

EAST LEAKE PARISH COUNCIL

MEMORIAL BENCH POLICY FOR EAST LEAKE BURIAL GROUND

INTRODUCTION

East Leake Parish Council will be responsible for the consideration of applications for installation of Memorial Benches in East Leake Burial Ground.

The Council supports the needs and principles of allowing memorial benches in East Leake Burial Ground. 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 Burial Ground, which will take account of the, often contrasting, needs of a variety of facility users.

The policy will also ensure that only memorial benches are erected which are instigated by a close member of the family 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 Councils Complaints Procedure via the Parish Clerk.

POLICY - TERMS & CONDITIONS

- 1) All applications for memorial benches should be completed on the official request form (which can be downloaded from the Parish Council website) 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. Upkeep of the memorial bench remains the responsibility of the applicant.
- 3) Memorial benches will be positioned to maximise the benefit and development of the Burial Ground, 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 Parish Clerk will attempt to notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Parish Clerk 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 Parish Clerk 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 or third parties.
- 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 Burial Ground. Therefore, the size and location of the Burial Ground shall limit the number of benches permitted. 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 (see additional documents.)
- 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 Parish Clerk of intention to lay the foundation and fix the bench. The applicant can only carry out these works under supervision of the Councils Parish Clerk, or other person appointed by the Council. An appointment system will be operated Monday to Friday (excluding Bank and Public Holidays).
- 11) No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
- 12) Applicants are advised to purchase suitable insurance cover for their bench.

Signed.....

Chair of the Parish Council

Date.....26/11/24.....

East Leake Burial Ground – Memorial Benches Options



Westminster Flat Arm Teak Bench 2-Seater (£249.00)



Westminster Flat Arm Teak Bench 3-Seater (£299.00)



EAST LEAKE PARISH COUNCIL APPLICATION FOR A MEMORIAL BENCH AND PLAQUE

BLOCK CAPITALS PLEASE:

Name:

Address:

.....

Email: Telephone number:.....

PREFERRED LOCATION OF SEAT (PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE):

1st Choice:

2nd Choice (if applicable):

The Parish Council will contact you if there are any queries regarding the proposed location.

SIZE OF BENCH REQUIRED (please tick one):

Westminster Flat Arm Teak Bench 2-Seater (£249.00)

Westminster Flat Arm Teak Bench 3-Seater (£299.00)

NOTES:

1. Please return one signed and dated copy of this form to: East Leake Parish Council, 45 Main Street, East Leake, LE12 6QZ or parishclerk@east-leake.gov.uk.
2. Subject to an agreement of the seat location and bench size, an invoice will be sent to you. Please do not send payment.

I/we have read the East Leake Parish Council Bench Policy and agree to the terms and conditions.

Signed: Date:

(Office Use Only)

Seat No Date installed.....

Invoice date Date paid.....

Sum Paid £.....