

# AMBLE TOWN COUNCIL

Council Office  
Fourways 2  
6 Dilston Terrace  
Amble  
Morpeth,  
NE65 0DT



## MEMORIAL MASON REGISTRATION SCHEME

### Introduction

Following a number of fatal accidents involving children in Cemeteries in different parts of the country, Local Authorities have been advised to review their practices in relation to the management of memorials within their Cemeteries. This registration scheme is part of Amble Town Council's response.

**Only Masons registered under this scheme with the Council will be permitted to work in the Council's Cemeteries from 1<sup>st</sup> April 2009.**

The following procedures will be applied to all Memorial Masons registered to work in the Council's Cemeteries. These procedures give an indication of the rules that will apply to Memorial Masons, together with the penalties expected if these rules are breached.

### REGISTRATION REQUIREMENTS

Any Memorial Mason wishing to be registered under the Memorial Masons Registration Scheme must meet the following requirements:-

- **Insurance** – Every Memorial Mason shall be insured for public liability to the value of £10,000,000.
- **Risk Assessment**- Every Memorial Mason must supply a copy of their current policy.
- **Discipline and Workmanship** – Each memorial mason will be required to sign a statement that they have not been barred from carrying out work in any other Cemetery within the previous two years.

An agreement will also be signed confirming that they will comply with all statutory requirements, Cemetery regulations, the Memorial Mason registration scheme and that the memorial will be fixed according to NAMM/BRAMM regulations.

### **Application to Erect a Memorial**

- All memorials to be installed in the Council's Cemeteries must first be approved by the Amenities Committee or its delegated Officer.
- All application forms will show full detail of the memorial to be installed indicating the overall size of the memorial, material to be used, the inscription, including the method of fixing. All work will be in accordance with current NAMM/BRAMM code of working practise and BS 8415.
- Upon approval, permission to erect a memorial will be issued to the Mason.

### **Inspection of Work**

A Member of the Council's Staff will make random inspections of all work carried out by Memorial Masons.

Where work is considered to be unacceptable, for whatever reason, the Clerk will instruct the Memorial Mason to return to bring the memorial up to the appropriate standard.

### **Erection of a Memorial**

Before installing a memorial the Memorial Mason must book an appointment at least 48 hours in advance through the Council Office indicating the time he/she intends to fix the memorial. The Monumental Mason will ensure that every effort is made to fix the memorial around the time indicated.

**No work shall commence until the Monumental Mason holds a signed permission application to the Cemetery Staff.**

The memorial shall be installed as indicated on the 'Application to Erect a Memorial'.

### **Workmanship Guarantees**

All work shall be covered by a 'Certificate of Compliance', which will guarantee against poor workmanship in respect of construction, for the lifetime of the memorial.

### **Insurance**

From 1<sup>st</sup> May 2018, all memorials must have an insurance certificate against risks such as vandalism. This must be included in the client's original order for work and a copy submitted to the Council.

### **Tendering**

The Council may request that tenders be submitted for a range of memorial work including inspection, repair, removal and replacement of memorials. All registered Memorial Masons shall be placed on a select tendering list for such work. Tenders shall be offered to three Memorial Masons on each occasion and, should more than three Memorial Masons be registered, the select list will work in strict rotation.

## **Penalties**

### **Stage 1**

Any breach in the rules will result in a first written warning, issued to the Memorial Mason concerned. This will remain on record for a period of 18 months. Assuming the breach is correct and no further breach of the rules occurs during this time, the warning will be removed from the records.

### **Stage 2**

If during the course of the 18-month period there is a further breach of the rules a final written warning will be issued, this will remain on record for a period of three years. Assuming the breach is correct, and no further breach of the rules occurs during this time, the warning will be removed from the records.

### **Stage 3**

If during the course of the three years following the final written warning, there is a further breach of the rules, the Memorial Mason concerned will be forbidden to carry out any work within the Council's Cemeteries for an undetermined period of time. Their return, following a minimum period of two years, shall be by application to the Amenities Committee who will review and discuss the matter with the staff.

## **Gross Misconduct**

Certain circumstances shall be considered as gross misconduct, which will result in the Memorial Mason being immediately banned from the Council's Cemeteries. Their return shall be by application as in stage 3.

## **Examples of Gross Misconduct**

Installation of a memorial that had not been approved by the Cemetery Committee of the Council.

Refusal to correct an error in the installation of a memorial, when notified to do so by a the Clerk

Abusive or aggressive behaviour to Council staff, members of the general public or other contractors.

## **Appeals**

Any Memorial Mason unhappy at the decision taken against them will be entitled to appeal against the decision by placing their appeal in writing addressed to The Chairman of the Council. A hearing will then be arranged.

*The Council reserves the right to change or amend this scheme at any time without prior notice.*

*Agreed: MARCH 2018*

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## MEMORIAL MASONS REGISTRATION SCHEME APPLICATION FORM FOR REGISTRATION

Name of Applicant \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

NAMM/BRAMM NO: -----

Hereby apply to Amble Town Council to be included on their list of registered Monumental Masons.

- I have read and agree to abide by their Cemetery Regulations.
- I agree to fix memorials according to NAMM regulations, BS 8415 and to issue a Certificate of Compliance.
- I agree to arrange insurance for all memorials erected after 1<sup>st</sup> May 2018
- I declare that I have not been barred from carrying out work in any other Cemetery within the previous two years.

\* I enclose details of my Public Liability Insurance cover and Risk Assessment

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Please return this form with details of Insurance cover and Risk Assessment to the above address  
March 2018