



## **Llanrug Community Council**

### **Cemetery Rules**

#### **1. Introduction**

- 1.1 These rules are for Llanrug Community Council Cemetery

#### **2. Contact details**

- 2.1 All funeral requests, enquiries or comments must be made through the clerk,

Mr Meirion Jones  
7 Nant y Glyn  
Llanrug  
Gwynedd  
LL55 4AH

✉ [clerc@llanrug.cymru](mailto:clerc@llanrug.cymru)

- 2.2. These Regulations are in addition to the provisions of the Local Authority Cemetery Order 1977 and any other appropriate regulations currently in force.

#### **3. Admission to the cemetery**

- 3.1. The cemetery is open to visitors every day of the year during the following times:

April – September 09:00 – 20:00  
October – March 09:00 – 16:30

No one shall be allowed in the cemetery outside these opening hours without the express permission of the clerk.

MISSION STATEMENT

Llanrug Community Council operates and manages Llanrug Community Council Cemetery.

The cemetery is operated mainly to meet the needs of the people of the area.

In managing these facilities, the Council's mission is to:

- ensure that it complies with burial or other laws that may apply in such an operation.
- treat those that contact the council with the appropriate care, compassion and understanding when dealing with the bereaved.
- ensure the safety of visitors and workers in the Cemetery
- prevent any obstacles to sensible and routine maintenance tasks
- ensure that the character of the cemetery, in terms of maintenance / appearance etc, is consistent with the wishes of the cemetery residents / users
- ensure that the family of the deceased can bury their loved ones and mourn their loved ones in an environment that most people believe is appropriate (peaceful and quiet environments conducive to quiet reflection)
- reduce the financial burden for Council Taxpayers by seeking ways to consistently reduce landscape maintenance costs, without reducing horticultural standards
- reduce the running costs of cemeteries, as far as practicable, for Council Taxpayers by increasing variable fees and charges
- seek ways to continually improve the management of our cemeteries, with a particular focus on the burial process

3.2. The cemetery is a place of peace and quiet meditation. It is also a workplace. Llanrug Community Council welcomes visitors to the cemetery but visitors are asked to respect the special nature of the site, the needs of other users, and safety factors. No games, sports, bicycle riding, skateboards, roller blades or similar are allowed in the cemetery. Alcohol and drugs must not be consumed within the cemetery, and anyone affected by such substances is not permitted to enter the cemetery.

3.3. Any individual who causes a nuisance or disturbance such as interfering with a funeral, grave, headstone, flowers, trees etc., will be required to leave the cemetery immediately and may be subject to subsequent legal proceedings.

- 3.4. Children under the age of 18 are welcomed in the cemetery but must be supervised by a responsible adult. It is especially important that children are not allowed to climb on any memorials, trees, or other items in the cemetery.
- 3.5. No dogs are allowed in the cemetery except for guide dogs, hearing dogs or other recognised assistance dogs, without the express permission of the clerk.
- 3.6. Vehicles are permitted in the cemetery but must not exceed a 5mph speed limit and must obey any directions given to them by the council. Vehicles must keep to the main roads and designated parking areas and avoid parking by causing nuisance or damage to any graves or grassed areas. The Council cannot accept responsibility for loss or damage to any vehicle and its contents whilst in the cemetery.
- 3.7. Visitors with disabilities or other special requirements are welcome to contact the council clerk who will be happy to assist.

#### **4. General Rules**

- 4.1. No member or staff of the Council may take any gratuity or undertake any paid private work of any kind in connection with the cemetery either in their own time or during their paid hours.
- 4.2. No individual shall canvass or solicit business in the cemetery.
- 4.3. All fees for burial or memorial works must be paid in full to the Council in advance.
- 4.4. The Council publishes a schedule of fees and charges annually. Residents within the community council area will be eligible for lower fees compared to non-residents. A resident is defined as someone who has resided within the Llanrug Community Council area within 5 years prior to the date of death.
- 4.5. Burials / Internments are usually held between Monday to Saturday. However, arrangements can be made to hold a funeral on a Sunday and on Bank Holidays by contacting the clerk. Funerals may be held at any time.
- 4.6. The Council reserves the right to amend these regulations and to deal with any circumstances or situations not provided in these regulations as necessary.

#### **5. Graves**

- 5.1. Graves in the cemetery are sacred. The choice of grave areas will be at the Council's final discretion, and in cases where a new grave needs to be opened, it must follow the existing row.
- 5.2. All burials will take place either in a private or public grave. Private graves are graves whereby Exclusive Right of Burial has been granted. Public graves are graves that remain in the ownership of the Council and have not been given any specific rights.

