



SYSTON TOWN COUNCIL

ACTING BURIAL AUTHORITY, RULES & REGULATIONS

Syston & District Cemetery

Cemetery Opening/Closing Times

April to October

Weekdays: 8.00am - 6.00pm

Weekends: 9.00am - 6.00pm

November to March

Weekdays: 8.00am – 4.30pm

Weekends: 9.00am – 4.30pm

Contact Details : Town Manager, Catherine Voyce

Email: catherine@systontc.org.uk

Tel: 0116 207150

1. Plans of the Cemetery showing the divisions into the sections, with the grave spaces numbered, and deposited at the Town Council Offices, where a copy of the bye-laws and a table of the fees and any other information may be obtained on application.
2. Each division in the Cemetery is divided into sections: -
A.B.C.D.E.F.G.H.I.,J.....Z....Al...etc

In section A.B.C.D.E.F.G.H.I.J.....Z...Al...etc a person may purchase and have exclusive right of burial for 75 years. ***Once the rights have expired the ownership reverts back to the Council and no further burials can take place until the grave is purchased again.***

3. A deed of grant will be provided in respect of each grave purchased. ***The Grant is an important document and should be kept in a safe place. This Grant must be presented at the Cemetery office before the grave can be opened.***
4. ***The purchaser is not buying the grave freehold and does not own any land.***

5. ***The Exclusive Right of Burial may, at the discretion of the Burial Authority, be renewed for a further period of time on expiry.***
6. ***The Exclusive Right of Burial can be transferred to another person by assignment which a fee will be payable to the Burial Authority. A transfer of Exclusive Right of Burial does not alter the expiry date of the original right of Burial.***
7. If the deceased lived in Syston before going into a nursing home; and had been in the home for up to five years they can be buried in Syston & District Cemetery. Evidence of the former Syston Address and length of time in the nursing home would be required.
8. A person who purchased the right of freehold in any section shall not convey, assign or transfer such right without the permission of the Burial Authority having been first obtained, but any person having purchased such right will be at liberty to inter a body on payment of the appropriate fee.
9. When the exclusive rights of a grave have not been purchased; i.e. interment in an ordinary grave selected by the Registrar, the undertaker shall be responsible for obtaining a signature from the next of kin recognising the fact that some other person will be interred in the same grave. The necessary form will be supplied by the Registrar and this signed form will be filed with the Notice of Interment.
10. No less than 48 hours' notice to be given for re-opening, and no less than 36 hours' notice to be given for interments.
11. Each grave in the Cemetery shall be eight feet by four feet, interments and caskets interred at the approval of the Burial Authority.
12. All earthen graves shall be dug, filled in and turfed over by the person appointed by the Burial Authority. No permanent mounds will be allowed.
13. Every person who, in the Cemetery buries a body in a grave space shall pay to the Burial Authority, as a charge for the use of the Cemetery, fees in accordance with the scale of fees set forth in the Table of Fees and Charges.
14. Children under 12 years of age will not be admitted except in the care of a responsible person; and all visitors will be expected to keep on the gravel roads and walks, and to refrain from touching the shrubs and flowers and to observe perfect decorum in all respects. Any person found conducting himself in a riotous or disorderly manner, will be expelled from the Cemetery, and the attendant has authority for this purpose.

15. Dogs must be kept on a lead. Dog excrement must be cleared up and removed by the person responsible for the dog
16. The Burial Authority request the public to refrain from smoking in the Cemetery.
- 17. Vehicles are not to be allowed in the Cemetery beyond the main car parking area and the speed limit in the Cemetery is 5 miles per hour.**
- 18. No person shall offer goods for sale or solicit orders for the sale of any goods within the Cemetery.**
19. Any person who shall wilfully destroy or injure any building, wall, fence, gate, post, railings or approach of, or belonging to, or connected with the Cemetery, or destroy or injure any tree, shrub or plant, or shall disfigure any wall, or put any bill or on any wall or paling, or wilfully destroy, injure, or deface any, inscription, grave stone, or palisade, or do any wilful damage, play at any game or sport, or discharge any firearms (except at a military funeral by special permission of the Burial Authority, or Registrar), in the Cemetery, or wilfully and unlawfully disturb and person assembled for the purpose of burying anybody, or commit a nuisance in the Cemetery, is liable to forfeit to the Burial Authority for every such offence a sum not exceeding £100.00, and in the case of continuing offence to a fine not exceeding £10 for each day during which the offence continues after the conviction therefore.

Local Authorities' Cemeteries Order 1977. Article 18 (1) and (2)

The Burial Authority reserve to themselves the right from time to time to make any alterations in the foregoing rules and fees.

MEMORIALS

- 20. All persons entering the Cemetery do so at their own risk and the Council shall not be liable (except in respect of personal injury or the death of any person caused by the Council's negligence) for any injury or damage sustained, regardless of the form of action, whether in contract, tort (including negligence or breach of statutory duty), strict liability or otherwise.**
21. Every person, who in the Cemetery erects a grave stone is required to submit to the Burial Authority a drawing showing the form and materials of the grave stone along with a copy of the inscription intended to be cut, which must be approved prior to the erection or fixing. All such grave stones and memorials will only be allowed in the Cemetery if supplied and installed from a reputable Stone Mason and subject to the approval of the Burial Authority, and must be marble, stone or slate except with the express consent of the Burial Authority. Every person who

in the Cemetery erects a headstone will pay to the Burial Authority for the privilege of doing so, the fees in accordance with the scale set forth in the Table of Fees and Charges. Burial Authority to be informed of the date of fixing in advance.

