

Memorial Bench Policy

Weeley Parish Council owns a number of benches in the Parish of Weeley and any local resident may request a memorial plaque to be placed on one of these benches. Each bench may have up to 2 plaques. Alternatively, a resident may request to purchase and place a new memorial bench on Parish Council land.

The first step in this process is to contact Weeley Parish Council using the form attached in Appendix A. The Parish Council will firstly consider the application for its feasibility (i.e. is there space for a new plaque and other considerations).

The Clerk will then get in touch with the requestor for further details :

For a plaque this will include : Material, design, font, size and inscription. Recommended size is 20cm x 12 cm or as appropriate for the bench)

For a bench this will include : Material, manufacturer, inscription, size (amongst other things)

Approximate dimensions 20cm x 12cm, or as appropriate to fit the bench.

Although purchased by the donor, the plaque or bench will become the property of the Parish Council and will be routinely maintained as would any other piece of street furniture owned by the Parish Council. However, although the Parish Council may carry out minor repairs, they are not responsible for damage, theft, or vandalism, and may remove damaged or unsafe benches or plaques.

The donor will be asked to sign an agreement and the bench/plaque will remain in place for ten years (unless removed for one of the reasons above) after which time the donor will be contacted and invited to renew the lease agreement or the next person on the waiting list will have an opportunity to replace the plaque. It will be the responsibility of the donor to inform the Parish Council of any change in contact details.

All costs for installation of benches will be borne by the donor including but not limited to a concrete base if necessary. Weeley Parish Council reserves the right to choose which manufacturer and installer are used for new benches.

Appendix A:

We would like to request permission from Weeley Parish Council for a Memorial Bench / Plaque to be placed in Weeley Parish.

Name: _____

Address: _____

Relationship of Memorial Recipient to Weeley (ie why should a plaque or bench be granted) :

Which bench would you like to place a plaque on (Address and location):

Where would you like to place a bench: (Address and Location)

Do you understand the rules regarding plaques and memorial benches in Weeley:
YES / NO (delete as applicable)

Any further comments:

Inscription:

Please complete this form and return to clerk@weeleyparishcouncil.gov.uk and then the Parish Council will be in touch with further steps before deciding whether to grant permission for the relevant plaque or bench.

Signed:

Dated: