



Chiseldon Parish Council policy for removal of unsafe/breakable items on memorial plots. Butts Road and Sir Henry Calley Memorial Gardens.

V1 AUG 24

The Butts Road cemetery and Sir Henry Calley Memorial Garden are owned and maintained by Chiseldon Parish Council and their management supervised by the Clerk to the council.

By law the council must ensure the health and safety of all those using and visiting these areas.

The following policy has been created to ensure that staff, visitors and contractor are not at risk from any damaged or dangerous items left on memorial plots whilst recognising that loved ones will wish to adorn plots in remembrance.

Periodically council staff will inspect memorial plots and if any memorials are found to have items that are damaged and/or unsafe to those visiting the site the following actions will be taken.

1. The details of the item and plot will be recorded, to include a photographic reference.
2. The items will be removed and stored securely to ensure they do not injure visitors to the site.
3. A laminated card will be placed on the plot to advise the plot owners that this has occurred along with the date and contact details.
4. The council will write to the plot owner using the last contact details they have on file to notify them.
5. The deed owner will be given 6 months to contact the council to claim the item.
6. If after this period of time the items are not collected, the council will dispose of the items accordingly.

To note that any item placed on a plot that impedes the progress of ground staff when lawn mowing may be moved to a different position on the plot.

In general we refer plot owners to our Cemetery Regulations, sections for "**Receptacles for flowers**", "**Glass shades**" and "**Damaged Wreaths**" which advise that breakable items are not permitted on plots in the cemeteries and any broken or damaged items will be removed. The Clerk can supply a copy on request or you can view the regulations on our website www.chiseldon-pc.gov.uk in the Transport, Cemeteries and Other Services section.

The council urge all plot owners to check with the Clerk on the placement of any such item before proceeding.

Approved 19.08.2024. EGPA meeting.