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# ROLE AND DUTIES OF THE CLERK TO THE JOINT BURIAL COMMITTEE

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version .01

APRIL 14, 2023

JOINT BURIAL COMMITTEE OF CLAYBROOKE PARVA, CLAYBROOKE MAGNA AND ULLESTHORPE  
PARISH COUNCILS'

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**ROLE AND DUTIES OF THE CLERK TO THE JOINT BURIAL COMMITTEE**

**ROLE**

The clerk to the Joint Burial Committee shall carry out the functions of cemetery administration and serve or issue all the notifications required by law for the Joint Burial Committee of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils'. The clerk is accountable to the three members of the Joint Burial Committee, who are appointed at the Annual Meetings of their respective parish councils. The clerk will be responsible for ensuring that the instructions of the Joint Burial Committee are fully carried out.

**DUTIES**

**Administration:**

- To ensure that legal, statutory and other provisions governing or affecting the running of Claybrooke Cemetery are observed.
- To prepare, in consultation with the three appointed members to the Joint Burial Committee, agendas for meetings of the Joint Burial Committee, to attend such meetings and prepare and circulate draft minutes for approval. The Joint Burial Committee will meet on no fewer than four occasions during a year including the Annual Meeting.
- To liaise and co-ordinate with the Responsible Financial Officer of the Joint Burial Committee as required.
- To liaise with all stakeholders of the Joint Burial Committee as required.
- To receive correspondence and documents on behalf of the Joint Burial Committee.
- To respond to routine correspondence as soon as practicably possible and to bring, as appropriate, matters to the attention of the Joint Burial Committee.
- To prepare a monthly report for the Joint Burial Committee members to present to their respective parish councils.
- To ensure that an adequate level of insurance cover is maintained.
- To keep up to date all registers and maintain an appropriate filing system.
- To monitor the policies and regulations of the Joint Burial Committee to ensure they are achieving the desired outcomes and to support the Joint Burial Committee with future policy direction.
- To act as a representative of the Joint Burial Committee, as directed.
- To identify relevant training courses for the role and attend as directed.
- Regularly back-up all electronic data to an external hard-drive or the cloud.
- Archive all documents over 6-years old to Document Box and clearly mark relating period.
- To recognise that the clerk should conduct themselves in an empathetic and sensitive manner when conducting duties on behalf of the Joint Burial Committee.

**Financial:**

- Record the day-to-day financial records of the Joint Burial Committee.
- Issue Joint Burial Committee invoices as required.

- Maintain a Joint Burial Committee numbered receipt book and issue receipts as necessary, ensure that all cheque payments are deposited to the bank as soon as practicably possible and electronic payments are received on time.
- At the start of each calendar month check the reserved plot schedule and invoice individuals as appropriate and maintain the records.
- In September each year assist the Responsible Financial Officer with a budget for the following financial year.

#### **Cemetery Duties:**

- Visit the cemetery on a regular basis to check on ground maintenance and any abnormalities (i.e., unreported burials, tree damage, inappropriate flowers or embellishments, unauthorised headstones or memorials).
- Arrange a risk-assessment at least every five years of the memorial headstones to be undertaken by an adequately trained and qualified professional ensuring that adequate notice of the intention to undertake the risk assessment is given to the public. During the risk-assessment only the staking of headstones deemed dangerous will be permitted. The clerk must make reasonable endeavours to trace the families concerned and discuss the appropriate course of action. If no family can be traced, the clerk will refer the matter to the Joint Burial Committee for further consideration.
- Ensure that waste bins are emptied on a regular basis.
- To liaise with grounds maintenance contractors.

#### **Burial Records:**

- Maintain files of consents, interments and reserved plots in accordance with General Data Protection Regulations.
- Maintain the Burial Book in black ink.
- Maintain and keep up to date the Joint Burial Committee electronic register of burials and interments.
- Maintain and keep up to date the Joint Burial Committee plan of plots and burials (physical and electronic plans).

#### **Burial and Interment Duties:**

- On receipt of a Burial Application from a Funeral Director, ensure that it includes the fee and the Certificate for Burial, this is often referred to as the 'green form'. The funeral cannot happen until the 'green form' is given to the Burial Authority.
- Record details in the Burial Register.
- If a plot has not been purchased or reserved previously, allocate a new plot.
- Forward a Site Plan to the Funeral Director with a receipt for payment, a copy of the Joint Burial Committee Regulations and a copy of the signed consent form.
- Liaise with the Funeral Director to arrange a date and time for the burial or interment, this is usually done by phone, in advance of the consent form. Ensure that there is no grounds maintenance scheduled for the allocated time and date of the burial or interment.
- Liaise with the undertaker and ensure that the correct plot is clearly marked out for any planned burials or interments, at least two days in advance, to allow the gravedigger to prepare the plot.
- Ensure that the bollard post on entrance to the Green is removed for access of the cortege.

- Following all burials and interments, ensure that the plot is in good order and that the surrounding area and adjacent plots are also in good order. Ensure that all excess burial excavation soil is removed from the area.
- As soon as possible, after a burial, send Part C of the Certificate of Burial ('green form') to the appropriate Registrar, this is a statutory requirement.
- On receipt of a memorial headstone application, ensure that the fee is attached and check that the proposed plot on the application agrees with the actual plot. Confirm the size and design complies with regulations and forward a Site Plan to the applicant with a receipt for payment, a copy of the Joint Burial Committee Regulations and a copy of the signed consent form.

**Roles and Duties of the Clerk to the Joint Burial Committee of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils':**

**Approved by Claybrooke Parva Parish Council on: 26<sup>th</sup> April 2023**

**Recorded as Minute Reference: 12**

**Approved by Claybrooke Magna Parish Council on: 27<sup>th</sup> April 2023**

**Recorded as Minute Reference: 14**

**Approved by Ullesthorpe Parish Council on: 24<sup>th</sup> April 2023**

**Recorded as Minute Reference: 23-075**

Date of policy: April 2023

Approving Committee: Joint Burial Committee ratified by the three parish councils

Date of Committee meeting: 14<sup>th</sup> April 2023

Minute reference: 23-011

Policy version reference: Role and Duties of the Clerk version .01

Policy effective from: 14<sup>th</sup> April 2023

Date for next review: Annual Meeting of the JBC

Supersedes: Not applicable

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