

## **MEMORIAL BENCH POLICY**

### **1. INTRODUCTION**

- 1.1. Bickenhill & Marston Green Parish Council supports the needs and principles of allowing memorial benches within the Parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.
- 1.2. It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

### **2. LOCATIONS**

- 2.1. Various locations have been identified as suitable locations for the installation of memorial benches including the Burial Ground, the Recreation Ground subject to availability and approval by the Parish Council.

### **3. POLICY**

- 3.1. The memorial bench should be intended to commemorate a former resident of the Parish or someone who has been interred in the Burial Ground.
- 3.2. All applications for memorial benches should be made using the official request form and should be signed by the donor. The Parish Council will then consider the application which must be authorised before installation by the groundsmen.
- 3.3. The Parish Council has identified areas suitable for the installation of a memorial bench and the Clerk will confirm available sites to the donor.
- 3.4. The Parish Council will limit the number of memorial benches in particular areas.
- 3.5. The Parish Council, should they need to, will notify the donor in the event that the memorial bench is damaged. The donor should ensure that the Parish Council is in possession of current contact details.
- 3.6. The Parish Council reserves the right to remove or re-site any memorial benches that have been damaged and are, in the view of the groundsmen, beyond economical repair or unsafe. Benches which are not repaired within 4 weeks of the notification referred to in (3.5) above will be removed.
- 3.7. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench.
- 3.8. Benches will be of wooden construction and the design must be approved by the Parish Council prior to installation to ensure it is in keeping with the intended location. For the avoidance of doubt, it is advised that prior to the purchase of the bench a design statement and pictorial guide be submitted to Council for approval.

- 3.9. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench or plaque. Any replacement benches or plaques will be the responsibility of the original donor.
- 3.10. Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
- 3.11. The Council accepts no liability for replacing a bench at the end of its useful life. When a bench has been disposed, the commemoration will automatically cease. In the event that the Council installs a new bench at the same location, it reserves the right to agree a commemoration with a new donor.

#### **4. STYLE & COST OF BENCH**

- 4.1. Permission will only be given for hardwood benches in traditional style with either plaque or discreet carving of in memorium. A fixing kit must be supplied prior to installation of the bench by the groundsmen.