

HARTSHILL PARISH COUNCIL
POLICY - MEMORIAL BENCHES
HARTSHILL CEMETERY

INTRODUCTION

Hartshill Parish Council and the Authorised Officer (The Cemetery Manager) will be responsible for the consideration of applications for installation of Memorial Benches in Hartshill Cemetery.

The Council supports the needs and principles of allowing memorial benches in Hartshill Cemetery. The Council is mindful that these facilities are enjoyed by a wide range of people. Therefore the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances, fashion and trends. The policy will be reviewed at least every three years and proposed amendments shall be submitted to the Council for approval.

This policy will be made available to the general public and all applicants for memorial benches will be issued with a copy.

OBJECTIVES OF THE POLICY

The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of its cemetery, which will take account of the sometimes contrasting needs of a variety of facility users.

The policy will also ensure that only memorial benches are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement.

The Council through the policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

Any complaints relating to the implementation of the policy will be dealt with through the Council's Complaints Procedure via the Cemetery Manager.

POLICY - TERMS & CONDITIONS

- 1) All applications for memorial benches should be completed on the official request form and be signed by the applicant. Only applications from the next of kin or Executor will be considered.
- 2) All memorial benches should be paid for by the applicant before the completion of the installation. A maintenance fee of £100 per 5 year period is due to the Council prior to installation.
- 3) Memorial benches will be positioned to maximise the benefit and development of the cemetery but the Council will attempt to accommodate the wishes of the applicants. The Council will limit the number of memorial benches in particular areas.
- 4) The Cemetery Manager will attempt to notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Cemetery Manager is in possession of current contact details.
- 5) The Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Cemetery Manager beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (4) above.

- 6) The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst the Council carries out routine maintenance in the cemetery.
- 7) The Council will not grant applications for memorial benches to pets.
- 8) The number of memorial benches shall not detract from the prime purpose of the cemetery. Therefore, the size and location of the cemetery shall limit the number of benches permitted. The Council will limit the number of benches in the cemetery to 12 in total. The Council reserves the right to refuse applications on this basis.
- 9) Benches will be of the type and colour specified by the Council to be in keeping with the intended location
- 10) The bench will be fitted to a slabbed area under and directly in front of the bench to allow for ease of use by the public. Applicants will be responsible for the purchase/delivery of slabs and all other necessary materials and for laying the slabbed area. Applicants are required to give at least 5 clear working days' notice to the Cemetery Manager of intention to lay the foundation and fix the bench. The applicant can only carry out these works under supervision of the Councils Cemetery Manager, or other person appointed by the Council. An appointment system will be operated Monday to Friday (excluding Bank and Public Holidays).
- 11) Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench or whichever is the greater.
- 12) The inscription on the bench is to be restricted to "In the Memory of" the name of the person, recognition of public office (if appropriate) and the dates of birth and death.
- 13) The Council in line with the current maintenance regime for benches will maintain the bench. The Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 14) No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
- 15) Any maintenance carried out by a third party will be in strict agreement with the Council and by appointment only.
- 16) Applicants are advised to purchase suitable insurance cover for their bench.

Reviewed: 17th May 2012

Reviewed: 2nd October 2012

Reviewed 1st October 2013