



Okehampton Town Council

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Memorial Mason Registration Scheme

Introduction

The Memorial Mason Registration Scheme aims to establish a consistent standard of workmanship and working practices in Okehampton Town Council cemetery. The scheme will address the standards required for the installation, repair, and maintenance of memorials, both new and existing, insurance cover, health and safety and administrative requirements with a view to producing a collective approach at our cemetery. It is Okehampton Town Council's intention to identify and promote industry best practice by all registered members.

The following procedures will be applied to all memorial masons registered to work in Okehampton Town Council operated cemetery. The registration procedures are intended to:

- Protect the interests of memorial owners in respect of unsatisfactory workmanship.
- Standardise the quality of fabrication and installation methods.
- Ensure memorial masons comply with Okehampton Town
- Council's management of the Health and Safety regulations.

Memorial masons who are not registered under this scheme will not be permitted to work within Okehampton Town Council operated cemetery.

Eligibility

Memorial masons who have been barred from executing work in any cemetery within the last two years may be ineligible to join the scheme. In these instances, each case will be considered individually, and any decision will be at the discretion of Okehampton Town Council's Parks Committee.

When submitting an application to join the Memorial Mason Registration Scheme, details of any disciplinary actions within the previous two years must be included. Where full disclosure is omitted but subsequently comes to the attention of The Council, we reserve the right to issue an immediate ban on working within Okehampton Town Council cemetery for an agreed period of two years.

Registration Requirements

All registered members of the scheme will be expected and obliged to adhere to the following requirements. These are the minimum acceptable requirements of Okehampton Town Council and may be updated as and when deemed appropriate. Memorial masons are welcome to surpass these requirements and are encouraged to propose suggestions that they believe may improve or enhance current working procedures. Any suggestions implemented by Okehampton Town Council will be applied to all registered members of this scheme.

- A. **Insurance** – each memorial mason firm shall be insured for public liability to the minimum value of £5,000,000 for any one incident, a copy of which will be held on file annually by Town Council.
- B. **Experience and Qualification** – memorial masons and their staff shall be suitably qualified, experienced, and competent to perform all works necessary when erecting, dismantling, and repairing memorials to meet current industry and statutory health and safety requirements and guidelines. Each memorial mason must be able to prove upon request the required standard has been obtained either through experience and/or qualification from a national accreditation scheme.
- C. **Discipline and Workmanship** – each memorial mason will be required to sign a statement that they have not been barred from carrying out monumental work in any other cemetery in the previous two years. The standard of workmanship will be evidenced by qualifications obtained from an accreditation scheme operated by a recognised industry body, for example the National Association of Memorial Masons (NAMM) or the British Register of Accredited Memorial Masons (BRAMM). A letter detailing the qualifications and experience of each member of staff or contractor and, where available, trade references should accompany the application for registration. The statement will also include confirmation that each memorial mason will comply with all statutory requirements, cemetery rules and regulations, the Memorial Mason Registration Scheme requirements, the NAMM Code of Working Practice and British Standard 8415 (latest editions) and BRAMM Code of Best Practice.
- D. **Health and Safety** - each memorial mason must have a Health and Safety Policy which complies with the Health and Safety at Work Act 1974 and protects both the public and its employees. A copy of the Health & Safety Policy will be forwarded to the cemetery office upon registration and thereafter when significant changes are made.

Rules and Regulations

Application to Erect/Repair/Amend a Memorial

1. Every memorial mason shall guarantee each individual memorial in respect of safety and stability for a period of no less than five years. All memorials installed are subject to an inspection at least every five years by Town Council Staff. A further lease may be purchased subject to the memorial being safe at the end of the lease period.
2. It is the Council's policy that no memorial may be placed on a burial plot after interment for a minimum of twelve months. Memorials in the cremated remains section are exempt from the twelve-month waiting period.
3. Applications for the placement of memorials will be refused if the burial plot is unpurchased or a signed statutory decoration is not received for burials that took place before April 2021, or as necessary.
4. All measurements are to be taken from the surrounding ground level where the memorial is to be placed. Ground level is to be clearly identified on the submitted design. Full grave memorials shall be laid level with the surrounding ground.
5. Application forms must be completed in full and signed by both the deed holder and the memorial mason. Application forms should then be forwarded to the Town Council

office with the relevant fee for approval. Permits will only be issued when the application is approved.

