

**DONATED MEMORIAL BENCH POLICY**

Wedmore Parish Council supports the needs and principles of allowing memorial benches. The Council is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all. 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.

The policy will also ensure that only memorial benches are erected that have a common appearance, style and size and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement.

The Council through the policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

**Terms and Conditions**

• All applications to donate a memorial bench must be submitted on an official

application form and be signed by the applicant. The form should be returned to the

Clerk along with full payment of the required fee.

• Memorial benches are donated for a fixed term of ten years. At the end of this period

the donor of the bench may extend the period by a further five years (subject to the

bench being in an acceptable condition). The donor may also choose to replace the

bench at the end of the ten year term, in which case a new ten year agreement must

be raised. The fees for any extensions or replacement will be based on the Council’s

approved schedule of charges applicable at that time. The fixed ten year term

commences when the application is approved by the Council.

• The Council has no commitment to accept any application made. Should the

application be rejected.

• Benches will be purchased by the Council to ensure suitability for general public use

and uniformity of design.

• Only sites which do not already have a sufficient number of benches will be

considered. Remote locations with poor access for maintenance and users will not

be considered.

• The Council will limit the number of memorial benches in particular areas so that they

shall not detract from the prime purpose of the site. The Council reserves the right to

refuse applications on this basis.

• The Council will attempt to notify the applicant in the event that the memorial bench

is damaged. The applicant should ensure that the Council is in possession of current

contact details.

• The Council retains the right to remove any memorial benches that have been

damaged and are, in the view of the Council, beyond economical repair.

• The Council cannot guarantee the long-term safety or security of the benches and is

not responsible for the replacement of benches resulting from damage, vandalism, or

deterioration with age.

• In the unlikely event a bench is stolen, the Council shall not be responsible for

providing a replacement.

• The Council will not grant applications for memorial benches to pets.

• To ensure installation is undertaken safely, to the required standards, the Council will arrange for bench installation and surfacing where necessary at the cost to the applicant.

• The memorial plaque inscriptions will need to be submitted and approved by the

Council.

• Once installed, the bench becomes the property of the Council. The bench shall not

be removed by the donor and it may be used by any/all visitors in which it is sited.

• The 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. Any replacements of benches or

plaques will be the responsibility of the original applicant.

Applications for donated memorial benches are processed all year round. On receipt of

a request the council will respond within 10 working days. Once an application has been

approved it may take up to 12 weeks for the installation of a bench and plaque. Severe

weather conditions may extend this period and the donor will be kept informed during

this time.

The Council will keep a record of donors and their contact details in accordance with the

General Data Protection Regulations. It is the responsibility of the donor to notify the

Council of any changes to their contact details.

Adopted July 2022