



Adopted:
Reviewed:
Next Review: February 2024

MEMORIAL BENCH POLICY

This policy will take effect from [date] and relates to all new applications accepted since that date. An Appendix to the policy sets out how the Town Council will manage existing benches.

West Mersea Town Council acknowledges that the dedication of a bench to a loved one is a tradition which many wish to continue. However, the Town Council must take into account that there is a finite number of spaces for such memorial seats.

All requests must be made in writing on the attached form and in agreement with the next of kin, personal representative and/or the executors.

Memorial benches will be permitted on various locations, the Town Council will try to accommodate the request and preference of the families as to the location, but this must be agreed by the Town Council.

- a) Benches must be purchased through the Town Council.
- b) The Town Council will manage the installation of all benches.
- c) The inscription on the plaque rail shall be a suitable statement which must be approved by the authorised officer of the Town Council. Once approved by the Town Council, you may purchase the plaque (maximum size 175mm wide x 75mm high) for delivery to the Town Council office.
- d) The Council in line with current maintenance arrangements will maintain the bench but the Council accepts no liability for replacement of the bench or the plaque at the end of its useful life.
- e) No additional mementos such as vases, statues, flowers or wreaths shall be permitted on or around the bench.
- f) There are no designated locations on land owned or leased by the Town Council where ashes can be scattered including around memorial benches.
- g) If the bench is no longer safe the Town Council reserves the right to remove the bench.
- h) It is the responsibility of the owner of the bench to inform the Town Council of any change of address.

Appendix A

Whilst the above policy deals with new applications for benches, there is a need to specify how the Town Council will manage the large number of benches in situ. When the memorial seat is coming to the end of its life the Town Council will try to contact the owner by telephone, email or post to inform them of the situation and whether they would like the bench and memorial plaque to remain. If there is no reply after 6 weeks the Town Council will remove the memorial plaque and retain the memorial plaque for a year. If the bench is in a poor state of repair it will be removed.

In the event of damage, the Town Council reserves the right not to replace the bench or to offer the owner the opportunity to facilitate a replacement.



WEST MERSEA TOWN COUNCIL
MEMORIAL BENCH APPLICATION FORM

Name of Deceased: _____ Date of Death: _____

Your Details

Name: _____

Address: _____

Telephone: _____ Email: _____

Wording for Plaque: _____

Preferred location of bench: _____

Costs

The 6' hardwood memorial bench, including delivery and installation is £1074.

I agree to the terms of the Memorial Bench Policy.

Signature: _____

Print name: _____ Date: _____

Please return this form to:

West Mersea Town Council, 10 Melrose Road, West Mersea, Colchester, Essex, CO5 8JD

Email: info@westmersea.org Telephone: 01206 382128

Office only:

<i>Date received</i>		<i>Confirmed location</i>	
<i>Plaque wording approval</i>		<i>Order date</i>	
<i>Date approved</i>		<i>Installation date</i>	