6. The grave number must be clearly etched on the reverse right-hand side of the base. The name of the memorial firm installing the memorial must also be etched on the reverse of the base no more than 15mm in height.

Work at the Cemetery

7. Memorial masons are not permitted to work in the cemetery out of the Town Council's working hours including weekends and bank holidays.
8. All memorials in Okehampton Town Council cemetery must be ground anchored and installed in accordance with NAMM Code of Working Practice (1st September 2003 edition and any new editions). Copies can be obtained from their head office at:

The National Association of Memorial Masons
1 Castle Mews
Rugby
Warwickshire
CV21 2XL
Tel: 01788 542264
E-Mail: enquiries@namm.org.uk
[NAMM Website](#)

9. Prior to work commencing the Town Council must receive confirmation of the installation date. This is to ensure work undertaken does not conflict with any other activity within the cemetery. No work will be permitted without receipt of the permit.
10. Upon completion of the work all waste materials shall be removed and the ground cleaned and made good to its original condition by the memorial mason. Once the work is completed the permit must be returned to the Town Council offices.
11. All memorials removed including ground anchor plates, by a memorial mason for whatever reason must be taken to their place of business until such time as the memorial is able to be re-installed.
12. Okehampton Town Council may take down and remove any memorial which has been placed in the cemetery without the required approval, or which in the opinion of the Council has become dangerous or unsightly.
13. When any work is carried out other than specified on the approved application form (repairing or laying down of nearby unsafe memorials), then the responsibility of repairs or re-fixing will become the memorial mason's at no cost to Okehampton Town Council for the length of the guarantee.

Workmanship Guarantees and Insurance

14. All work shall be covered by a guarantee of workmanship, to protect against poor workmanship in respect of materials and construction for a period of no less than five years. This guarantee shall be issued to the grave owner with a copy supplied to the Town Council.

15. Memorial masons shall provide advice to purchasers of memorials against accidental damage, acts of theft or vandalism and details of any security markings on memorials. This advice shall be contained within the workmanship guarantee.

Health and Safety

16. All work carried out shall be in accordance with the Health and Safety at Work Act 1974 and its supporting regulations.
17. Okehampton Town Council staff are not permitted to assist in the installation or removal of memorials by memorial masons. It is the responsibility of the memorial mason firm to ensure that sufficient operatives are present to carry out the work specified on the approved application form.
18. Any uncompleted work to be left for an extended period must be made safe by cordoning with tape and warning signs placed to avoid the risk of injury to visitors and cemetery staff. The Town Council must be informed prior to exiting the cemetery.

Penalties

For Okehampton Town Council's registration scheme to be effective and trusted it is essential that action is taken against those who no longer meet with our requirements.

Okehampton Town Council will review the continued inclusion of a memorial mason on the register following a memorial mason's suspension, removal, or exclusion from the BRAMM/NAMM registers. Okehampton Town Council reserves the right to notify BRAMM/NAMM of any concerns it may have regarding the standard of a memorial mason's workmanship or failure to comply with cemetery regulations.

"Memorial mason" refers to the memorial company and/or the individual memorial mason named as the lead memorial mason on the memorial permit application form, or any person working in conjunction with or under a memorial mason's employment or supervision.

Any breach in the rules and regulations may lead to removal from Okehampton Town Council's Memorial Mason Registration Scheme. However, in practice Okehampton Town Council will seek to work with the memorial mason concerned in order to obtain understanding and conformance with the rules and regulations. This may include introducing certain measures.

19. Any approved Memorial mason who is in breach of the Registration Scheme or Cemetery Regulations will be informed immediately and a first written warning will be issued detailing an improvement notice. This will remain on record for a period of 12 months. Assuming the breach is corrected, and no further breach of the rules occurs during this time, the warning will be removed from the records.
20. If, during the course of the 12-month period there is a further breach of the Memorial Masons Registration Scheme or Cemetery Regulations, a final written warning will be issued, along with a further improvement notice. This will remain on record for a period of two years. Assuming the breach is corrected and if no further breach of the rules occurs during this time, the warning will be removed from the records.

