

TONYREFAIL & DISTRICT COMMUNITY COUNCIL

MEMORIAL BENCH POLICY

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Introduction

Tonyrefail & District Community Council supports the needs and principles of allowing memorial benches within Trane Cemetery and the wider district, and is mindful that these facilities are enjoyed by a wide range of people.

The Council is seeking to adopt a clear, measurable and sympathetic approach to the management of these facilities 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 policy will also ensure that only memorial benches that have a common appearance, style and size which are appropriate for that location and will not cause offence to others are erected.

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

Application process

All applications for memorial benches should be completed on the official request form and be signed by the donor.

The Council shall specify the types of bench available for installation at the agreed location. The donor will be offered a choice of bench styles. Upon receipt of payment, the Council will arrange for the purchase and installation of the bench and plaque.

Memorial plaques fitted to benches will be a maximum size of 6 inches wide by 3 inches high.

New benches – sizes and costs

The standard recycled plastic bench is 1,500mm wide. The price includes a 6" by 3" engraved plaque fixed to the back rail of the bench.

The charge for a donated memorial bench is VAT exempt and includes:

- Supply of the bench.
- Brass plaque and inscription of maximum 5 lines with no more than 36 characters per line. *Inscription to be provided in typed print at the time of ordering the bench. The Council does not accept any responsibility for errors in engraving.*
- Base and installation. If a base is not required, then the installation element of the total cost will be deducted and reimbursed, that being £285.
- Maintenance of the bench for a period of ten (10) years.

The cost of a memorial bench is £1,200 and is required in full prior to your order being processed.

Siting of benches

The Council may limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the site.

The Council will try to accommodate the applicant's preference for the bench location. However, the location of new benches will be decided by the Council and the Council reserves the right to refuse applications on this basis.

Term in situ

Memorial benches remain in situ for a maximum of ten (10) years.

At the end of the 10-year period, the Council will endeavour to contact the bench donor to offer to extend the period based on the charge of the service at the time of renewal. If after ten years, a new period is not entered into, the bench will be removed and made available to the person who donated it if required.

At the end of the dedication term, where it is not possible to contact the seat donor to offer to extend the period or where the seat donor chooses not to renew, the Council may remove the memorial plaque and, where reasonably practicable, return it to the donor.

Ongoing Maintenance

New memorial benches will normally remain on site for a period of ten years. During this period, the maintenance and reasonable repairs for the bench will be the responsibility of the Council, the cost of which is included in the fee.

Vandalism and Damage

If the bench is damaged beyond repair, the Council will remove it. The donor will be notified if this is the case.

The Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst carrying out routine maintenance.

Council's liability

Once the seat has been installed, it becomes the property of the Council. The Council then takes responsibility for all the maintenance requirements. No maintenance of any kind should be undertaken by the donor, their family or representatives.

Waiting time

Applications for memorial benches are processed all year round. On receipt of a request, the Council will respond within ten days of the next Cemetery Committee meeting. Once an application has been approved, it may take up to 12 weeks for the installation of a bench and plaque.