

Alnmouth Parish Council

Memorial Bench Policy & Procedure

**Date of Adoption: May 2019
Last revised: 12th November 2024**

ALNMOUTH PARISH COUNCIL

Memorial Bench Policy & Procedure

1.Introduction

1.1 There is no statutory or legal obligation for the Parish Council to offer commemorative benches as a service but it can be a way in which the wishes of families can be met, whilst providing a wider community benefit, helping to fund the provision of public benches across the Parish.

1.2 This policy sets out the principles and process for managing and administering benches with dedications.

2.Policy and Procedure

2.1 All requests for memorial benches will be fully considered by the Parish Council.

2.2 Requests will be accommodated wherever possible, although the need for additional benches within the parish is limited and priority will be given to benches commemorating village residents.

2.3 It will be the responsibility of the donor and/or his or her successors to meet the cost of purchase and installation of the bench and to arrange its secure installation to the satisfaction of the Parish Council.

2.4. The majority of dedicated benches are historic and pre-date this policy. Where benches and plaques have been installed before 2016 and the bench needs refurbishment or removal APC will use reasonable endeavours to make contact with the relatives/friend and offer the relatives the opportunity to refurbish, replace or dispose of the bench with the agreement of APC. APC will endeavour to return memorial plaques to relatives/friends.

2.5 In most locations under the control of APC, no new bench sites are available. Where available, a suitable location will be agreed by the Parish Council and the donor. A good quality, three or four seat hardwood bench will be selected by the donor and approved by the Parish Council. The plaque will be of a type and standard approved by the Parish Council.

2.6 The Parish Council's insurance policy will only meet the cost of public liability. For this risk to be covered, the bench must be donated to the Parish Council and be listed on its Asset Register. Loss or damage caused by events such as theft, fire, vandalism, accidental damage or wear and tear are not insured, and the Parish Council will accept no liability for the cost of repair or replacement.

2.7 Donors of benches have two options for ongoing maintenance of the bench:

a) Pay an upfront payment of £250 to APC for which the council will cover basic maintenance and cleaning costs for up to 7 years or to the end of its useful life, whichever is sooner; **OR**

☐ (tick your option)

b) The relative/friend to agree to maintain the bench (to the standard at 2.10 below) for a period of up to 7 years or to the end of its useful life, whichever is sooner.

☐ (tick your option)

2.8 If a bench becomes damaged or deteriorates beyond repair or if the cost of maintenance exceeds the amount remaining from (2.7 (a)) above, then every effort will be made to consult the donor regarding the disposal or replacement of the bench. If the donor cannot be contacted, the Parish Council reserves the right to dispose of the bench.

2.9. At the end of 7 years (or at the end of the Bench's useful life whichever is sooner), the original donor and/or his or her successors will need to contact the Parish Council to state whether they wish to purchase a replacement bench, or not. If no contact is received, the Parish Council reserves the right to dispose of the bench and to re-allocate the bench site to someone else.

2.10. The Council's standard of maintenance will be accepted as keeping the bench fit for purpose. This will involve routine inspection, the occasional removal of any build up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available.

2.11. The Parish Council accepts no responsibility or liability if a memorial bench is damaged, vandalised or stolen.

I accept these Terms and Conditions

Signed (Donor): _____

Name (Print): _____

Date: _____

Postal Address

Tel Number/Numbers: _____

Email Address _____

Site of Bench _____

Approved by APC

Signed: _____ (Clerk/RFO)

Name _____

Date: _____

Date of APC Meeting Minute _____