

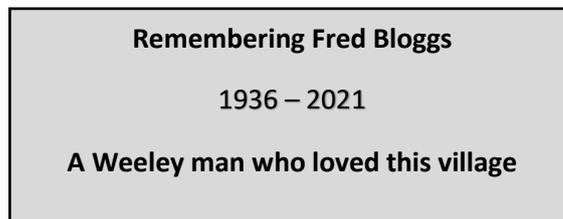
## **Memorial Bench Policy**

Weeley Parish Council offers a scheme whereby local residents or those with a connection to the village, can request a 'memorial plaque' to be installed on one of the Council owned benches within Weeley/Weeley Heath.

There are approximately thirteen benches owned by Weeley Parish Council in various locations in the Parish. Each bench may have either one or two plaques fixed to it.

The design of the plaque will be specified by Weeley Parish Council and the maximum number of words is twenty, including dates.

The plaque will look something like this:



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

The donor should make an application to Weeley Parish Council for a memorial plaque. This application should include suggested wording. Once approved by the Parish Council, the plaque will be ordered and installed by the Parish Council. The donor can request that the plaque be installed on a specific bench or it can be left to the Parish Council's discretion.

The donor will be asked to sign an agreement and the plaque will remain on the bench for ten years after which time the donor will be contacted and invited to renew, or the next person on the waiting list will have an opportunity to purchase a plaque. It will be the responsibility of the donor to inform the Parish Council of any change in contact details.

The cost for this is £150 which covers the cost of the plaque, the installation cost and a small sum to cover any future damage and scheme administration.

In the event that the scheme is so popular that demand outstrips capacity then either the Parish Council or the donor can suggest adding an additional bench in a suitable location. The decision on this will always rest with the Parish Council and it will not be obliged to agree to add additional benches if this is not felt to be appropriate. The cost of purchasing and maintaining additional benches will rest with the Parish Council.