



## HORNSEA TOWN COUNCIL

### POLICY DOCUMENT INSPECTION OF MEMORIALS ETC

Hornsea Town Council is the statutory burial authority for the following cemeteries:-

Southgate	Southgate Hornsea East Yorkshire
Edenfield	Marlborough Avenue Hornsea East Yorkshire

Responsibility for safe conditions in the above cemeteries lies with:-

- The purchaser/owner of the memorial
- The mason/erector
- The landowner or occupier of the land (Hornsea Town Council)

Hornsea Town Council, in addition to its own policies and procedures, will comply with the legislation that covers the management of cemeteries:-

- Local Government Act 1972
- The Local Authorities Cemeteries Order 1977
- Health and Safety at Work Act 1974
- Occupiers Liability Act 1957

**HORNSEA TOWN COUNCIL WILL ONLY ALLOW NAMM REGISTERED MEMORIAL MASONS TO ERECT MEMORIALS ETC IN THE ABOVE CEMETERIES.**

### **INSPECTION SYSTEM**

#### **1. Pre inspection**

- a) inspections will take place every year in the Southgate and Edenfield cemeteries
- b) notices of intent will be displayed in town council notice boards and on cemetery gates (for at least 4 weeks)
- c) a notice of intent will be placed in the local press
- d) town and ward councillors will be notified

## 2. **Safety Inspections**

- a) Mr A Binnington will carry out memorial testing and recording (with assistance from other members of the maintenance team as necessary)
- b) written/digital records of inspection will be made
- c) photographs will be taken of all unsafe memorials
- d) where a memorial is found to be unstable immediate action will be taken to rectify the problem:-
  - Structurally supporting memorials
  - Laying memorials down
  - Cordoning memorials
- e) following any of the above action being taken a notice will be placed on the memorial informing the owner/responsible person that the memorial is unsafe – the notice will contain Hornsea Town Council contact details

## 3. **Post Inspection**

- a) every effort will be made to trace the owner of the memorial
- b) contact by letter/telephone will be made with owners of failed memorials and they will be reminded of their obligations

## 4. **Repairs – owner responds and agrees to repair**

- a) advice on registered stone masons will be given and timescales for repair agreed
- b) the memorial will be checked following repair
- c) inspection records will be updated

## 5. **Repairs – owner responds and refuses to repair**

- a) the Town Clerk/Deputy Town Clerk will obtain quotation(s) to carry out the repair
- b) The Town Clerk/Deputy Town Clerk will report the matter to the Town Council who will agree a way forward (*this may include repair – at Town Council cost, removal or permanent laying down*)

## 6. **Repairs – owner cannot be traced**

- a) the Town Clerk/Deputy Town Clerk will obtain quotation(s) to carry out the repair
- b) The Town Clerk/Deputy Town Clerk will report the matter to the Town Council who will agree a way forward (*this may include repair – at Town Council cost, removal or permanent laying down*)

### Ref:

*Local Government Act 1972*  
*The Local Authorities Cemeteries Order 1977*  
*Health and Safety at Work Act 1974*  
*Occupiers Liability Act 1957*

