

## MEMORIAL BENCH AND PLAQUE POLICY

Frampton Cotterell 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. 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. All applications for memorial benches and/or plaques should be completed on the official request form and signed by the donor.
3. The donor will be expected to meet the cost of purchasing and installing of the bench/and or plaque(s).
4. The Parish Council will limit the number of memorial benches in particular areas.
5. The Parish Council will inform the donor when the bench is to be installed.
6. Details to be inscribed on a plaque should be included on official request form and signed by the donor.
7. The Parish Council will perform basic maintenance requirements to the bench throughout its lifecycle.
8. If major maintenance is required, the donor will be consulted and invited to meet/contribute towards the cost if a viable repair can be made. If repairs are not viable, the donor will be consulted regarding disposal or replacement.
9. The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Council beyond economical repair or have not been repaired within 4 weeks of the notification to the donor.
10. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.
11. Benches and plaques will be of the type, colour, design and size specified by the Parish Council to be in keeping with the intended location.
12. When any bench/plaque reaches the end of its natural life, the original donor will be contacted wherever possible, and asked whether they wish to purchase a replacement.
13. Any maintenance carried out by a third party will be in strict agreement with the Parish Council.
14. Up to 3 plaques per bench will be accepted.
15. Plaques for tree guards will be accepted until there is no more room.
16. Only plaques will be permitted to be displayed on tree guards.

## REQUEST FORM

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone \_\_\_\_\_

Email: \_\_\_\_\_

(Please ensure that you notify of any change of name or address or contact details)

### **MEMORIAL BENCH REQUEST**

Proposed Location of bench: \_\_\_\_\_

(Please note that the Parish Council can only grant permission to site benches on land owned by the Council – see Council website for details)

I agree that, once approval has been granted that I will cover the costs involved in purchase and installation of the bench.

### **DEDICATORY PLAQUE**

Name of person for dedication: \_\_\_\_\_

Proposed inscription: \_\_\_\_\_

Is your plaque request for an existing bench **YES/NO** (please delete as appropriate)

Is your plaque for a new bench **YES/NO**

Is your plaque for a tree guard **YES/NO**

I agree that, once approval has been granted that I will cover the costs involved in purchase and installation of the plaque.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_