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| **SWANLAND PARISH COUNCIL** **Memorial Benches Policy** | swanPCsmall |

This policy will take effect from August 2021 and relates to all new applications received since that date. An appendix to the policy sets out how the Parish Council will manage the existing benches which were not sited under this policy.

Swanland 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 are a limited number of locations suitable for such benches. Swanland Parish Council only owns and controls the land around the pond. This policy applies to the placing and maintenance of benches on this land and also at other locations in the village with the agreement of East Riding of Yorkshire Council as the highway authority.

The request for a bench will be considered by the Parish Council, taking into account such as the strength of the individual’s link to the village and their involvement in village life. If the Parish Council considers that there are no suitable locations for additional benches, then the option will be given to either replace an old bench with a new one or allow a new plaque to be added to a predetermined existing bench. The bench style and design will be selected by the Parish Council and the material of the bench will either be plastic or metal in order to reduce the future maintenance requirements. The bench and/or plaque and installation will be paid for by the requestor (together with an additional 10% of those costs towards future maintenance) and the Parish Council will manage the order and installation process.

It should be understood by the person requesting the bench that once the bench is installed it will become the property of the Parish Council and covered under the council’s insurance policy. The Parish Council reserves the right to remove the bench or plaque at any time it is no longer safe or has become unsightly. Before doing so the Parish Council will attempt to contact the individual who requested the bench via post, telephone, and e-mail, and offer them the option of paying for any repairs. It is up to the purchaser of the bench to inform the Parish Council of any change of address.

The Parish Council does not allow any ‘mementos’ to be placed on the benches and so these will be removed immediately without notification.

**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 benches already in place. The Parish Council will maintain the bench if the cost to do so is reasonable, however the Parish Council reserves the right to remove the bench at the time it is no longer safe or has become unsightly. The Parish Council will attempt to contact the original purchaser of the bench (if known) to offer them the option of paying for any repairs. If not, or if the original purchased cannot be located by reasonable steps, then the bench will either be removed, or the option given to someone else to repair or replace the bench (and replacing the plaque). This will be entirely at the discretion of the Parish Council. All individuals who currently have a dedicated bench will be notified (if known) of the new policy following its adoption.

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| **SWANLAND PARISH COUNCIL** **Memorial Benches Policy****Bench/Plaque Request Form** | swanPCsmall |

Name……………………………………………………………………………………………………………………………………….

Address ……………………………………………………………………………………………………………………………………

 ……………………………………………………………………………………………………………………………………

Telephone ……………………………………………………………………………………………………………………………….

Email ……………………………………………………………………………………………………………………………………….

Requested location for bench/plaque …………………………………………………………………………………….

Wording for memorial plaque …………………………………………………………………………………………………………………………………………………

Happy for other plaques to be installed on bench Yes/No/Not Applicable

I understand that once purchased and installed the bench and/or plaque will become the property of the Parish Council. I acknowledge that the Parish Council has the right to remove the bench and/or plaque, as specified in the policy.

I give consent for the Parish Council to keep my personal details on record and I will inform the Parish Council of any changes to them.

Signed…………………………………………………………………………Date…………………………………………………………….

To be completed by the Clerk:

Request approved/refused at Parish Council meeting on …………………………………………………….

Bench style ……………………………………………………………………………………………………………………………

Costs – Bench ……………………………………………………………………………………………………………………….

 Plaque ………………………………………………………………………………………………………………………

 Installation ……………………………………………………………………………………………………………….

Total cost including VAT ……………………………………………………………………………………………………….