

## Ringwood Cemetery

### Management arrangements during the coronavirus emergency

#### Introduction

Ringwood Town Council is publishing these notes to explain the arrangements it is making, as the local burial authority in Ringwood, to ensure that essential interments and other applications can proceed during the public health emergency.

#### Contacting the Council

The Council has had to close its office at Ringwood Gateway, meaning staff have to handle most business remotely. With immediate effect, therefore:

1. We strongly recommend that all enquiries and applications be submitted by email to [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk) with the word "CEMETERY" included in the subject line and relevant documents attached, preferably in PDF format.
2. If this is not possible, please telephone as follows:
  - a. (before 30<sup>th</sup> March) Nicola Vodden on 01425 484722
  - b. (from 30<sup>th</sup> March) Mandy Oldfield on 01425 484726
  - c. Failing these, Chris Wilkins (Town Clerk) on 01425 484720
3. Please do NOT hand deliver or post items to the Gateway without alerting us by email or telephone first.

#### Prioritizing applications

Facilitating coffin burials (including granting exclusive rights if necessary) will be our highest priority. We will be as flexible as we can about legal requirements (for example, where necessary, we may be able to accept "electronic" signatures of rights owners on notices of interment) however, some legal issues cannot be ignored and where rights have been sold some form of signature from a living rights owner may still be required. Since it is often necessary for a transfer of rights to be effected and registered before an interment in a purchased grave, the more notice we have so we can assist with these formalities and avoid delay, the better.

Facilitating interments of cremated remains will be next in priority. We would encourage such interments to be delayed where possible since it is quite possible that restrictions on grave-side ceremonies (especially on numbers of persons in attendance) may have to be applied.

We will try to deal next with applications to buy exclusive rights not linked with any immediate interment.

Finally, memorial applications will be treated with the lowest priority and it may not be possible for these to be processed during the emergency.

#### Payment of fees

It would greatly assist us if fees, once notified/agreed could be paid by BACS rather than cheque. Our account details are as follows:

Lloyds Bank sort code: 30-97-08

Ringwood Town Council Imprest Account Number: 00215966

#### Grave-side ceremonies

If, in response to advice, it becomes necessary for us to impose restrictions on ceremonies, we will give you as much notice of these as we can and endeavour to publish them promptly on our website [www.ringwood.gov.uk](http://www.ringwood.gov.uk).

Town Clerk

24<sup>th</sup> March 2020