

Avon Dassett Parish Council

Village Cemetery Volunteer Warden Role Description

Responsible to:

The clerk and responsible financial officer, “the Clerk,” Avon Dassett Parish Council, “the Burial Authority.”

Cemetery Location and Details

Avon Dassett village cemetery is situated on the Fenny Compton Road, Avon Dassett CV47 2AE and consists of a burial ground and a car park. The burial ground and the car park are laid out to grass with surrounding wooden fences and hedges. Access to the cemetery and car park is by gate situated on the main road. There is also a gated entrance to the car park from the cemetery.

The current capacity of the burial ground is 48 burial plots and 48 cremated remains plots.

Role Summary

The role of Cemetery Warden is a part-time, voluntary position of special importance as the post-holder is required to ensure that the grounds of the Cemetery and the Cemetery Car Park are maintained to a high standard.

The Burial Authority is responsible for dealing with families of the bereaved, undertakers and associated contractors. The Clerk manages these contacts.

Joint working with the Clerk is essential.

All documentation relating to a burial or interment of cremated remains, “the burial,” must be directed from the undertakers to the Burial Authority, in advance of the burial.

General responsibilities

Undertake periodic, but at least monthly, inspections of the Cemetery and Car Park to ensure that the following are maintained to a high standard:

- Grass
- Fencing
- Gates
- Gravestones (to remain in position, after a visual review)
- Hedging
- All locks securing the cemetery car park

Liaise with local farmer regarding the sheep grazing in the Cemetery Car Park

Burial or Internment of Cremated Remains Responsibilities

To inspect the Cemetery and the Cemetery Car Park, one week before each burial. Report any defects to the Clerk and copy the Chair of Avon Dassett Parish Council.

On the day of the burial, assist with car-parking and any other functions as agreed by the Clerk.

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To inspect each new plot, two weeks after a burial. Report any issues to the Clerk and copy the Chair of Avon Dassett Parish Council.

Additional responsibilities

To undertake any additional duties, as agreed in advance with the Clerk.

Acceptance of Volunteer Role

In accepting the role of volunteer warden, the acceptor agrees to uphold the Avon Dassett Parish Council Cemetery Regulations, it's Dignity at Work Policy and it's Health and Safety Policy.

Update Schedule

<u>Action</u>	<u>Date</u>
Adopted by Avon Dassett Parish Council	9 May 2022