- 5.3. It will not be possible for anyone to purchase an exclusive right of burial in Llanrug cemetery. The Exclusive Right of Burial already purchased allows a memorial to be placed on the grave.
- 5.4. Graves cannot be reserved. The Exclusive Right of Burial can only be transferred to another individual through the legal process set out in the Local Authority Cemeteries Order 1977.
- 5.5. In public graves, the Council undertakes to leave 20 years before allowing the burial of a person not related to the original burial. The Council may allow the burial of individuals associated with the grave within 20 years. The Council may allow a family member to purchase the Exclusive Right of Burial before the expiry of the 20-year period but the legal procedure for this will have to be followed.
- 5.6. Memorials are allowed on graves. Memorials must comply with the regulations given in 9 below.
- 5.7. The types of graves available are, lawn graves and cremation remains graves. Lawn graves are laid on a lawn and gravestone only are allowed. Graves are available for burial of cremated remains and gravestones are allowed. There is no maximum on the size of the memorial and each application will be considered individually. (See 12.8 below).
- 5.8. All graves shall be excavated and prepared for burial by the funeral directors or its appointed contractors only. No other individual or company shall carry out any excavation in the cemetery except with the express permission of the clerk. The depth of each grave shall be determined by the Council in accordance with the provision of the Local Authority Cemeteries Order 1977.
- 5.9. Following the burial, the undertaker or his contractor shall level the grave and either re-turf or topsoil and seed it as appropriate to the season.

## **6. Coffins**

- 6.1. Coffins and urn for burial must be made from suitable biodegradable materials such as wood, wicker, stick, bamboo, wool, cardboard etc.

## **7. Ordering Burials**

- 7.1. A date and time in the cemetery cannot be allocated temporarily. The undertaker will contact the clerk via e-mail in the first instance to ask permission to bury, and permission will be granted as soon as possible. A response will be provided as soon as possible, to ensure that there is no other funeral in the cemetery at the same time. Generally, there will be no more than one funeral in the cemetery in one day.
- 7.2. Confirmation of burial should be submitted by sending a formal a notice of burial (a form provided by the Council) to 7 Nant y Glyn, Llanrug, Gwynedd, LL55 4AH

or by e-mail to the clerk at least 48 hours before the intended date and time of the funeral. Receipt of the fully and correctly completed Notice of Burial will be confirmation of the provisional order.

- 7.3. The council must be given as much information as possible about the funeral in advance.
- 7.4. In a grave where the right of burial has been purchased and to be re-opened for burial, the written consent of the registered grave owner must be given.
- 7.5. It is the responsibility of the individual making the funeral arrangements to ensure that any memorial on the grave is removed if appropriate
- 7.6. The certificate issued by the Registrar of Births and Death, or the Coroner's order must be delivered to the clerk within 5 working days of the funeral.
- 7.7. The Council will set the appropriate fees to be paid for the funeral, which must be paid in full directly to the council's bank account within 5 working days of the funeral.

## **8. Burials**

- 8.1. Funerals (excluding bank or other public holidays) are usually only allowed Monday to Saturday).
- 8.2. All funerals will be subject to the cemetery rules.
- 8.3. The time appointed for burial must be adhered to.
- 8.4. Services at the cemetery must not be given more than 60 minutes unless special arrangements have been made with the council clerk.
- 8.5. It is the responsibility of the individual making the funeral arrangements to arrange a Minister or Officer for the funeral if one is needed.
- 8.6. The use of drones is not allowed in the cemetery.

## **9.0 Flower Tributes**

- 9.1 Any floral tributes from the funeral will be placed on top of the grave and will remain in place for at least 14 days. After 14 days the family is expected to clear the tributes and dispose of them. To this end, the council will provide recycling bins located within the shed. If the tributes have not been removed after 14 days, then the council will hold the right to dispose of them without contacting the family.
- 9.2 Wreaths that have been laid for special circumstances are expected, e.g., Palm Sunday, Mother's Day, Father's Day, Christmas, and Easter, to be cleared after 14 days by family. If the family is unable to do this, the council holds the right to clear and dispose of them without contacting the family if they deteriorate.

9.2 For every other occasion, the family is expected to dispose of any wreaths or flower tributes after 14 days. If the flowers deteriorate, the council reserves the right to dispose of them without contacting the family.

## **10.0. Memorials**

10.1 Many people choose to place a memorial on their family grave as a permanent reminder of the life of their loved ones. Only one memorial is permitted on a grave.

10.2 Your memorial mason may show you a catalogue of the memorials he can provide, but you should bear in mind that not all the memorials shown may be suitable.