22. **All new Memorials should follow the British Register of Accredited Memorial Masons (BRAMM) guidelines with regards to ground conditions, foundation design, joints and assembly. The Burial Authority may insist on corrective or remedial works if, in the opinion of the Burial Authority, a memorial has not been erected in accordance with the BRAMM guidelines.**
23. **Whenever a new memorial fails an inspection or fails to meet the criteria**, the Burial Authority reserve the right to lay flat any unstable memorial that is found to be unsafe.
24. The Burial Authority reserve the right to remove any Headstone that has been laid flat and not replaced on to the graves after a period of two years. **The Burial Authority further reserves the right to charge an administrative fee to the Stone Mason or the person to whose order the memorial works were carried out, to cover any costs incurred in this process.**
25. **All memorials when completed shall remain the sole risk of the owner at all times.**
26. No memorials, monuments or kerbs are permitted other than headstones.
27. The re-turfing of the graves is to be carried out only by the Burial Authority or a delegated party. No ornaments, plants, bushes or decorations will be allowed without the approval of the Burial Authority, and all inappropriate ornaments will be rejected. Inappropriate articles placed on a grave may be removed from the Cemetery without permission.
28. No permanent planting on or around the grave will be allowed.
29. Any vase placed on the grave should not exceed 9 inches by 9 inches by 4 inches or 8 inches by 8 inches by 8 inches.
30. **No fencing or borders of any kind around or within a defined memorial space.**
31. Every grave stone, and other materials will be conveyed into the Cemetery on suitable vehicles and any injury done to the grounds and walkways will be made good by the persons causing any damage.

32. All vases and grave stones, are to be kept in repair by the owners and if not repaired, after due notice, they may be removed by arrangement with the Burial Authority. If all attempts to contact the owner have been exhausted without result, the Burial authority have the right to action the removal of said vase or gravestone.
33. No unauthorised gravestone of any kind to be allowed. No hewing or dressing of stone to be done within the Cemetery. Mats, canvas or boards to be used for the protection of the grass or turf, as the Registrar or their attendants may direct. All work when commenced, to be continued day by day until completed. Copper clamps only to be used in tablets and monuments.
34. The owner of the grave is responsible for the upkeep of the grave in perpetuity.
35. The Burial Authority do not undertake any responsibility for the repair and cleaning of the monuments. The amount of attention to be given in consideration of the fees mentioned in the Table of Fees must at all times be in absolute discretion of the Burial Authority.
36. ***The Council shall not be liable for personal property brought on to the site or for any damage or loss or memorials or memorabilia.***
37. Subject to the discretion of the Burial Authority, the cemetery will open to the public daily. Times are communicated on the notice boards displayed at the Cemetery. The Burial Authority reserve the right to exclude the public from the Cemetery grounds on occasions as they deem necessary.
38. ***In some cases, for cultural, religious or public health reasons, there may be a request for a burial to take place at short notice. In such circumstances the Burial Authority will make reasonable efforts to arrange the burial within the specified period, however, as these situations are exceptional, no guarantee can be provided.***

These Rules and Regulations are to be read in conjunction with the current price list.

Complaints Procedure

If you have a complaint, these are the steps to follow:

Contact us: If you are dissatisfied with the service you have received, please let us know and give us the opportunity to put it right. We will acknowledge within five working days and provide a response within twenty working days.

Stage One: If we are unable to resolve your issue at the first point of contact and you wish to make a formal complaint, you should contact the Deputy Town Manager whom will review your complaint. We will acknowledge within five working days and provide a response within twenty working days.

Stage Two: If you are still not happy following the Stage One response; the Town Manager or Chairman of Council will look into the complaint and respond within eight weeks.

Stage Three: If you are still dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

When Can I Complain?

You can complain when:

- We made a mistake in the way we provided a service
- We failed to provide a service
- We delayed in providing a service

Contacts:

The Town Manager of Syston Town Council

Catherine Voyce
Community Centre
School Street
Syston
LE7 1HN
Telephone: 0116 2607150
Email: catherine@systontc.org.uk

The Deputy Town Manager of Syston Town Council

Ursula Southan
Community Centre
School Street
Syston
LE7 1HN
Telephone: 0116 2607150
Email: ursula@systontc.org.uk

Chairman of the Council

Cllr T Barkley
Telephone: 07736 300220
Email: tombarkleystc@gmail.com

Equality Impact Assessment

We need to understand whether our services are meeting everyone's needs and that everyone who needs them has access to those services. We have developed an Equality Impact Assessment process for the assessment of any new or significantly changed policies, practices, procedures, functions and services.

Undertaking Equality Impact Assessments enables us to take action to prevent direct and indirect discrimination by ensuring that as far as possible any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

Our ultimate aim is to improve our services. By making sure we have considered the potential impacts of a policy, strategy or plan at an early stage potential barriers or problems can be avoided and actions put in place these it can be fully incorporated into any decisions and not just a 'bolt-on' at the end. Working in this way helps us to integrate and mainstream equalities into our work. Likewise, when reviewing the effectiveness and performance of our services, we can use this procedure to identify equality issues and opportunities as an integral part of our review.

SYSTON TOWN COUNCIL

By Order of the Burial Authority

Community Centre,

School Street,

Syston,

Leicester LE7 1HN