

Memorial Bench Seat Policy	
Policy Document Reference	002
Dated	December 2021
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Next Review Date	December 2024

1. Introduction

Bewdley Town Council recognise the wish for memorial benches and has created this policy in order to facilitate such requests. Consideration will be based on an individual basis and the Town Council retains the right to refuse or limit the number of benches within public realm.

This policy relates to the administrative area covered by the Bewdley Town Council. It therefore includes Wribbenhall.

2. Objectives

- i) To respond to requests by relatives and friends of a deceased person to provide some lasting memory of that person;
- ii) To ensure that benches are not out of place in the area in which they are situated.
- iii) To ensure that the Town Council and as a consequence the taxpayer is not unduly burdened by installation, maintenance and insurance costs of additional assets.
- iv) To contribute to the overall amenity of the town by providing bench seats and securing their maintenance for the future.

3. Conditions

- i) The Town Council will limit the number of memorial benches on land which it controls.
- ii) All requests for either new bench seats with plaques or for plaques to be fixed on existing bench seats must be made on the relevant form signed and submitted to the Town Council.
- iii) The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench and/or plaque, including installation.
- iv) New bench seats will be of a type, design and colour approved by the Council to ensure some consistency with existing ones in place throughout the town.
- v) The purchase of each bench seat and/or plaque and their installation will be carried out by the Council by an approved contractor to ensure compliance with both Health and Safety and insurance requirements.
- vi) Once installed, the bench seat and plaque will become the property of the Council. It will be insured and maintained for an initial period of ten years.*
- vii) Should a memorial bench become damaged or vandalised, steps will be taken to repair where it is able. Should this damage be considered unrepairable, the Town Council will consider its replacement should the budget extend to this, however the council is not duty bound to do so.
- viii) Should a memorial bench be stolen, the Town Council will consider its replacement via means of insurance, if applicable, however should this impact on future insurance premium, the council is not duty bound to do so.
- ix) The Council does not permit the provision of bench seats and plaques other than as supplied by or through the Council.
- x) Land that is not in the ownership of Bewdley Town Council, for example public highway (WCC) and Wyre Forest District Council open space will be subject to consent by that authority. In this instance a request for memorial seating must be made directly to that authority.
- xi) Land in private ownership or in Trust will be subject to consent from the landowner or Trustee and requests must be directed accordingly.
- xii) Memorials will be limited to benches. No additional mementos for example, vases, statues, flowers, wreaths, balloons or other ornamentation will be permitted on or around the memorial. These will be removed without reference to the original applicant(s).
- xiii) The Town Council will only permit memorials to individuals, applications for memorials to pets will not be considered.

- xiv) The Town Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is considered no longer safe and fit for purpose. In this event, the named person(s) on the application form will be notified. Any inscribed plaques will be returned to the donor or disposed of if contact cannot be made.
- xv) The Town 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 provide the Town Council with updated details in writing, preferably by email. Failure to do so may result in the memorial being subject to removal as indicated in point 3 xiv).

4. Location

- i) The location of new bench seats will be decided by the Council subject to consultation with the donor beforehand. The final decision will be that of the Town Council.
- ii) The Town Council will attempt to accommodate the wishes of the applicant with regard to preferred location, however it may limit the number of benches within a particular location.
- iii) The Town Council reserves the right to remove or re-site memorial benches at any time, although advance notification will be given subject to update to date records available in accordance with point 3 xv).

5. Plaques/Inscriptions

- i) The precise wording of any plaque or inscription must be approved by the Town Clerk with the object of having some consistency in the nature of the wording and style of lettering. Further guidance can be given as to what may be acceptable.
- ii) The size of the plaque should be no greater than a width of 150mm and height of 60mm.
- iii) The plaque will be fixed to the upper back rail or slat of the bench facing forwards.
- iv) No bench seat will have more than one plaque.

6. Charges

- i) The cost of purchase of the bench and plaque will be issued on a separate Memorial Bench Tariff.
- ii) The charges as detailed in the Memorial Bench are subject to annual review as from 1st April in each calendar year.
- iii) Once the location (with necessary consents), type of bench seat and plaque inscription have been agreed with the donor, the Council will issue an invoice for the appropriate amount. Payment in full will be required as a condition of the order prior progression of purchase and installation.

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* After a period of ten years Bewdley Town Council will endeavour to contact the donor and seek a further agreement for continued maintenance of both the bench seat and memorial plaque. This arrangement may be subject to a further fee being charged which will be at the discretion of the Council. If the donor cannot be contacted for any reason, the Council may in its discretion remove the plaque and allow the bench to become available to a new donor.



Memorial Bench Request Application

Full Name:	
Address:	
Postcode:	
Telephone: (landline and mobile)	
Email:	
Relationship to the person for whom the bench is being provided to remember:	
Please ensure that you notify the office of any change in contact details so that we can contact you if necessary.	

Details of the Memorial

Memorial Bench and Plaque Please tick <input type="checkbox"/>	Memorial Plaque only Please tick <input type="checkbox"/>
Dedicated to:	
Please indicate if you or the deceased have an association with Bewdley Town Council	
Preferred location	
Proposed plaque inscription – No more than 15 words	

Declaration by the applicant.

I declare that I have read and understood the Bewdley Town Council Memorial Bench Policy

Signed: _____ Date: _____

Print Name: _____

When completed, please return/email this completed application form to:
The Town Clerk's Office, Bewdley Town Council, 6 Load Street, DY12 2AE