



TEMPLATE WORDING Closure of Burial Ground Notice

“Closure of [NAME] Burial Ground, [ADDRESS]

The Managing Trustees of the above burial ground passed a formal resolution authorising closure of the [burial ground] [part of the burial ground shown edged red on the attached plan] on [DATE].

The above burial ground is now closed, which means we are not taking any more burials on this site.

The Managing Trustees’ future plans for this site are [INSERT STATEMENT ABOUT LOCAL CHURCH’S PROPOSALS FOR THE BURIAL GROUND]*

Our immediate plans are for the burial ground to be managed by the local Managing Trustees who at this point can be contacted at the following email address: [INSERT GENERIC CONTACT EMAIL ADDRESS].

The site remains open for family and friends to visit.

For enquiries contact: [The Methodist Circuit’s admin office]: [INSERT GENERIC CONTACT EMAIL ADDRESS]

[NAME OF MANAGING TRUSTEE BODY]

[DATE] 20__”

Please publish the fact that a decision has been taken to close the burial ground in the local press and on the church door or at the entrance to the burial ground.

* At the time of closing the burial ground the Managing Trustees may have no particular plans or they may be considering a number of options. Managing Trustees need to consider what, if any information to insert here carefully to avoid the community relying on a course of action that is subject to change. Please also note that additional notices may need to be served as indicated below depending upon what is planned. Information that Managing Trustees could give here could include:

- [to sell [part of] the burial ground [together with the church building]] OR [to retain [part of] the burial ground]
- [to move the headstones to the side of the burial ground. Full details of this will be set out in a separate notice before any headstones are moved to give relatives of the deceased an opportunity to consider how they wish to respond]
- [to remove [and re-inter human remains [GIVE DETAILS e.g. in a memorial garden to be retained by the Church]]. Full details of this will be set out in a separate notice before any human remains are removed to give relatives of the deceased an opportunity to consider how they wish to respond]
- [to carry out work that will render [some] OR [the] graves inaccessible. Full details of this will be set out in a separate notice before any human remains are removed to give relatives of the deceased an opportunity to consider how they wish to respond]