



## Memorial Bench Policy

Version Number	Date	Author	Notes
1.0	April 2016	M Saunders	Adopted by PC May 206
2.0	15 May 2024	M Harper	For review and approval at the Facilities Committee meeting 22 May 2024 for recommendation to Parish Council meeting to be held on 29 May 2024
2.1	29 May 2024	M Harper	Adopted by Parish Council at its meeting on 29 May 2024 – minute ref 24/25.14.7.3



## Danbury Parish Council

### Memorial Seat Application Form

Name of Deceased.....Date of Death.....

**Your Details:**

Name.....

Address.....

Telephone.....

E Mail .....

Wording for Plaque .....

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.....  
.....

Please see below the type of Seat which is a Packham from [www.orchardstreetfurniture.co.uk](http://www.orchardstreetfurniture.co.uk)



The seat is set on a concrete base.

**Costs**

The Plaque is included in the price. It is also includes delivery to site and the installation.

NB: A CURRENT COST WILL BE PROVIDED AT THE TIME OF APPLICATION DEPENDING ON THE COST FROM THE SUPPLIER. CURRENTLY SUPPLYING, DELIVERY, THE PLAQUE AND INSTALLATION IS £1000.00

I agree to the terms of the Memorial Seat Policy.

Signature: .....PLEASE PRINT NAME:.....

**Please return this form to:**

Danbury Parish Council, Old School House, Main Road Danbury CM3 4NQ (01245 225111)

E Mail: [parish.council@danbury-essex.gov.uk](mailto:parish.council@danbury-essex.gov.uk)



## **Danbury Parish Council**

### **Policy for Memorial Benches**

This policy will take effect from 1<sup>st</sup> April, 2016 and relates to all new applications accepted since that date. An Appendix to the policy sets out how the Parish Council will manage existing benches.

Danbury Parish Council acknowledges that the dedication of a bench to a loved one is a tradition which many wish to continue. However, the Parish Council must take into account that there is a finite number of spaces for such memorial seats.

All requests must be made in writing on the attached form and in agreement with the next of kin, personal representative and/or the executors.

Memorial benches will be permitted on Dawson Memorial Field, the Parish Council will try to accommodate the request and preference of the families as to the location but this must be agreed by the Parish Council.

- a) Benches must be purchased by the next of kin from the Parish Council's approved supplier in consultation with the Council.
- b) Each bench shall be secured by a concrete base and the legs shall be dug and set in the concrete below ground. The area in front of the bench will be dressed by the concrete base.
- c) The Parish Council will manage the installation of all benches; the cost must be in the donation.
- d) The inscription on the plaque rail shall be a suitable statement which must be approved by the authorised officer of the Parish Council. The cost will also be in the donation to the Council.
- e) The Council in line with current maintenance arrangements will maintain the bench but the Council accepts no liability for replacement of the bench or the plaque at the end of its useful life.
- f) No additional mementos such as vases, statues, flowers or wreaths shall be permitted on or around the bench.
- g) There are no designated locations on land owned or leased by the Parish Council where ashes can be scattered including around memorial benches.
- h) If the bench is no longer safe the Parish Council reserves the right to remove the bench.
- i) It is the responsibility of the owner of the bench to inform the Parish Council of any change of address.

## **Appendix A**

Whilst the above policy deals with new applications for benches, there is a need to specify how the Parish Council will manage the large number of benches in situ. When the memorial seat is coming to the end of its life the Parish Council will try to contact the owner by telephone, email or post to inform them of the situation and whether they wish to purchase a new bench. If there is no reply after 6 weeks the Parish Council will remove the memorial plaque and retain the memorial plaque for a year. If the bench is in a poor state of repair, it will be removed.

In the event of damage by vandalism, if the Parish Council is unable to recover the insurance excess the Council reserves the right not to replace the bench or to offer the owner the opportunity to pay the excess in order to facilitate a replacement.