# Memorial Bench Policy

## Introduction

Repton Parish Council (RPC) will consider requests for benches to be installed/dedicated in memory of a deceased friend or relative. The deceased must have lived in the Repton parish immediately prior to their death or had a significant association with the parish in the past.

## Standards for Benches and Plaques

In order to ensure that all installed benches and associated plaques are in keeping with the village in general and the proposed location, RPC make the initial purchase of the bench. The applicant will then reimburse the RPC the purchase price minus any VAT paid. RPC also need to be mindful of the location and the quantity of benches and therefore will advise on bench location availability.

RPC, and only RPC, will take full responsibility for placing the orders for benches and arranging the installation. Details of available benches and their location can be provided on application to the Council.

Additional mementoes (e.g. statues, flowers, wreaths, vases etc.) must not be placed or planted on or around the bench at any time.

The memorial plaque on the bench will be no greater than 125mm long and 75mm wide and will be fitted in the middle of the backrest. It will be glued and/or screwed in position as appropriate.

RPC are asking individual customers to arrange for their plaque to be produced to their requirements.

Plaque materials can be a non-rusting metal or a laminated plastic as preferred, but suitable for outside conditions.

Inscriptions are to be determined by each customer, but must have been agreed by RPC via the application form.

The dimensions of each plaque should be as follows:-

 125mm (5 inch) Maximum

 75mm(3 inch) maximum

4 holes

diameter 2mm

placed 5mm from each edge

## Ownership and On-going Maintenance

To ensure that all benches are kept in good order and in keeping with surrounding area, RPC will take ownership of the benches on installation and take responsibility for on-going maintenance. The Parish Council will endeavour to maximise the life of the bench but once a bench gets beyond the point where it is reasonable to repair, the Parish Council will attempt to contact the applicant or members of the deceased family and inform them that it is our intention to remove it and give them the opportunity to replace it at their cost.

## Costs

The cost of the bench/es will need to be paid by the applicant once the application has been approved.

## Application Procedure

Applications can only be made after the death of the individual or individuals and must be made using the application form below.

1. The applicant completes the Application Form and returns the completed form to the Repton Parish Council office or via email to: clerk@repton-pc.gov.uk

2. The Clerk will send all correctly completed applications to all Councillors. The Council will consider the application and make the final decision.

3. If the application is approved, the applicant will be sent a letter including all the details, location, plaque inscription and costs.

4. If the application is NOT approved, the applicant will be informed of the decision, the reason for the decision and advice on any further action.

5. The applicant will check the details and return the signed letter to the Clerk along with full payment.

6. The Council will purchase the engraved plaque and inform the applicant of a likely installation date. The bench will be added to the Parish Council’s asset register.

7. The Parish Council will arrange for the bench to be installed (if not already installed) along with the engraved plaque.

8. Once the installation is complete the Clerk will inform the applicant, enclosing a picture of the bench in situ.

## Existing Memorial Benches

Where permission for a bench has been granted prior to the approval of this policy, the Parish Council will continue to maintain the bench but when it gets to the point where it is not reasonable to repair the bench, the bench will be removed. The Clerk will endeavour to contact the applicant or members of the deceased family to inform them and give them the opportunity to replace it.

# Memorial Bench Application Form

**Name:**

**Address:**

**Email Address:**

**Contact Number:**

**Preferred Location:**

**Plaque to be in Memory of:**

**Please State their Connection to Repton Parish:**

**Please print your memorial message for the plaque below (a maximum of 50 letters):**

**Signature of Applicant:**

**Date:**

**Return to:** The Clerk for Repton Parish Council, Repton Village Hall, Askew Grove, Repton, Derbyshire, DE65 6GR

or email to: clerk@repton-pc.gov.uk