

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, 23rd June 20** at **Harlington Parish Council, Parish Hall, Church Road, Harlington, Beds LU5 6LE**. 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 **Harlington Parish Council** on **Tuesday, 23rd June 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