



# PUCKLECHURCH PARISH COUNCIL

## Memorial Bench policy

1. Pucklechurch 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.
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.
3. All applications for memorial benches should be completed on the official request form and be signed by the donor.
4. The donor will be expected to meet the cost of purchasing the bench and plaque(s)
5. The Parish Council will limit the number of memorial benches in particular areas.
6. The donor is expected to arrange suitably qualified persons to erect the bench.
7. The parish council must be informed of the day of the bench being put in place, and the name and details of the person undertaking the work.
8. Once erected, basic maintenance of the bench will become the responsibility of the Parish Council
9. 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.
10. 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 notification to the donor.
11. 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.
12. Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.
13. The Parish Council in line with the current maintenance regime for benches will maintain the plaque.
14. When the bench reaches the end of its natural life, the original donor will be contacted wherever possible, and asked whether they wish to purchase a replacement bench.
15. Any maintenance carried out by a third party will be in strict agreement with the Parish Council.

### Plaques on benches:

1. The parish council will permit plaques to be erected on existing benches on the recreation ground that have not been donated.
2. There will be a maximum of 3 plaques per bench.
3. Each plaque must be applied for on in writing.
4. The fitting of the plaques can only be undertaken by an approved contractor



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5. The Parish Council in line with the current maintenance regime for benches will maintain the plaque.
6. When the 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 plaque.
7. Any maintenance carried out by a third party will be in strict agreement with the Parish Council.

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