

Commemorative Acts Policy

Policy: Provision of Memorial Benches and/or donations to enhance our Public Open Spaces

Policy Statement: The Council will facilitate where appropriate and within the guidelines established, the placement of a memorial bench or a donation towards improvements to our open spaces.

Operating Principles:

1. There has to be an available site available before an agreement to proceed can be reached with the donor, to provided a memorial bench or similar installation.
2. Other suitable locations may be suggested (and considered) but the ultimate decision will be that of the Parish Council.
3. Where no such available site exists, then the PC can consider (if an appropriate bench can be found) the option of placing a memorial plaque on an existing bench.
4. In an area where there are many benches, (like the village green) then no more than 50% will be "memorial" benches, to avoid diminishing the general recreational use of that area.
5. The style and design of the bench will be provided by the PC on request and will fit within the style of current installations. However, other more substantial benches (or alternative products) may be suggested by the donor and these may be considered on an individual basis and priced accordingly.
6. The purchase of a memorial bench will be for the bench, the plaque or inscription, the installation and any wood treatment (if necessary).
7. The full cost will be provided on request and will be deemed to be for the lifetime of the bench, after which time the PC will determine if the bench should be removed, because the bench may be no longer fit for purpose. If still local, (or can be contacted) the original donor will be offered the opportunity to replace an existing memorial bench with a new replacement at that time.
8. Any wording for a plaque or engraving will be approved by the PC .
9. The Parish Council can not guarantee the length of time that a bench can remain in situ, but every opportunity will be provided to keep a memorial bench for the expected life of the material (as recommended by the supplier at the time of purchase) This is currently 15 years, but open to review.
10. Ownership of the bench will pass to the PC on installation and the PC will thereafter be responsible for ensuring that the bench is a safe and clean beneficial asset to the village.
11. The procedure for applying for a memorial bench will be located on the PC's website.

Purchasing and Placement Procedure:

This section describes the process entered into from initial receipt of an application from a donor, to the ultimate placement of the bench or alternative product.

1. An application form is received by a councillor or the PC clerk for consideration.
2. The form is scrutinised by the appointed councillor and any queries followed up with the donor.
3. Once the donor's wishes have been priced up from the latest supplier prices, the application form can be emailed to the PC.
4. Councillors receive a copy of the application and check that the criteria for the installation have been met and plan to discuss this for approval at the next council meeting.
5. If necessary, any further queries are raised with the donor before signing off the application.
6. The donor is made aware that the application has been successful and is invited to sign off the application form, and return it together with the payment.
7. The signed agreement to proceed, together with the payment is then received by the PC (or appointed officer) for action.
8. The PC then arranges the purchase and installation of the memorial bench, and then informs the donor when completed.
9. The installation of the memorial bench is "logged "into a memorial bench file for future reference, together with the application form.

Memorial Bench Application Form:

Please complete the Application form and send it to the Golant Parish Council, for consideration.

a. Your Details:

Name:

Address:

Telephone Number:

Email address:

b. Your request:

I would like to purchase a memorial bench/memorial plaque/other
(please provide details of your preferred location if available)

c. Your Memorial Plaque:

Please confirm the name you wish to be on the plaque and any message up to a limit of 50 letters.

d. I agree to pay the sum of £ being the full sum of the bench, plaque and installation and transfer ownership of the bench to the Parish Council. I understand that the PC will endeavour (without guarantee) to maintain the bench on this site for the lifetime of the material used (currently 15 years) at which time, the state of the bench will be checked and if found to be unsatisfactory may be removed. I will be offered the opportunity to replace the bench at that time if I wish.

e. I also understand that the PC cannot be held liable for theft and/or vandalism.

Signed:

Dated:

Signed for the Parish Council:

Dated: