

Memorial Bench Policy

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This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

Policy/Procedure File Status			
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1.0 Policy Background

- 1.1 Newquay Town Council recognises that members of the public from time to time may wish to consider a request for a memorial bench on land owned by the Council. Newquay Town Council will consider requests for memorial benches on an individual basis and retains the right to refuse or limit the number of benches on its open spaces. A list of open spaces and seat allocations is available under Appendix B.
- 1.2 Memorial benches will normally remain in their chosen location for a period of ten years, after which time the bench will become available for re-dedication. Where benches are not re-dedicated they will be removed or relocated.
- 1.3 This policy only covers the provision and management of all memorial benches on all public open spaces owned or managed by Newquay Town Council.
- 1.4 This policy will be reviewed on a regular basis to meet changing circumstances.

2.0 Policy Statement

- 2.1 All applications for memorial benches should be completed on the official request form and signed by the donor. The application form and terms and conditions are set out in Appendix A.
- 2.2 The Town Council will only permit up to one application per household and must be a registered elector of Newquay Parish.
- 2.3 Where a bench has been approved to be installed by the Council it will make every endeavour to ensure a low maintenance and environmentally friendly option is chosen.
- 2.4 The applicant will be responsible for all costs incurred (but not exclusively) including the purchase and installation of the bench.
- 2.5 The Town Council will consider up to two plaques per any one memorial bench.

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- 2.6 Upon receipt of an application the relevant Officer review will consider the accuracy and validity of the application and advise the applicant of any changes or seek further clarifications before submission to Environment & Facilities Committee.
- 2.7 The relevant Officer can refuse an application on the basis that it has not been completed in full or inaccurate.
- 2.8 Where the applicant has not answered any further clarifications as requested the application will be withdrawn after 10 working days.
- 2.9 Applications must be submitted 30 calendar days in advance of the next scheduled Environment & Facilities Committee meeting.
- 2.10 Applications for memorial benches will be considered by the appropriate Town Council Committee subject to an initial review by relevant officers of the Council.
- 2.11 The Town Council will consider each application on an individual basis and attempt to accommodate the wishes of the applicant(s); however, it reserves the right to limit the number of memorial benches in a particular area and refuse the application.
- 2.12 Where an open space has already received its allocation of memorial benches. No further applications will be accepted for that open space. Seat allocations will be available under Appendix B will be reviewed and updated where benches are installed/removed.
- 2.13 If an application is refused there will be no right of appeal.
- 2.14 If a memorial bench request is approved, the Town Council will endeavour to site the bench as close in proximity as possible to the location requested by the applicant. However, the final location will be determined by the Town Council.
- 2.15 Upon approval of an application the Council will provide a quotation for the bench. Applicants should note that quotations are only valid for 21 days.
- 2.16 Payment for the bench will be required ahead of any

installation.

- 2.17 Memorial benches will remain assets of Newquay Town Council and as such will be published on its asset register.
- 2.18 The Town Council accepts no liability if the memorial bench is stolen or damaged through an act of vandalism. The Town Council will aim to undertake general repair and maintenance through normal usage for the period of the agreement. The Town Council reserves the right to remove the memorial bench if damaged beyond repair.
- 2.19 The Town Council accepts no liability to replace or repair the memorial bench at the end of the term of the agreement and reserves the right to remove them.
- 2.20 The Town Council reserves the right to relocate the memorial bench to another location owned by the Council where the original location is no longer viable.
- 2.21 Memorials will be restricted to benches only. Additional mementos such as vases, flowers, wreaths or other ornamentation will not be permitted and will be removed.
- 2.22 The Town Council will undertake an annual assessment of its memorial benches and reserves the right to remove any which are deemed beyond repair. Where this is the case the applicant(s) named on the original application form will be notified.
- 2.23 The Town Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Town Clerk with their updated details in writing. Failure to do so could lead to the memorial bench being removed without further notice.

3.0 Policy Objectives

The objectives of this policy are to:

- 3.1 Assist management and Councillors to understand the process for facilitating requests for memorial benches on open spaces owned and managed by Newquay Town Council.
- 3.2 To be respectful and sensitive to those requesting a memorial bench.
- 3.3 To establish responsibility for installation, maintenance, and removal of memorial benches.
- 3.4 To ensure that memorial benches are appropriate for the area and do not have an adverse impact on the visual aesthetic of any given area.

3.5 Alternative Formats

Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request from the Council Office or by telephoning 01637 878388 or e-mailing the Town Clerk's Office.

3.6 Freedom of Information

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.newquaycouncil.co.uk.

