

Memorial Bench Policy

Wem Town Council recognises the wish for memorial benches and will consider applications for such benches on land managed by the Council.

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial bench.
- To establish responsibility for the maintenance, repair and replacement of memorial benches.
- To ensure that memorial benches are not out of place in the area in which they are situated.

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

The installation of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial, and the landowner. As such, the Town Council can only approve memorials on Town Council-owned land.

Under the Crime and Disorder Act 1998, the Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable, if it may attract antisocial behaviour.

When the Council agrees to install a bench, they are bought by the friends and family and donated to the Council. The bench then becomes the property of the Council, and the donor does not retain any right to determine its future management.

The Town Council will consider requests for memorial benches on an individual basis and retains the right to refuse or limit the number of benches.

1. The Town Council will limit the number of memorial benches on land which it controls.
2. All applications for memorial benches must be made on the official application form and signed by the donor. Applicants must provide information about the manufacturer, preferred style/type of bench, product code and cost.
3. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench, plaque and the installation of the bench to the Council's specifications.
4. All benches regardless of the location must be installed on and fixed to a concrete pad dimensions 2m x 1m . The concrete pad must be installed by the applicant to the Town Council's specification.
5. The Town Council will consider each application on its merits. Whilst the Town Council will not automatically expect a uniform style of bench in any one location, the Town Council may choose to require it.
6. The text and style of the inscription on any memorial plaques shall be submitted to the Town Council for approval or otherwise at the same time as application is made to site the memorial bench. Memorial plaques will be no larger than 175mm wide by 75mm high and shall be fitted in the centre of the upper most lath of the back of the bench.

7. The applicant may request a particular siting for the memorial bench but the final decision will be that of the Town Council. The Town Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area.
8. If the Council agrees to the installation of a bench, the bench must be bought and installed by the friends and family and then donated to the Council. If the bench is not installed as per the specification it will be removed.
9. Once installation has been signed off, the bench will then become the property of the Council, and the donor does not retain any right to determine its future management. The Council will nevertheless endeavour to ensure it is properly maintained and cared for. The Town Council accepts no responsibility if a memorial bench is damaged, vandalised or stolen.
10. The installation of a memorial bench shall be carried out only in accordance with the details provided on the application and by a contractor approved by the Town Council. This is to ensure compliance with both Health & Safety and insurance requirements.
11. The Town Council reserves the right to remove or re-site memorial benches at any time.
12. The Town Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets will not be considered.
13. Memorials will be limited to benches. No additional mementos (e.g vases, statues, flowers, wreaths, balloons or other ornamentation etc) will be permitted on or around the memorial. These will be removed without reference to the original applicant(s).
14. The Town Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.
15. The Town Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Town Council with updated details in writing. Failure to do so could lead to the memorial being removed without further notice.

Application – Request for a Memorial Bench

Applicant's details Full Name:	
Address	
Telephone: (landline and mobile)	
Email	
Relationship to the person for whom the bench is being provided to:	
Details of the Memorial Bench	
Name and address of the manufacturer of the bench:	
Proposed bench style / name:	
Preferred location (please provide information on reasons for choosing this location)	
Description and Cost of fixings: (excluding VAT)	
Name, address and telephone number of the contractor who is expected to install the memorial bench: Please note contractors must have £5 million public liability insurance and this must be provided in advance of any installation taking place	
Proposed plaque inscription (max size 175mm x 75mm) (if any)	

Declaration by the applicant. I declare that I have read and understood the Wem Town Council's Memorial Bench Policy.

Signed:

Date:

When completed, please send to the Town Clerk at the address below

Wem Town Council, Wem Library, High Street, Wem SY45AA info@wem.gov.uk