



Whalley Parish Council

Memorial Bench Policy

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 form and be signed by the applicant.

To ensure new benches are appropriate for public use and in keeping with the setting limited styles of bench are offered and all 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 the finalisation of the sponsorship.
2. All memorial benches should be paid for by the applicant before the completion of the installation. The cost of sponsoring a bench is £950 for a ten-year period.
3. Brass Plaques will 10cm x 5 cm (with a maximum of 5 lines) this cost is included in the bench price. Inscriptions 'In Memory Of' and will be limited to the name of the person, their year 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. It will retain your personal details for this purpose. 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 and for safety reasons.
6. Memorial benches remain at all times property of Whalley Parish Council.
7. No additional mementoes – for example vases, statues, flowers, wreaths, balloons or other ornamentation shall be permitted on or around the 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 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. Please print clearly using black ink.

Applicants Name:.....

Address:.....

.....

Postcode:..... Telephone Number:.....

Email:.....

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

Bench (10-year sponsorship including engraved plaque) £950

Please indicate the wording of the memorial plaque – maximum 5 lines

Line 1 In Memory Of

Line 2 Name

Line 3 Date of Birth – Date of Death

Line 4 Personal inscription (maximum of 7 words over 2 lines)

Line 5 Personal Inscription

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

Signed.....

Date.....

Fee Enclosed: £950

Please make all cheques payable to Whalley Parish Council and return with the completed form to:

Parish Clerk, 14 Black Lane Croft, Clitheroe, BB7 2EZ

If you have any additional question please contact the Parish Clerk on 07712 725265 or at clerk@whalleyparishcouncil.org.uk