10.3 The Council seeks to ensure that stonemasons working in our cemeteries fully comply with the Code of Working Practice of the National Association of Memorial Stonemasons (NAMM) and British Standard 8415 when placing memorials in the cemetery.

10.4 Llanrug Community Council cannot recommend any specific memorial mason, but we would advise you to compare quotes from various stonemasons before ordering a headstone. It is advisable to get a full, itemized quote from the work, so that you can compare quotes on a like-for-like basis.

10.5 There are no specific restriction on the actual size of a memorial on burial or cremation plots. However, on application to erect a memorial, each memorial will be considered accordingly irrespective of dimensions. (see 12.8 below). The work cannot be started without the written permission of the council.

10.6 Glass containers are not allowed as they shatter easily and constitute a danger to the public and maintenance workers. The council or its authorised contractors, may remove any such items immediately.

## **11.0. Maintenance**

11.1 The memorial owner is responsible for the maintenance of the memorial and if it becomes dangerous, Llanrug Community Council as the cemetery managers have a responsibility to ensure that it is protected at the earliest opportunity, either whether putting up wooden stakes or, in some circumstances, laying the memorial down.

11.2 Memorial masons may offer a memorial maintenance plan that will include regular cleaning and checking of your memorial. You may want to consider taking out insurance against accidental damage and vandalism and theft, as repairs can be expensive. Your memorial mason should be able to recommend a suitable policy for you.

11.3 Since 2010, memorial masons have been required to issue you with a Certificate of Compliance, which is valid for 30 years, after any new installation

or re-stabilization. This certificate supersedes period warrants and provides assurance that the Institute of Cemetery and Crematorium Management (ICCM) recommendations in the installation of the memorial have been fully complied with,

## **12.0 Audits**

- 12.1 All memorials at Llanrug Community Council are tested every three or five years as part of an annual rolling programme. The date of the test will depend on the location of your family's grave. Look out for notices in the cemetery and in the local press, which will tell you when this work will be carried out. Contact the council if you are worried that your memorial may collapse before the test date. If you own a grave, please tell us if you change address so we can update our records.
- 12.2 Once the memorial has been tested, the council will either write to all registered grave owners (if the details we hold are correct) or place a notice on the Cemetery notice board with a list of all graves that have failed the test. These will give the owner or relative of each grave family time (approximately one month) to repair the memorial, before wooden stakes are placed on the memorial to prevent it collapsing.
- 12.3 The Council has a Monument Management Policy which deals with current and future installations of memorials, security audits and making safe unstable memorials. Stonemasons carrying out work in the cemeteries must comply with the Council's Monument Management Policy.
- 12.4 All memorial fixed in the cemetery must comply with British Standard 8415.
- 12.5 Memorial masons who install memorials at Llanrug cemetery must ensure that the work is carried out in accordance with the Code of Working Practice of the National Association of Memorial Masons (NAMM) or BRAMM Blue Book, and British Standard BS8415
- 12.6 Memorials are permitted on purchased and public graves.
- 12.7 Fences cannot be erected around a grave or the space defined and no objects should be placed along the grave.
- 12.8 Before any memorial can be erected or works carried out to an existing memorial, an application must be submitted to the Clerk on the appropriate form provided by the Council and the appropriate fee paid. A list of the relevant fees can be found at appendix 1 to this policy. The grave owner must sign the form to give their consent for the memorial / proposed works. Upon approval by the Council, permission shall be granted to the responsible Memorial Stonemason.
- 12.9 Memorials must be constructed of environmentally friendly materials. The Council reserves the right to refuse an application for any memorial it deems unsuitable.

- 12.10 There are no restrictions on the height and width of a memorial, but it must be at least 3” thick. Each application will be decided by the council on its merit, considering the appropriateness of the memorial within the cemetery. The council will not allow kerb sets to be installed.
- 12.11 The stonemason must enter the company name on the back of the stone towards the bottom in letters not exceeding 1” tall or with a relevant sticker.
- 12.12 Memorial stonemasons must remove all materials from the cemetery at the end of their work and must leave the area in a tidy condition. Memorials cannot be stored in the cemetery prior to re-installation following burial – the memorial mason appointed must remove the memorials from the site before the grave is excavated.

