

# **KIMBLESWORTH AND PLAWSWORTH PARISH COUNCIL**

## **MEMORIAL BENCH POLICY**

### **INTRODUCTION**

Kimbleworth and Plawsworth Parish Council (KPPC) will consider requests for commemorative benches, to be installed within the grounds of Nettlesworth Community Centre. These benches will be used by a wide range of people and the Council will ensure that they are managed and regulated for the mutual benefit of all.

The permission of Plawsworth and Kimbleworth Community Association (PKCA) will always be sought by KPPC, and must be received in writing, before the installation of any bench.

### **OBJECTIVES OF THE POLICY**

This policy has been produced with the following guiding principles:

- To be respectful, sympathetic and easily understood by customers;
- To maintain and enhance the appearance of the site;
- To clearly establish the responsibility for maintenance, repair and replacement of memorials; and
- To ensure the commemoration of people who have had strong links to the parish and had a clear, positive influence on it.

### **CRITERIA**

A memorial bench can be requested for someone who has made a positive contribution, in the view of the Council, and has:

- Previously served on the Parish Council; or
- Previously been a resident in the Parish area.

### **PURCHASE**

In order to maintain consistency of appearance, quality and control over location, all benches will be ordered and installed by KPPC.

The wording on any plaque inscription shall be submitted to, and must be agreed by, the Council before any purchase is made.

The total cost of the installation of a memorial bench (including plaque) will be dependent on the style appropriate for the site and will be based on cost price, plus 10% to cover materials and labour. Cost will require approval by the Council and must be in line with its Standing Orders and Financial Regulations.

A donation can be made to the Council towards the cost of the bench, at point of application. The Council will decide on its own contribution on a case by case basis. If the full cost of the bench cannot be covered, the bench will not be purchased or placed.

### **MAINTENANCE**

The Council will gift the bench to PKCA and they will be responsible for any maintenance.

Memorials will be positioned to maximise the benefit and development of the site and the number of memorials in an area will be limited. However, the Council will attempt to accommodate the wishes of the applicants wherever possible. PKCA can refuse to accept any gift.

No replacement liability will be accepted at the end of the useful life of the bench or if it is damaged through vandalism. PKCA may remove any memorial bench that has been damaged and, in their view, is beyond economical repair. Any replacement would require a new application to KPPC.