

PRUDHOE TOWN COUNCIL

ACTING AS THE BURIAL AUTHORITY FOR PRUDHOE

Terms of Licence permitting Memorial Masons to operate in the Edgewell Cemeteries

The purpose of this Licence [document PTC/CEM 01] is to ensure that memorial masons accredited to operate in the Edgewell Cemeteries do so in accordance with the standards and procedures set by Prudhoe Town Council. As the owner of the Cemeteries, the Town Council is responsible firstly to the residents of the local council electoral area of Prudhoe, including Mickley, and secondly to those members of the general public who visit the Cemeteries, owing them a duty of care.

The Town Council therefore requires memorial masons to demonstrate current membership of a relevant nationally recognised trade association and / or of a registration scheme for qualified memorial fixers operated or sponsored by such an association, with a mandatory condition of membership in either case being binding adherence to the National Association of Memorial Masons' (NAMM) Code of Working Practice, failure to abide by which could result in expulsion from membership of the trade association or register in the event of a breach of the Code deemed to be significant in nature or degree. The Town Council also requires (1) masons' undertaking to install new or replacement memorials to a designated specification (i) in respect of the memorial and (ii) in respect of the ground anchoring and foundation, and (2) masons' undertaking to adhere to the Town Council's own code of working practice, embodied in this Licence, for masons working in the Cemeteries. Only masons accredited as required above, and agreeing to operate to the specified standards, may be licenced to operate in the Cemeteries.

The Town Council reserves the right to suspend or revoke any licence in event of any breach of terms or regulations deemed sufficiently serious to warrant such action, and to refer any breach to the relevant authorities for their professional assessment and action.

1. Only those memorial masons registered and licenced to work in the Edgewell Cemeteries by Prudhoe Town Council are entitled to do so.
2. Any such mason must be a registered, accredited member, as a mason, of the National Association of Memorial Masons as the sole relevant nationally recognised trade association operating in this field, and / or of the Register of Qualified Memorial Fixers ("the Register") sponsored by NAMM as the sole relevant nationally recognised trade association.
3. Any such mason shall demonstrate that they have current insurance cover in respect of public liability of not less than £5,000,000 prior to any licence being granted.
4. Licenced masons shall ensure that any of their representatives attending the Cemeteries to carry out work are (1) authorised and qualified to do so, and (2) understand and adhere to the requirements of the terms of their company's licence to operate in the Cemeteries.
5. The mason carrying out the work must be the mason whose details are entered as the "memorial mason" in sections 2, 3, and 3.4 of the form "Application to Erect a Memorial" (PTC/CEM 03).
6. Prior to the erection of any memorial, the mason (or their agent) shall have completed and submitted the form "Application to Erect a Memorial" and received an endorsed copy of this form granting permission to erect, issued by the Town Council.
7. The sole type of memorial permitted shall be the *Lawn Memorial Erected on Cast in Situ Single Foundation*, using the endorsed ground anchor and stainless steel dowels, as provided in drawing No. 8C,

'Pre-Poured Foundation', between pages 8 and 9 of the NAMM Code of Working Practice (2010 edition). Memorials shall be no more than **2 foot 10 inches (876 mm) in height**, 3 foot 6 inches (1050mm) wide, and shall be set on previously un-dug ground at the head of the grave. A sub-base, sub-plinth or other memorial slab beneath the plinth may be permitted subject to its being no more or less than 75mm in thickness and of appropriate material. Apart from the memorial described above, no other memorials, memorial items, kerbsets etc are permitted. Important Note: NAMM states that "pre-poured" in this context means cast *in situ*, or "poured foundation" as it is referred to in Scotland.

8. Masons shall ensure that all memorial foundations are of concrete to the British Standard specification BS EN 206-1, concrete, specified by the NAMM Code and endorsed by the Town Council, that the foundation be at a minimum depth of 14 inches (355mm), and fitted with the ground anchor specified above. The foundation is to be suitably covered for the length of the curing period, which shall be of a minimum of 14 days' duration.

9. In the event that previously non-compliant memorials are removed for repair or engraving or to allow replacement, the mason shall re-install the memorial using the specified foundation, ground anchor and fixing dowels as described above.

10. Masons may only attend to work in the Cemeteries following appointments for a specific date and time. Appointments shall be made by the mason or their agent, for Tuesdays and Thursdays only, between 9.00 am and 4.00 pm, with both the Town Council and with the Cemetery Attendant, permitting a Council representative to attend to inspect the work of the mason both when the foundation is dug and poured and no less than 14 days later when the memorial is installed. The mason or his representative shall ensure that, as and when required, they are able to demonstrate to the Cemetery Contractor and Town Council that the appropriate authorisations have been obtained, and that the installation procedure followed and materials used comply with the standards set by the NAMM Code and endorsed by the Town Council. All missed appointments must be re-booked with both the Council and the Cemetery Attendant.

11. Masons shall ensure that each memorial is engraved with the mason's name, the grave section, row, and number.

12. In the case of each and every memorial, masons shall provide the Town Council with copies of all relevant guarantees and certificates of compliance covering the memorial, ground anchor, foundation, and against faulty workmanship, materials, or construction, such guarantees and certificates meeting as a minimum any standards stipulated by the NAMM Code.

13. Masons shall comply with any direction from the Cemetery Contractor, acting on behalf of the Town Council, that the ground or weather conditions are unsuitable for work in the Cemeteries.

14. In the event of breach by a mason of the terms of this licence, or of the NAMM Code of Working Practice, or of the conditions of any form submitted or agreement entered into, the Town Council reserves the right, following investigation and judgement (1) in the first instance, to issue written warning(s) as to future conduct (2) in event of subsequent breaches duly investigated, or of a failure to remedy the earlier breach(es), to suspend the mason's licence to operate in the Edgewell Cemeteries and refer the matter to NAMM or to the Register authorities, as appropriate, whilst (3) in the event of an instance deemed to amount to gross misconduct, the Town Council reserves the right to revoke the mason's licence to operate in the Edgewell Cemeteries with immediate effect. None of these sanctions shall be understood to deny to any mason the right to appeal in writing to the Town Council against any adjudication and consequent sanction, pending a hearing at which the appeal may be allowed or dismissed.

15. Where applicable, breaches of any term of this Licence shall be rectified by the mason at their own expense.

By order of Prudhoe Town Council (effective from date of issue)

November 2012