

Method Statement for Assessment of Memorials to be carried out October 2011

1. The assessment will concentrate on those memorials previously identified as being unstable during the assessment done on 1.4.10. The current assessment will be carried out by two members of the Parish Council with a contractor in attendance in the event of the memorial being laid down.
2. A list of memorials to be assessed and a map of their positions will be circulated to the members carrying out the assessment in advance.
3. Each memorial will be considered turn, the existing stake will be removed and the memorials inspected visually and by the “hand” method of gently exerting force against the stone.
4. The results of the test will be recorded in the register.
5. Following inspection, one of the following actions will be taken:
 - The memorial will be considered stable enough to have the stake removed
 - The memorial will be considered unstable and will either be laid flat or, in cases where the memorial is too large to be safely handled, the stake will be examined and replaced.
6. In instances where the memorial has been laid down, it will be laid to the rear of the plot with the inscription facing upwards. The Parish Council will continue to endeavour to make attempts to contact relatives of the deceased person wherever possible.

Queries regarding this assessment may be directed to the Clerk to the Council, Tel: 01926 614646 or e-mail clerk@harbury-pc.gov.uk.