



Brown Edge Parish Council

Memorial Benches in the Village and Lawn Cemetery Burial Grounds Policy

March 2021

INTRODUCTION

Brown Edge Parish Council wishes to ensure relatives and friends of those interred within the Lawn Cemetery can apply for lasting memorials to their loved ones. To enable the installation of memorial benches to be an option in the coming years, the Parish Council has resolved to provide high quality benches which will be shared by a number of applicants.

OBJECTIVES OF THE POLICY

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial. The policy recognises that the provision of a seat as a memorial provides a tribute to a loved one, and is a benefit to the community in which they lived
- To ensure that the high-quality appearance of the Burial Ground is maintained
- To establish responsibility for the maintenance, repair and replacement of memorials.

The policy will ensure that memorials:

- Have permission from the next of kin
- Have a common appearance, style and size and are positioned in an appropriate place

The content of this policy will be reviewed annually, to meet changing circumstances. Any amendments shall be submitted to the Council for approval.

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



GENERAL

Applications for plaques on memorial benches must be made by the next of kin (or be approved by the next of kin) of an individual.

Applications can be made for individuals or couples. It is recommended that consideration be given to whether a plaque should be for a couple or for the individuals that were part of that couple.

Only one application may be made per individual or couple. The aim of this policy is to ensure that the option to provide a memorial is available to a wide range of people. Therefore, multiple applications in memory of the same individual will not be granted.

Five memorial plaques shall be fitted to each bench. The bench will be purchased when all five applications have been received. Applicants should be aware that this may mean there is a delay before the bench is installed. The Council will continue to ensure that applicants are kept up to date about likely timescales.

Plaques shall be fitted to the upper most lath of the back of the bench. The inscription on the plaque is to be restricted to "In (Loving) Memory of" the name of the person, recognition of public office (if appropriate) and the dates of birth and death; this shall not exceed 100 letters (including spaces).

The Council aims to ensure that memorial benches have a common appearance, style and size and are appropriate for that location. The Council will source and install benches and will make the final decision about the location of the bench. If the next location for a bench is not in the same location as the grave of a loved one, the Council will discuss this with the applicant.

Benches installed prior to this policy will continue to be the responsibility of the owner. Replacement of benches installed previously is not permitted. All new memorial benches will be subject to this policy.

Any new memorial benches that are not purchased through the Parish Council will be removed to a safe compound. The owner will be contacted, and removal will be necessary.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.

The bench remains the property of Brown Edge Parish Council. Payment received from the applicant is treated as a donation.

Any individual visiting the Burial Ground is permitted to sit on memorial benches. These are installed for the benefit of visitors to the site, and are not solely for the use of applicants.



MAINTENANCE

The Council will be responsible for the ongoing maintenance of the benches that are purchased through this policy and will maintain benches to an adequate standard. The Council will maintain each memorial bench for a period of ten years. This will include any preservation treatment and repair works.

The Council accepts no replacement liability for a bench that is considered by the Council to have reached the end of its useful life. The Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Council beyond economical repair.

The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst routine maintenance is being carried out.

FEES

This scheme is not designed to provide an income for the Parish Council. The cost of the provision of memorial benches and plaques has been kept as low as possible to ensure that it is not cost-prohibitive for individuals and families.

Costs to the council are as follows:

Provision and installation of 3-seat bench	£800
5 plaques engraved and installed	£100
Contribution to ongoing maintenance for 10 years	£200
Total cost	<u>£1100</u>

Price for memorial bench and plaque per application (if bench is shared by 5 people)	<u>£220</u>
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Payment is required with every completed application form. Payment is non-refundable. Prices are subject to review.



Brown Edge Parish Council - Data Protection Act:

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our 'Privacy Notice' which is available from our website www.browndedge-pc.gov.uk. You can withdraw or change your consent at any time by contacting the Clerk. Email: clerk@browndedge-pc.gov.uk or by phone 07835 812787

We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings,

I apply for consent to introduce this memorial into the burial ground and declare that all the statements to be inscribed on the memorial (for example names and dates) are accurate.

I am the next of kin of the individual(s) named on the plaque.

Signed: Date:

Print:



APPLICATION FOR THE INSTALLATION OF A PLAQUE ONTO A MEMORIAL BENCH

Date of application

Applicant details: Full name and title

Address

Email address

Telephone number

Name of individual(s) to be remembered on the plaque

Preferred location of memorial bench

Please notify us of any change of name or address so we can contact you if we need to.

Inscription for plaque:

(PLEASE PRINT- 2 lines of narrative)

For Office Use only

Application (including correct fee) Received

Memorial Ordered

Memorial Installed

Expiry of Memorial