

CEMETERY AND CREMATORIUM MANAGEMENT

COURSE TUTOR: External trainer from the ICCM

COURSE DESCRIPTION:

This one-day course covers the lists below and deals with common problems, issues and mistakes and the costs that can be realised by burial authorities. The course will tell you how to avoid these costs and create potential new income streams. The following subjects are not exhaustive therefore any problems and issues raised by delegates will be explored.

MORNING SESSION

- **Local Authorities Cemeteries Order 1977**
 - General powers of management
 - Compliance
 - Registers and records
 - Granting and extending rights
 - New income streams
 - Consent
 - Avoiding disputes
- **Burials**
 - Depth
 - Shallow graves
- **Administrative Processes**
 - Getting it right
 - Certificates
 - Problems and solutions
- **Grave digging**
 - Right grave/wrong grave!
 - Checking procedures
 - Preparations
 - Mourners backfilling
 - Mourners carrying coffins
 - Uncoffined burial
- **Memorials**
 - Unstable memorials? How to avoid this and reduce costs
 - Responsibilities
 - BS8415/BRAMM Blue Book/NAMM Code
 - Inspections

AFTERNOON SESSION

- **Creating Burial Space**
 - Extending the viability of cemeteries
 - Reclamation and reuse of graves – Using the law – Statutory and Church
- **Exhumation**
 - Law and practice
 - Registration
- **Transferring Burial Rights overview/refresher**
 - Lawful process – getting it right
 - Avoiding disputes and errors
 - Legal documents

COURSE DURATION: The morning session will be 9:30am-12:30pm and the afternoon session will be 1:30pm-4:00pm