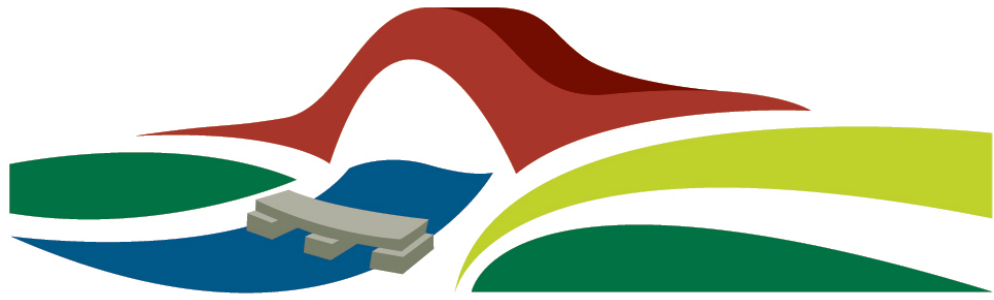




STOKESLEY TOWN COUNCIL

MEMORIAL BENCH POLICY

Document Version Control

<u>Version Number</u>	<u>Comments</u>	<u>Date</u>
0.1	Initial Draft for Comment	5 August 2021

Contents

1. Introduction.....	4
2. Standards for Benches & Plaques.....	4
3. Ownership and On-going Maintenance.....	4
5. Application Procedure	5
6. Existing Memorial Benches	5
Appendix A - Memorial Bench Application Form.....	6

1. Introduction

Stokesley Town Council (STC) will consider requests for benches to be installed in memory of a deceased friend or relative. The deceased must have lived in the Town of Stokesley immediately prior to their death or had a significant association with the Town in the past.

2. Standards for Benches & Plaques

In order to ensure that all installed benches and associated plaques are in keeping with the Town and the Conservation Area an application must be made to the Town Council using the application form attached at Appendix A. The location of any new memorial bench will be by agreement between the donor and the Town Council (and any other body as appropriate).

In the interest of consistency and in keeping with the Conservation Area of the Town there is an adopted standard design for new benches which will be composite recycled, brown, plastic benches. The information and cost for each of the bench options will be provided by the Town Clerk.

Stokesley Town Council will take full responsibility for placing the bench order, including the memorial plaque, and arranging the installation.

3. Ownership and Ongoing Maintenance

To ensure that all benches are kept in good order and in keeping with the surrounding area, STC will take ownership of the benches on installation and take responsibility for on-going maintenance. The Town 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 Town Council will attempt to contact the applicant or members of the deceased family at the last contact address(es) provided and inform them that it is our intention to remove it and give them the opportunity to replace it at their cost.

The bench remains the property of the Town Council and will be insured by the Council. If the bench is damaged or vandalised beyond repair the Town Council will notify the named applicant(s) at the last contact address(es) provided and arrange for its removal. The applicant must ensure the Town Council has their current contact details.

The Town Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the applicant(s) will be informed, and any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.

The Town Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations (GDPR). It is the responsibility of the donor to provide the Clerk to the Town Council with updated contact details in writing. Failure to do so could lead to the memorial bench being removed without further notice.

4. Costs

The total cost for the purchase of the bench and the plaque will need to be paid by the applicant once the application has been approved and before any orders are placed. The total cost will include:

- The cost of the bench (excluding VAT);
- The cost of the bench fittings (excluding VAT);
- The cost of the plaque (excluding VAT);
- The delivery cost;

5. Application Procedure

Applications can only be made after the death of an individual or individuals who lived in Stokesley immediately prior to their death or had a significant association with the Town in the past.

Applicants must complete and submit the application form attached at Appendix A to the Town Council for consideration and forward to Stokesley Town Council, Town Hall, Market Place, Stokesley, North Yorkshire, TS9 5DG or e-mail contact@stokesleytowncouncil.gov.uk

Completed applications will be submitted to the next Town Council meeting for consideration and to make the final decision.

If the application is approved, the applicant will be sent a confirmation including all the details, location, plaque inscription and costs. If the application has only been approved for an alternative location this will be made clear.

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.

The applicant will be asked to confirm approval and submit payment prior to the bench being ordered.

The Town Council will order the bench and plaque and inform the applicant when the installation is complete. The bench will then be added to the Town Council asset register.

6. Existing Memorial Benches

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

Application – Request for a Memorial Bench

Appendix A

Applicant's Details

Full Name:	
Address:	
Postcode:	
Telephone:	
E-mail:	
Relationship to the person for whom the bench is being provided:	
Please ensure you notify the Clerk of any change in contact details.	

Details of the Memorial Bench

Dedicated to:	
Association with Stokesley:	
Preferred Location:	
Proposed Plaque Inscription:	

Declaration by the applicant.

I declare that I have read and understood the Stokesley Town Council Memorial Bench Policy.

Signed Date

When completed, please send to the Town Clerk, Town Hall, Market Place, Stokesley, North Yorkshire, TS9 5DG or by e-mail to contact@stokesleytowncouncil.gov.uk