

Allendale Parish Council Memorial Bench Policy

Introduction

1. The Parish Council supports requests for memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Requests will be accommodated wherever possible, although the need for additional benches is limited and priority will be given to benches commemorating village residents.
2. The content of this policy will be revised as necessary to meet changing circumstances.

Location

3. A suitable location will be agreed in consultation with the Parish Council.

Terms

4. It will be the responsibility of the donor and his/her successors to meet the cost of purchase and installation of the bench and to arrange its secure installation to the satisfaction of the Parish Council.
5. Benches should be constructed of a material and a design that is in keeping with the intended location; both material and design must be approved by the Parish Council prior to installation. In the Conservation Area of Allendale Town, the material referred to is wood. Donors should submit the design details and a picture to the Parish Council prior to purchase.
6. Memorial plaques, if fitted, should be fitted in the centre of the upper most lath on the front of the bench. The planting of flowerbeds and the placement of artificial flowers or other commemorative items on or alongside benches is prohibited.
7. A maintenance service charge of £250 (£150 for recycled plastic benches) will be required to ensure the upkeep of the bench that will include periodic removal of algae and the application of wood preservative by the Parish Council for 15 years.
8. The Parish Council's insurance policy will only meet the cost of public liability. For this risk to be covered, the bench must be **donated to the Parish Council** and be listed on its Asset Register. Loss or damage caused by events such as theft, fire, vandalism, accidental damage or wear and tear are not insured, and the Parish Council will accept no liability for the cost of repair or replacement.
9. The Parish Council reserves the right to remove any memorial benches that have been damaged beyond economical repair or have not been repaired within four weeks of notification.
10. At the end of 15 years the bench can be renewed or the plaque will be removed and returned to the donor. The original donor and or their successors will need to contact the Parish Council if they wish to purchase a replacement bench. If no contact is received, the Parish Council reserves the right to dispose of the bench.
11. All applications for memorial benches should be completed on the official request form (below) and be signed by the applicant. They will then be authorised by the Parish Council before installation.

Allendale Parish Council

Memorial Bench Enquiry Form

Please complete, print and return to: The Clerk, Allendale Parish Council, 16 Forstersteads, Allendale, Hexham, NE47 9AS

Your contact details

Name:

Address:

Telephone:

Proposed location of bench:

Name on memorial plaque:

What is your memorial message that will be on the plaque?

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Agreement for a Memorial Bench

In making this application, I agree to the terms and conditions of the 'Allendale Parish Council Memorial Bench Policy', as published on Allendale Parish Council's website: <https://northumberlandparishes.uk/allendale>

Once approval is granted the Parish Clerk will return the signed form together with the terms of the agreement to the donor.

Donor's Signature

Allendale Parish Council Signature

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Print

Print

Date

Date