



Hadleigh Town Council

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Hadleigh,
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Management of Memorials Policy

1. All memorials are to be placed in line and in accordance with NAMM (National Association of Memorial Masons) recommendations, Code of Practice BS 8415, and are only permitted to be fitted by fully qualified memorial masons.
2. Memorial masons are legally liable for the work they carry out and should ensure that memorials are erected safely and in accordance with current standards available within the industry.
3. All memorials shall remain at the sole risk of the owners.
4. The cost of any repairs will be the responsibility of the owner.
5. The routine use of mechanical test instruments as an inspection tool is not recommended under Ministry of Justice guidance.
6. Visual and physical hand check memorial safety inspections will be carried out by Hadleigh Town Council's Services Officer. Due to the size of the Cemetery, these checks will be carried out in sections at varying times on a 5 year rolling basis.
7. All memorials will initially receive a visual check to identify if there are any obvious issues.
8. If there are any concerns, a physical hand check will be carried out.
9. The physical hand check will be carried out standing in front but to one side of the headstone and a gentle pressure gradually increased until a force up to 25kg is applied. The force will be exerted in one direction, away from the body, and repeated from the back of the memorial.
10. If the memorial moves with a constant hand pressure and could continue to fall which could lead to injury then the memorial will be deemed as unsafe. Memorials that do not freely move following the initial force will not be considered unsafe unless in an area of very high risk.
11. If a memorial is deemed unsafe it will either be made safe by supporting or, as a last resort, laid flat to the ground, taped off and every effort will be made to contact the Exclusive Rights holder so they can make arrangements to rectify the issues. Any precautions taken will be proportionate to the level of risk. Only when the memorial poses a significant risk, such as imminent collapse in a way that could lead to serious injury, will immediate action be taken by the Council to control the risk.
12. If a grave owner should be unhappy about the Council's decision to identify their memorial as being unsafe then a meeting can be arranged at the Cemetery where a further inspection of the memorial can be witnessed.
13. Where no contact or action has taken place after 12 months, in such circumstances the Council may take permanent action to make the memorial safe, including removal of the stone.
14. Commonwealth War Grave memorials are not tested and any observable defects should be reported immediately to the Commission by Hadleigh Town Council.
15. The decision of Hadleigh Town Council is final.

For other memorial information please see a copy of the Special Regulations for the Lawn Cemetery and Cremated Remains section.