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WEST MOORS TOWN COUNCIL



BENCH AND MEMORIAL POLICY

Adopted by the Council on 08.03.2018

Reviewed 3rd November 2022

Review date due: **November 2026**

West Moors Town Council

Memorial Bench Policy

Introduction

West Moors Town Council has adopted this policy to facilitate members of the public if they wish to donate:

- A new bench seat with accompanying plaque in memory of a deceased person
- A plaque on its own to be fixed to an existing bench seat.

Objectives

- To respond to requests from relatives and friends of a deceased person to provide some lasting memory of that person.
- To ensure that all benches have a common appearance, style and size which are appropriate to the installation location.
- To contribute to the overall amenity of West Moors by providing seats
- To establish responsibility for maintenance, repair and replacement.

Locations

- Cemetery, Priory Road
- Fryer Field
- Petwyn Village Green
- Jubilee Copse, Fryer Field

The location of a new bench will be decided by the Council subject to consultation with the applicant beforehand.

The Council will endeavour to provide a new bench seat at the site chosen by the applicant, but the exact chosen location cannot be guaranteed.

If the applicant requests a new bench seat on land that forms part of the highway the consent of Dorset Council will need to be obtained. The Town Council will seek permission from Dorset Council, but no guarantee can be given as to whether such would be forthcoming.

Conditions

Applications must be made in writing to the Town Clerk and include information on the preferred location of a bench and the proposed inscription for a memorial plaque.

West Moors Town Council reserves the right to install benches where suitable, but will, where appropriate, accommodate requests.

Benches are of a predetermined style for the cemetery and cannot be changed (see below for image).

The purchase of each bench seat and/or plaque and their installation will be carried out by the Council.

Once positioned a bench or memorial plaque cannot be repositioned or removed from site, without the consent of the council.

West Moors Town Council will maintain responsibility for the bench and/or plaque during the 10-year lease period. During this time, it will be insured and maintained.

No additional mementos such as vases, statues, flowers or wreaths shall be permitted on or around any bench.

The Council will not grant applications for memorial benches and/or plaques to pets.

Lease period

All benches and memorial plaques are based on a 10-year lease.

After the 10-year period the Council will endeavour to contact the applicant and seek further agreement for continued maintenance of the bench seat and/or plaque. This arrangement will be subject to a further fee being charged by the Council. If the applicant cannot be contacted, the Council may at its discretion remove the plaque and/or bench.

Plaques/Inscriptions

The precise wording of any inscription must be approved by the Town council with the object of having some consistency in the nature of the wording and the style of the lettering.

The size of the plaque shall be no greater than 150mm wide and 60mm high.

Memorial plaques shall be affixed in the centre of the upper most plank of the back of the bench.

Charges

Plaque on existing bench £70 (cost of plaque and engraving and installation)

New bench with plaque £1,000 (cost of bench, cost of installation, cost of 10 years maintenance).

Once an application has been approved payment must be made in full for the order to be progressed.



Approved style of bench for cemetery
1.2 metres long

Review

This Policy will be reviewed as required by organisation or legislation changes, but at a minimum of 3 to 4 years.

Reviewed 03.11.2022