



MEMORIAL BENCH POLICY

1 INTRODUCTION

1.1 **West Mersea Town Council supports the needs and principles of allowing memorial benches within the town and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Town 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.

1.3 The Town Council reserves the right to refuse any application which it deems unsuitable. The decision of the Town Council will be final.

2 LOCATIONS

2.1 Council owned/managed land.

3 POLICY – Terms & Conditions

3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.

3.2 All memorial benches and installation costs should be paid for by the applicant prior to ordering. A routine maintenance/regular inspection fee of £150 per 10-year period is due to the Town Council prior to installation. All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant.

3.3 The Town Council will limit the number of memorial benches in particular areas.

3.4 The Town Council will notify the applicant in the event that the memorial bench is damaged. The responsibility and cost of repair will be for the applicant. The applicant should ensure that the Town Council is in possession of current contact details

3.5 The Town Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Town Clerk or another member of staff beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (3.4) above.

3.6 The Town Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Town Council carries out routine maintenance.

3.7 Benches will be of the type and colour specified by the Town Council to be in keeping with the intended location.

3.8 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high and to be an easy fit in the centre of the upper most lath of the back of the bench. Please supply plaque inscription with your application.

3.9 The Town Council in line with the current maintenance regime for benches will maintain the plaque. The Town 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.

3.10 Any maintenance carried out by a third party will be in strict agreement with the Town Council and by appointment only.

4 STYLE & COST OF BENCH

4.1 Permission will only be given for the following:

- Hardwood
- Recycled Material

4.2 Charges for Memorial Bench:

- | | |
|------------------------------------|------------------------|
| • Hardwood 6ft Bench | £ 500.00 (approximate) |
| • Recycled 5ft Bench | £ 525.00 (approximate) |
| • Installation Charge (compulsory) | £ 100.00 |
| • Maintenance Charge (compulsory) | £ 150.00 |

All prices subject to change.

Approved: 31 May 2018 - Minute reference: 18/086

Reviewed: 10 December 2020 - Minute reference: 20/274

Review: December 2022



APPLICATION REQUEST FOR A MEMORIAL BENCH

Full Name: _____

Address: _____

Postcode: _____

Contact No: _____ Email: _____

(Please notify us of any change of name or address so we can contact you if necessary)

Name of person for dedication (block capitals): _____

Style of preferred bench: 6ft Hardwood/5ft Recycled (delete as applicable)

Preferred location of bench: _____

Plaque inscription requested (max. size 175mm wide x 75mm high): _____

You will be advised when the plaque inscription is approved.

Total amount due: £_____ (payable by BACS)

Please provide and install a dedicated seat on my behalf. Once approved I agree to donate the required cost for the order to be made.

Signed: _____ Dated: _____

Please return application request form to:

West Mersea Town Council, 10 Melrose Road, West Mersea, CO5 8JD or email: info@westmersea.org - Tel: 01206 382128

OFFICE USE ONLY	
Bench approval:	Bench cost:
Date ordered:	Installation charge:
Plaque inscription approved:	Maintenance charge:
Plaque supplied:	Total amount:
Date of installation:	Date paid:
Location:	

Data Protection Act: In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held and may be passed to other services of the Council, so that you are provided with the best possible support. We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.