

WILLINGTON PARISH COUNCIL

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MEMORIALS POLICY

The Local Authorities Cemeteries Order (1977) – Safety of Memorials

Memorials belong to, and are the responsibility of, the family of the deceased. However it is the duty of the Parish Council to take whatever action is required to ensure the safety of the cemetery.

Therefore, in accordance with requirements laid down in the above Order, and advice given by the PC's Insurers, the following action will be undertaken in respect of memorials.

- > completion of: risk assessment
schedule of all graves
schedule of all graves with a memorial

- > movement test (firm push by hand) of all memorials

None	Check every two years
Slight	Check every six months
Major	Contact relatives and advise that their memorial has failed the test and that they need to secure the memorial within one month or the Parish Council will lay it down flat. Form to be completed confirming the work had been completed to the necessary standard.

If relatives cannot be traced the memorial will be laid flat without delay

Details of efforts made to trace relatives to be recorded.

Dangerous	If the memorial shows serious movement when tested it will be LAID FLAT immediately. Permission of relative will be sought retrospectively.
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If action is required but a relative cannot be traced a faculty will be required from the Diocese of Derby (fee at current rate).

Funeral Directors/Stonemasons to be issued with application forms:-

- > all memorials to be installed will require approval by the Parish Clerk
- > all applications to show full details of the memorial indicating its size, material to be used, inscription and full installation detail (including the method of fixing to the foundation)
- > all work must be carried out in accordance with the Cemetery Regulations and the NAMM Code of Working Practice.

Notice of inspection to be published in local newspapers, and displayed on Cemetery and parish notice boards, allowing 28 days for queries to be raised with the Clerk.

adopted by Willington Parish Council on 10.2.2009 (Minute No.718 refers)

Review 2/2114