

## Barnton Parish Council – Cemetery Protocol

### **Introduction.**

This protocol has been established to ensure that proper systems are in place for contractors and cemetery staff working in Barnton Cemetery

### **Funeral Schedule**

The funeral schedule form to be completed and actioned accordingly by cemetery staff;-

1. Book grave preparation
2. Agree funeral date with funeral director
3. Receive completed interment form from funeral director
4. Receive payment *within 48 hours of funeral*
5. Receive certificate of burial *within 48 hours of fun.*
6. Send admin to registrar if applicable
7. Issue deed if applicable
8. Issue cem rules if applicable
9. Issue receipt via email if applicable
10. Enter payment to monthly sheet
11. Enter into grave space register
12. Enter into burials register
13. Grave digger to be given a copy or photographic evidence of the funeral schedule at least 24 hours prior to the funeral.

### **Grave Preparation**

- I. All graves must be dug strictly on **THE DAY OF THE FUNERAL** only
- II. Graves must be identified and marked with red tape by cemetery staff
- III. Site meeting to take place (or photographic evidence of the marked grave provided) with grave digger along with a copy/photographic evidence of the burial schedule at **least 24 hours prior to the date of the funeral.**

### **Pre-purchase of burial plots (Full or Cremated Remains)**

The pre-purchase of **burial** plots is **strictly forbidden** – burial plots in Barnton Cemetery will be sold at the point of need only.