of the ERoB – Only the owner can apply.
- Consider if a transfer of ownership (ERoB) is required.
- Advise and commence transfer of ownership process if required.
- Ensure elected stonemason meets standards.
- Ensure memorial request is appropriate.
- Ensure memorial meets HPC Rules and Regulations.
- Advise of fees, banking.

- For children’s memorials – The cost may be covered by the CFF and enquiries would need to be made to the MOJ – Liaising with the MOJ and families/funeral directors.
- Complete permit and return a copy to the stonemason.
- Monitor any CFF applications

Children’s Funeral Fund

From Tuesday 23 July 2019 parents, guardians of carers will now no longer pay the fees charged for a cremation or burial of a child under the age of 18, or associated expenses. Fees and expenses will be met instead by government funding with providers (Funeral Directors and Burial Authorities) claiming from the CFF the fees and expenses they would have otherwise charged the families. Our fees and publishing of fees need to reflect this. The fees leaflet currently states charges for cemetery services for a child up to 12 years old.

This process will involve office staff to have to complete application forms to reclaim the costs direct from the Ministry of Justice. Guidance notes on the application form include:

Burial

a. A plot for the burial of a body should be appropriate to the size of the child. However, if the responsible person wishes to purchase an adult sized plot for the purpose of being buried with the child in future, this may also be considered reasonable.

As all plots in Henfield cemetery are to be of a full size, members of the committee will need to consider that the fee review should also include the prospect that the Ministry of Justice may consider covering the cost of a smaller plot rather than a full size is appropriate, therefore reclaiming the full purchase cost of an Exclusive Right of Burial may not be possible.

Fee Review Recommendation from the Cemetery Working Group

A comparison of fees of Henfield Parish Council and other cemeteries in the area was considered by the Cemetery Working Group with the following recommendations for the Village Centre Committee to consider putting forward to the Finance Risk and Change Committee.

Purchase	HPC Current Fee	Working Group Recommendation	Note/Justification
Resident Fees only – The Working Group recommended to double the fees for non-residents			
Exclusive Right of Burial – Full Plot (9x4)	£400.00	£500.00	Increase the term from 50 to 100 years
Exclusive Right of Burial – C/R Plot (4x2)	£120.00	£200.00	Increase the term from 50 to 100 years Each 4x2 plot can cater for 2 set of cremated remains in a standard casket

Exclusive Right of Burial Full Plot – Extension of term	Not previously undertaken	£500.00	Treat as a complete repurchase To prevent complications and additional processes in the future to issue at full term of 100 years.
Exclusive Right of Burial – C/R Plot – Extension of term	Not previously undertaken	£200.00	Treat as a complete repurchase To prevent complications and additional processes in the future to issue at full term of 100 years.
Exclusive Right of Burial – Transfer Names	Not previously undertaken	£150.00	To reflect administration process, time involved
Interment of coffin age over 18	£400.00	£300.00	Reduce to reflect the administration process and time involved
Interment of coffin – age under 18	£120.00	£0.00	Refer to the Childs Funeral Fund
Interment of C/R in full burial plot	£120.00	£300.00	Only considered in cases where full burials in the plot have been completed. Interments have the same administration process whether they are full burials or cremated remains
Interment of C/R in C/R Plot	£120.00	£300.00	Interments have the same administration process whether they are full burials or cremated remains
Application and Permits for Monuments	£62.00	£70.00	The administration process for both headstones and tablets are the same

			To reflect administration process, time involved
Application and Permits for Tablets	£50.00	£70.00	The administration process for both headstones and tablets are the same To reflect administration process, time involved
Additional Inscription on headstone or tablet	£12.00	£70.00	The administration process is the same as an application or permit. Reflects the administration process and time involved.
Burial Record Search	Not previously charged for	By enquiry and appointment only.	Enquirer to conduct their own searches due to resource and time this can take
Memorial Wall Plaque	£190.00	£190.00	

With regards to the transfer processes that apply, we will be coming across a number of these as it is a process that has not been undertaken in the past. The process can be lengthy, complicated with each case being completely individual.

Required from the committee:

1. **Consider and decide if to put the fees as recommended by the Working Group to Finance, Risk and Change Committee.**
2. **Consider the reclaim of cost process from the Children's Funeral Fund and instances when the Ministry of Justice may not cover the full fees and make recommendation to Finance, Risk and Change Governance Committee to enable staff to have a procedure to work with.**
3. **Consider and decide if to use the format of the existing leaflet to enable the Deputy Clerk to publish and implement fees if agreed**