

# Dronfield Town Council

## Memorial Bench Policy v1.1

### Version History

Version	Updates	Minute Reference
v1.0 - Updated and approved July 2022	Inscription on Benches	086/22-23
v1.1 - Updated June 2023 and approved July 2023	<p>Opening paragraph addition - <b>Dronfield Town Council welcome donations or bequests to provide memorial benches within its parks and cemetery.</b></p> <p>3.0 Memorials Alteration of text to <b>“Memorial benches shall be positioned to maximize the benefit and development of the cemetery and parks.”</b></p> <p>4.0 Lease Period Alteration of text <b>“All memorials are based on a 10-year lease and will remain the property of Dronfield Town Council. The lease can be renewed after this period if the applicant wishes.”</b></p> <p>6.0 Process Alteration of text to <b>“The Town Council shall arrange for the purchase and installation of the bench.”</b></p> <p>Removal of text <b>“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.”</b> <b>(Duplicated elsewhere)</b></p> <p>7.0 Donation payment Alteration and addition of text to <b>“The full donation payment towards a new memorial bench is required with every completed application form. (Application Form on Page 4) The donation or bequest needs to be at least sufficient to cover the current purchase costs of a memorial bench, delivery and installation The latest memorial bench costs can be gained by calling the Town Council Offices on 01246 418573 or emailing <a href="mailto:michael.keys@dronfield.gov.uk">michael.keys@dronfield.gov.uk</a>”</b></p>	

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	<p>Alteration of text <b>“Memorial Bench costs” replaced with “costs”</b></p> <p>8.0 Conditions Alteration of text <b>“memorial” to “memorial bench.”</b></p> <p>Text <b>“The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst the Council carries out routine maintenance.</b></p> <p>Alteration of text to: <b>“Dronfield Town Council will maintain responsibility for the memorial bench and associated plaque during the 10-year lease period. The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst the Council carries out routine maintenance.”</b></p> <p><b>No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc. shall be permitted on or around the memorial bench. These items will be removed immediately without reference to the original applicant”</b> moved from 6.0 Process to 8.0 Conditions</p>	
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Dronfield Town Council welcomes donations or bequests to provide memorial benches within its parks and cemetery.

The Council is mindful that public facilities are accessed and enjoyed by a wide range of people. Therefore, the Council will ensure that the cemetery and parks are managed and regulated for the mutual benefit of all.

The content of this policy will be revised as necessary to meet changing circumstances, fashions and trends. The policy will be reviewed at least every five 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.

### **1.0 Objectives of the Policy**

The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of the cemetery and parks.

The policy will also ensure that only memorial benches are erected which are:

- Instigated only by the next of kin or executor.
- Benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

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

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

### **2.0 Locations**

The Town Council have a number of pre-prescribed locations where memorial benches can be placed within Dronfield Cemetery, Sindelfingen Park and Cliffe Park. Once these locations have been taken, no further memorial bench applications will be processed. Locations within any of the other Town Council owned parks would have to be pre-agreed with the Town Council.

### **3.0 Memorials**

The memorialisation's which Dronfield Town Council offers are as follows;

- ❖ Memorial bench with plaque (subject to availability)
- ❖ Memorial plaque on an existing bench (subject to availability)

Memorial benches shall be positioned to maximize the benefit and development of the cemetery and parks.

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The Council will limit the number of memorial benches in particular areas. Therefore, the number shall be limited within the cemetery and within each park. The Council reserves the right to refuse applications on this basis.

The Council shall specify the type of memorial bench to be installed to be in keeping with the intended location and safety of the public.

#### **4.0 Lease Period**

All memorials are based on a 10-year lease and will remain the property of Dronfield Town Council. The lease can be renewed after this period if the applicant wishes.

Upon the end of the 10-year period, any memorial plaques shall be removed and may be collected by the applicant. The Council reserves the right to remove any memorial bench which, in its opinion, is damaged or beyond economic repair.

#### **5.0 Inscriptions on Benches**

Memorial plaques shall be affixed in the centre of the upper most lath of the back of the bench.

The suggested inscription on the plaque is:

**“In (Loving) Memory of” (the name of the person)**

**Date of birth and date of death.**

Inscriptions are required to be:

- Appropriate for use within a public area. Any threatening, abusive or insulting inscriptions will not be approved.
- Apolitical. No political references will be authorised.

Plaque wording is subject to final approval by the Town Clerk/Cemetery Clerk.

#### **6.0 Process**

Once an application for a memorial bench has been received, the installation location will be agreed with the outside services team. The Town Council shall arrange for the purchase and installation of the memorial bench.

The Council will not grant applications for memorial benches to pets.

#### **7.0 Donation Payment**

The full donation payment towards a new memorial bench is required with every completed application form. (Application Form on Page 4)

The donation or bequest payment needs to be at least sufficient to cover the current purchase costs of a memorial bench, delivery and installation

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The latest costs can be gained by calling the Town Council Offices on 01246 418573 or emailing [michael.keys@dronfield.gov.uk](mailto:michael.keys@dronfield.gov.uk)

### **8.0 Conditions**

- Dronfield Town Council reserves the right to install benches or place memorial plaques where suitable, but will, where appropriate, will try to accommodate requests.
- Once installed, the memorial bench cannot be repositioned or removed from the site. However, should a memorial bench become unsafe, Dronfield Town Council reserves the right to remove immediately in the interest of health and safety, until repairs or replacement can take place.
- Dronfield Town Council will maintain responsibility for the memorial bench and associated plaque during the 10-year lease period. The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst the Council carries out routine maintenance.
- No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc. shall be permitted on or around the memorial bench. These items will be removed immediately without reference to the original applicant.

#### **For more information:**

Please contact Dronfield Town Council on 01246 418573 or e-mail [michael.keys@dronfield.gov.uk](mailto:michael.keys@dronfield.gov.uk) regarding availability / current prices of memorial benches.

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**DRONFIELD TOWN COUNCIL**

**APPLICATION OF THE DONATION MEMORIAL BENCH AND PLAQUE**

**Name :** .....

**Address :** .....

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**Email :** .....

**Telephone number :** .....

**Sindelfingen Park (For Cliffe Park and Cemetery Benches, please contact us)**

**Please indicate the numbered site (from map below) where you would like your memorial bench installed - Site Number: \_ \_ \_ \_ \_**

The office team will contact you if there are any queries regarding the proposed location.

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- The Council will keep a record of applicants and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the applicant to notify the Council of any changes to their contact details.

**Payment by BACS:**

**Payee:** Dronfield Town Council

**Sort Code:** 40-19-51

**Account Number:** 41550632

**When paying by BACS please include your Invoice Number as reference for payment.**

**VAT Number : 127 3710 84**

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**Payment by cheque:**

Cheques made payable to 'Dronfield Town Council' and sent to this address:

**Dronfield Civic Hall  
Dronfield Civic Centre  
Dronfield  
Derbyshire  
S18 1PD**

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**Delivery for Outside Services:**

Paul Duncan – Outside Services Supervisor,

Unit 2,

Birch House,

Callywhite Lane

Dronfield S18 2XR

Telephone : 07595 070894

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