### **13.0 Care of Graves and Memorials**

- 13.1 All memorials erected are solely the responsibility of the proprietor and the Council will not be responsible for any damage to or caused by the memorial. The Council reserves the right to repair or make safe any memorial which the Council considers unsafe or in disrepair, and the council reserves the right to recover any costs from the registered proprietor. The Council will carry out routine security checks on all memorials and notify the grave owner at the last registered address of any works necessary to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to carry out the necessary repairs. The Council reserves the right to carry out any work on memorials to make them safe until such work has been completed. If the grave owner does not arrange for the repairs to be carried out, the Council may repair or remove the memorial at the owner’s expense.
- 13.2 The Council recommends that grave owners draw up an insurance plan for their memorial.
- 13.3 Grave spaces must be kept in a tidy condition, and all litter must be removed from the site.
- 13.4 The council will allow other forms of commemorative items such as plaques, porcelain photo plaques in burial and cremated remains Please contact the clerk for more information.
- 13.5 No seat, bench or ornament can be placed in the Cemetery without the permission of the Council. Applications for permission to locate a seat or bench should be submitted to the Clerk. Any benches must be of a solid construction and be securely installed and may include a memorial plaque.

### **14.0 Recycling.**

- 14.1 All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owner’s risk and the Council cannot be held responsible for any theft or damage to them however caused. The Council may remove any items from any grave that are likely to cause danger,



damage, or offense to all users of the cemetery or interfere with site maintenance.

- 14.2 To protect the character of the cemetery and avoid attractions that may encourage unwanted visitors at night, as a general principle, the number of solar lights will be limited to one or two lights on any grave. These lights should only release light white light, and the solar lights should ideally be lantern style lights. These lights, including their stand, should not exceed the height allowed for a gravestone, and other types of lights should not exceed 30cm (12 inches) high. (Note rule 14.4 below, which is associated with all types of items, but specifically excludes any lighting not powered by solar energy).
- 14.3 Memorials in the form of wind-bells / windmills are allowed, but should not exceed 30cm (12 inches), and in terms of size and number on any one individual grave, the size of such memorials should not disturb funeral parties or other visitors to the cemeteries.
- 14.4 With the exception of the solar lights and wind-bells / windmills referred to in rules 14.2 and 14.3 above, items powered by wind, sun, batteries or any other means in order to discharge light or sound are expressly prohibited from the cemetery because such items (or too many such items) are deemed to have a detrimental effect on the character of the cemeteries or on the tranquillity expected of funeral parties and bereaved visitors.
- 14.5 No commemorative materials or items are permitted which in the view of the council present a risk to the health and safety of cemetery workers or any visitors. This includes for example, items of glass or lanterns topped with a point. The council may remove any such materials or items without prior notice.
- 14.6 Tree planting is not permitted in the cemetery. The Council may remove any plants it deems unsuitable or interfere with maintenance.
- 14.7 Photo plaques can be included in the memorial application for approval.
- 14.8 The Clerk, who can be contacted will be in control of the data you provide. The information which you provide, and any other information obtained or provided during the course of the application is a statutory requirement to enable the lawful operation of our Cemetery and failure to provide all of the information requested will impact on the service you receive. Your information will be used solely for the purpose of administrating the Council's Cemetery. The information will be retained as part of Llanrug Community Council's administrative and financial records, until there is no longer an administrative requirement, after which time it will be archived. Your name only, and no other details you provide, may be provided to any request received under the terms of establishing ownership of a grave, but in no other circumstances. You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process. The information you provide will form part of our cemetery administrative process and we will be entitled to process it as part of this process. You have the right to lodge a complaint with the Information Commissioner.

14.9 These Regulations have been approved by Llanrug Community Council, which reserves the right to make alterations/additions as appropriate.

**Please refer any enquiries or questions on these rules to: -**

**Mr Meirion Jones  
Clerk  
Llanrug Community Council  
7 Nant y Glyn  
Llanrug  
Gwynedd  
LL55 4AH**

**E-mail: [clerc@llanrug.cymru](mailto:clerc@llanrug.cymru)**

** 07769 112875**

Appendix 1

**LLANURG CEMETERY FEES FORM 1<sup>ST</sup> APRIL 2024**

**Open a new grave**

for one that has lived in the community for five years before date of death £365

for one that has not lived in the community for five years since date of death £730

**To re-open a grave**

for one that has lived in the community for five years before date of death £305

for one that has not lived in the community for five years since date of death £610

**Burial of ashes**

for one that has lived in the community for five years before date of death £243

for one that has not lived in the community for five years since date of death £486

**To re-open an ash plot**

for one that has lived in the community for five years before date of death £183

for one that has not lived in the community for five years since date of death £366

Research fee (al) £60

**Memorial Installation Fee**

erecting a new memorial or reinstalling a memorial for someone who has permanently resided in the community for five years before date of death £110

erecting a new memorial or reinstalling a memorial for someone who has not permanently resided in the community for five years before date of death £220