



Cemetery Management and Compliance Course

Who is it for: Cemetery staff at all levels and those with a responsibility who are not involved in the day-to-day management

What is covered: Understanding the law and avoiding costly common pitfalls and disputes, new income streams and creating new burial space

What are the benefits: A more efficient and cost effective service managed and operated by professional and knowledgeable staff

Who tutors the course: Qualified Institute officers who have a proven track record in the management of cemeteries and crematoria services.

This course will take place on **Tuesday, 15th September 2020** at **ICCM National Office, City of London Cemetery, Aldersbrook Road, London, E12 5DQ.** Full details will be forwarded to any authorities interested in attending the workshop.

Those wishing to send delegates should complete and return the attached slip.

Those wishing to express interest in other regional events should send letters of interest to the address below.

Burial Authorities who would like to host a regional course can contact:

Julie Callender on 020 8989 4661. All costs and other benefits to hosts will be met by the ICCM.

Numbers of delegates per course will be restricted to around 12. Additional courses will be arranged in regions where added demand is identified. Early application is advised.

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I wish to send delegate(s) to the Cemetery Management and Compliance Course at **ICCM National Office** on **Tuesday, 15th September 20.** **Cost per delegate:** £135 for Professional and Corporate members and £185 for non-members **+VAT per delegate and will include lunch / refreshments.**

Name of Authority/Company:	Address:
Contact Name:	Post Code:
Email address:	Phone No:
	Fax. No:
Delegate(s) Name(s)	
1)	2)
3)	4)
5)	6)

Completed forms should be sent to: Julie Callender, Administration Officer, ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London E12 5DQ, email: jcallender@institutecemandcrem.com or faxed to: 020 8989 6112

Institute of Cemetery & Crematorium Management

Cemetery Management and Compliance - Programme

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.**

9.30am - 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

12.30pm - LUNCH

1.30pm - 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 **4.00pm - Close**