Andrew Curtis
Town Clerk & Responsible Finance Officer
Newquay Town Council
Municipal Offices
Marcus Hill
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TR7 1AF

Tel 01637 878388
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3.7 Appendix A**APPLICANTS DETAILS (BLOCK CAPITALS)**

Full Name	
Telephone (Home)	
Telephone (Mobile)	
Email Address	
Address	
Post Code	

LOCATION OF DONATION

Please provide us with details of a maximum of two preferred locations. We will endeavour to meet your preferred requirements however if this is not possible we will advise you of suitable alternatives. Please provide any images or map locations which may assist us with further identifying your chosen locations. A useful tool is the What3Words facility which can be accessed via the following link;

<https://what3words.com/>

1 st Choice	
2 nd Choice	

COMMEMORATIVE MESSAGE (Max 80 Characters)

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N.B. Please ensure that you carefully check the wording and accuracy of your commemorative message to avoid any mistakes or delays. The Town Council reserves the right to refuse any text it deems inaccurate, invalid, or inappropriate.

Please read the Terms and Conditions of this agreement before completing your application and signing the declaration below

Key Definitions

Applicant	means the individual that has completed the Application Form
Application	means an application submitted by an Applicant using the Application Form
Application Form	means Donation Application Form
The Council	means Newquay Town Council
Donated Item	means a commemorative item Seat donated to the Council by the Applicant
Memorial Period	means the period of 10 years from the date of installation of the Donated Item in the Public Open Space
Procedure	means this Donations Procedure
Responsible Officer	means the appropriate managing officer within the Council
Seat	means a commemorative seat donated by the Applicant pursuant to this Procedure

1. General Principles

- 1.1. The application process pursuant to this Procedure is open to all those who wish to participate.
- 1.2. All Applications must be completed on the Application Form and signed by the Applicant.
- 1.3. The Applicant will pay for all of the costs associated with the Donated Item including the cost of materials, transport, installation, labour and ongoing maintenance as specified by the Council at outset. Payment shall be made prior to any materials or services being ordered by the Council.
- 1.4. All donations will become the property of the Council.
- 1.5. Donated Items shall not have a commercial appearance or corporate label unless approved by the Responsible Officer.
- 1.6. In the event that a Donated Item is damaged or destroyed the Responsible Officer will attempt to notify the Applicant using the details provided on the Application form.
- 1.7. The Council reserves the right to remove any Donated Item at any time.

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- 1.8. The Council accepts no liability whatsoever for any damage to Donated Items save for where such damage is a result of the Council's negligence and shall not be responsible for the repair, replacement or reinstatement of a Donated Item.
- 1.9. A donation shall not detract from what the Responsible Officer deems the primary function of the Public Open Space.
- 1.10. The Council reserves the right to refuse any Applications.
- 1.11. The Council will assess each Application and will only accept an Application where a pre-determined requirement has been identified, or where contributions are seen to benefit a Public Open Space.
- 1.12. The Council shall arrange for the purchase, installation and maintenance of Donated Items unless otherwise agreed by the Responsible Officer.

2. Seating

- 2.1. Seats shall only be installed at approved locations, where there is an existing undedicated seat, a seat in need of refurbishment or an unused seat base.
- 2.2. Seats shall remain in place for the Memorial Period. On expiry of the Memorial Period the seat plot shall be made available for replacement or re-dedication. Within the Memorial Period the Council retains the right to remove the Seat at any time if in its view it becomes unsafe, damaged beyond economic repair or unacceptable from an aesthetic or procedure perspective.
- 2.3. The Responsible Officer will specify the type, colour and size of any Seat, which shall be in keeping with the chosen location.
- 2.4. The Council shall maintain the Seat as part of a standard repair and maintenance programme for street furniture during the Memorial Period. In the event of damage the Council shall have no responsibility or obligation to repair or replace or reinstate a Seat during the Memorial Period or at the end of a Seat's useful life.
- 2.5. The Responsible Officer shall identify whether the Seat has become unsafe or damaged beyond economic repair or refurbishment.
- 2.6. If the Council chooses to remove a Seat on the grounds of aesthetic appearance alone, an alternative location will be sought in consultation with the Applicant. If an alternative location cannot be agreed with the Applicant, the Council will compensate the Applicant with a sum equivalent to 1 tenth of the total donation cost of the Seat multiplied by the number of years remaining of the Memorial Period.
- 2.7. If a Seat is removed, every attempt will be made to contact the Applicant using the details given on the Application Form. The Responsible Officer shall determine whether a replacement Seat can be provided. Any replacement Seat or plaques