21. If during the two-year period of the final written warning a further breach of the Memorial Masons Registration Scheme or Cemetery Regulations occurs, the memorial mason will be excluded from carrying out work in Okehampton Town Council cemetery for two years.
22. Any memorial mason returning from exclusion who breaches the rules and regulations in any way during the first twelve months will be excluded for a further three years and may only return on written application and approval of Okehampton Town Council.
23. Dependent on the seriousness of the breach the Town Clerk has the right to miss any stage of the penalty procedure and go directly to the next stage.

Gross Misconduct

24. Certain circumstances shall be considered as gross misconduct, which will result in the memorial mason being excluded immediately for a period of two years. Other local authorities in the area will be notified of any gross misconduct.

Examples of gross misconduct are:

- a. Installation of a memorial without approval.
- b. Refusal to correct an error of a memorial installed after approval.
- c. Abusive or aggressive behaviour to the public, Council staff or Councillors.
- d. Failure to adhere to the council's latest edition of the Cemetery Regulations or the conditions of Permit Application.
- e. Causing nuisance within the curtilage of the councils' cemetery
- f. Dangerous working practices.
- g. Intentionally providing false or fraudulent information on a memorial permit application form.

This is not an exhaustive list and the Town Clerk in conjunction with the Chairman of the Parks Committee, will make a final decision on gross misconduct.

Exclusion from the registration Scheme

25. Exclusion from the Registration Scheme will result when memorial masons are found guilty of Gross Misconduct or commit a further breach of the Rules or Specification whilst the 36-month term, as described in Stage 3, is in effect. An exclusion from the Registration Scheme will be for a period of 2 years, during this period a memorial mason will be forbidden to undertake any work within the council's cemetery. In instances of exclusion for Gross Misconduct the Town Clerk may consider advising other local authorities of the circumstances, at their discretion.

Re-registration to the scheme following an exclusion

26. Any memorial mason re-registering on the Registration Scheme following exclusion will be monitored for a period of 18 months. A memorial mason committing any breach of the Cemetery Regulations, or an act of Gross Misconduct, during that period will be excluded from the Registration Scheme for an undetermined period, but not less than 36 months, at the discretion of the Town Clerk.
27. All suspected breaches of the Memorial Masons Registration Scheme &/or Okehampton Cemetery Regulations will in the first instance be subject to an investigation carried out by the Town Clerk. Penalties will not be issued until an investigation concludes a breach.

Appeals

28. Any memorial mason who is dissatisfied with the decision taken against them will be entitled to appeal in writing to Okehampton Town Council and a hearing will be arranged to make a final decision.

Assignment

- 29 No aspects or obligations of the Registration Scheme agreement may be assigned, subcontracted or transferred to a third party without approval, confirmed in writing by the council.

Registration Compliance

Each memorial mason who has signed up to the Memorial Mason Registration Scheme will be deemed to have agreed to comply with the following:

- Local Authorities Cemetery Order 1977
- Okehampton Cemetery Rules and Regulations (current edition)
- NAMM Code of Working Practice (current edition)
- The British Standard 8415 (current edition)
- Health and Safety at Work Act 1974, associated regulations and
- HSE guidance notes
- Memorial Mason Registration Scheme
- All other relevant statutory requirements

Okehampton Town Council reserves the right to update and amend the registration requirements as and when deemed appropriate. Significant changes to the scheme will be communicated as soon as reasonably practicable to all current approved memorial masons.

Memorial Masons Registration Statement

1. Public liability insurance of £5,000,000 for any one incident is held by this memorial Mason firm and a copy will be forwarded to the cemetery office on an annual basis.
2. All staff employed by this memorial Mason have received relevant training and are competent to carry out monumental work in Okehampton Town Council operated cemetery.
3. This memorial Mason or its employees have not been barred from carrying out monumental work in any other cemetery in the last two years. Should any employee be barred from carrying out such work in a cemetery for whatever reason, the cemetery office will be notified immediately.
4. This Memorial Mason has a Health and Safety Policy which complies with the Health and Safety at Work Act 1974 and protects both the public and their employees. A copy of the Health & Safety Policy will be forwarded to the cemetery office upon registration and thereafter when significant changes are made.
5. This memorial mason and its employees will comply with all statutory requirements, including the Okehampton Town Council's rules and regulations, the Memorial Mason Registration Scheme requirements, The NAMM Code of Working Practice and British Standard 8415 (latest editions).

Memorial Mason:

Address:

Telephone Number:

Email:

Name: (print)

Position:

NAMM/BRAMM Registration Number:

Signature:

Date: