



**This Policy sets out the Parish Council's
Memorial Bench Policy & Application Form**

31 March 2020

Introduction

Whalley Parish Council supports the needs and principles of allowing memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

Locations

1. Parish owned land;
2. The public footpaths owned by the Highway Authority (Lancashire County Council) upon licence;
3. Land owned by Ribble Valley Borough Council upon licence.

Policy Background

All applications for memorial benches should be completed on the official request application form and be signed by the applicant.

To ensure new benches are appropriate for public use and in keeping with the setting, limited styles are offered and all benches must be purchased by Whalley Parish Council.

All memorial benches should be paid for by the applicant before the completion of the installation. The cost of sponsoring a bench is £950. This goes towards covering the costs to the Council of purchase, installation and maintenance for a period of ten years.

After the ten-year period, subject to agreement with the Council, families may wish to pay for a further period of sponsorship if the bench is still in an acceptable condition or sponsor a new seat to replace the old. After ten years, it will be charged at a cost of £50 per year for maintenance if the bench is still viable.

After this ten-year period the Council may remove the bench or allow other memorial plaques to be placed on it. Any plaques from removed benches will be retained by the Council for a year for the family to collect.

Terms and Conditions

1. The location, style of bench and plaque wording are all subject to Council approval. The Council will discuss all details with the sponsor before finalisation of the sponsorship.
2. All memorial benches should be paid for by the applicant before completion of the installation. The fee of sponsoring a bench is £950 for a ten-year period.
3. Plaques of 10cm x 5cm (with a maximum of 5 lines) are included in the bench fee. Inscriptions 'In Memory Of' and will be limited to the name of the person, their date of birth and death and short inscription of up to 7 words.
4. The Parish Council will notify the applicant in the event that the memorial bench is damaged. The applicant has the responsibility to ensure that the Parish Council is in possession of current contact details. We will retain your personal details for this purpose only. Your details will not be passed to a third party.
5. The Parish Council reserves the right to repair/remove/move memorial benches on grounds of condition or for safety reasons.
6. Memorial benches remain the property of Whalley Parish Council.
7. No additional mementos – for example vases, statues, flowers, wreaths, balloons or other ornamentation shall be permitted on or around the memorial bench.
8. Installation and repairs will be carried out by the arrangement of the Parish Council only. Sponsors wishing to carry out any maintenance themselves must request permission from the Council to do so.



Memorial Bench and Plaque Application Form

Please complete this application form to apply for a memorial bench and plaque. A Parish Councillor or the Clerk of the Parish Council will contact you to discuss and finalise arrangements before installation.

Applicants Details

Applicants Name	
Address	
Telephone	
Email	

It is the responsibility of the bench sponsor to inform the Council of any change of contact details during the term of sponsorship.

Location

Preferred Location	
--------------------	--

Please state your preferred location address, subject to approval by Whalley Parish Council.

Memorial Plaque (10x5cm)

Line 1	In Memory Of (optional)	
Line 2	Name	
Line 3	Date of Birth – Date of Death	
Line 4	Personal Inscription	
Line 5	(maximum of 7 words over 2 lines)	

*Wording options can be varied subject to approval.
A draft proof will be supplied to applicant for confirmation before installation.*

I wish to apply for a 10-year sponsorship including engraved plaque Memorial Bench at a fee of £950.

I have read and understand the Whalley Parish Council Policy on Memorial Benches and agree to the terms and conditions:

Signed.....Date.....

Please make fee payment of £950.00 to Whalley Parish Council and return the completed application form by email to: clerk@whalleyparishcouncil.org.uk or by post to: Parish Clerk, 27 Waddow Grove, Waddington, Clitheroe BB7 3JL.

Direct Payments to:

Account Name: Whalley Parish Council

Sort Code: 01-02-14

Account Number: 04043766