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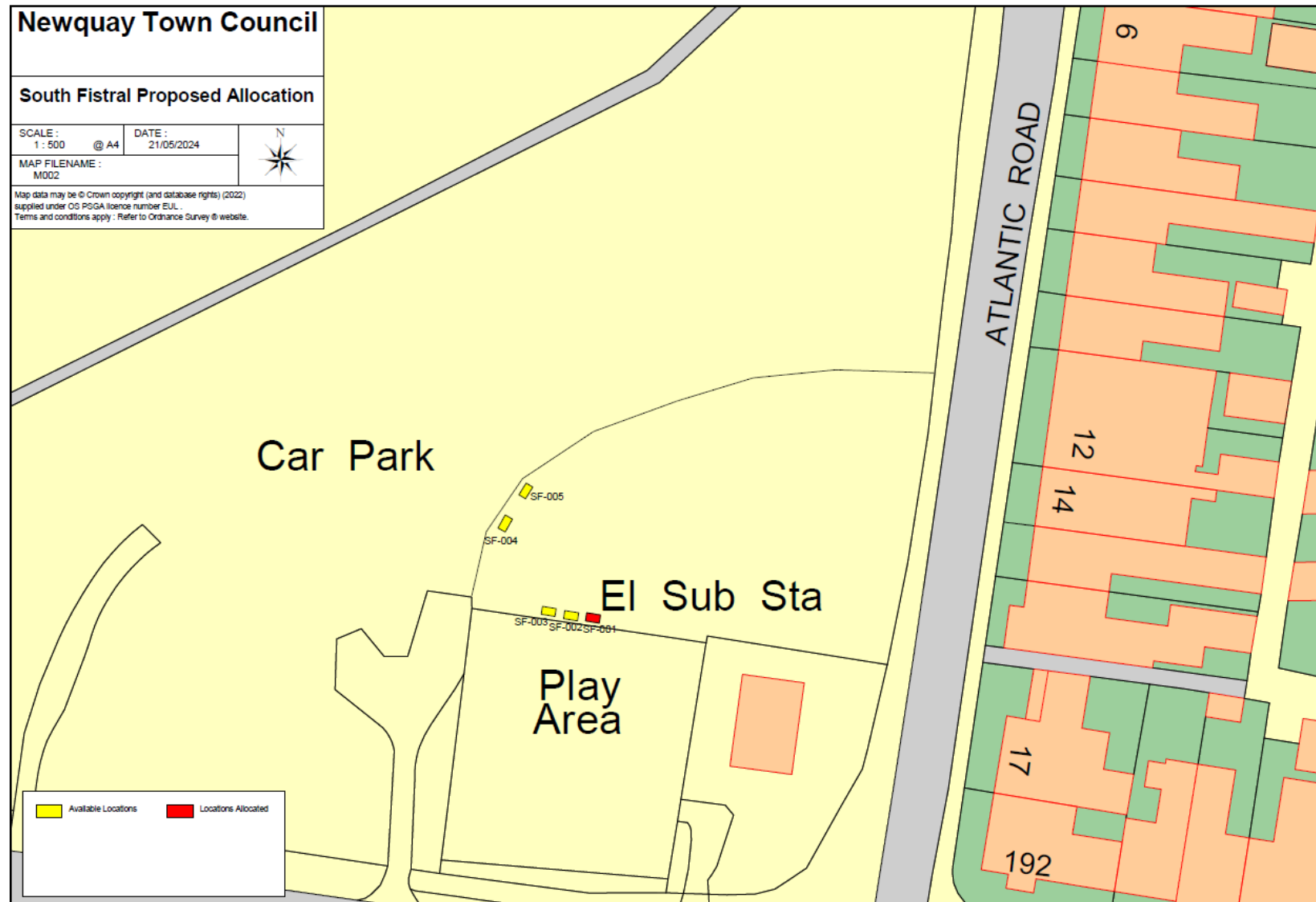
shall be at the cost of the Applicant however this will only be done by agreement of the original applicant(s).

- 2.8. Commemorative plaques shall be made to a uniform size, type and material to be specified by the Responsible Officer and shall be in keeping with the location. The Responsible Officer shall approve the memorial plaque inscription prior to its installation.
- 2.9. Any inscription that is deemed to be inappropriate, offensive, or likely to bring the Council into disrepute shall be refused.
- 2.10. Additional plaques shall only be permitted at the discretion of the Responsible Officer.
- 2.11. Additional or replacement memorial plaques are to be installed with the agreement of the Responsible officer and shall be at the Applicant's expense, to include all materials, labour and installation costs and an administration charge. Additional or replacement memorial plaques shall remain in place for the remainder of the agreed Memorial Period.
- 2.12. The applicant agrees not to place any commemorative items on or around the Seat.

I have read and understood and I agree with the Donations Policy and all the information I have provided in this form is true and accurate to the best of my knowledge and belief

SIGNED	
PRINT NAME	
DATE	

3.8 Appendix B



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