

# Weeting Parish Council Memorial Bench Policy

## 1. Background

Weeting Parish Council supports the needs and principles of allowing memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish 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. This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial bench
- To establish responsibility for the maintenance, repair and replacement of memorial benches.
- To ensure that memorial benches are not out of place in the area in which they are situated

## 2. Locations

As a principle, Weeting Parish Council will approve requests for memorial benches for those who lived within the parish for at least 10 years, we particularly encourage memorial bench applications from the relatives of those who have not been laid to rest within the parish. Applications will be considered for the following locations:

- The Village Green
- Playing Field
- Parrots Piece

In exceptional circumstances, memorial bench installation will be approved by the Full Council for people without 10 years of residency in the parish.

## 3. Terms and Conditions

- The Parish Council will only permit memorial benches to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets will not be considered.
- Memorials will be limited to benches.
- All applications for memorial benches should be completed on the official request form (See Appendix 1 to this policy) and be signed by the applicant. They will then be authorised by the Parish Council before installation.
- The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench and plaque and the installation.
- The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as application is made to site the memorial bench. Memorial plaques will be no larger than 175mm wide by 75mm high and shall be fitted in the centre of the upper most slat of the back of the bench. If not installed by the manufacturer, the plaque shall be installed with non-return security screws.
- The Parish Council accepts no liability for damages caused to person(s) by memorial benches.
- The Parish Council will consider each application on an individual basis. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the

number of memorials in a particular area. The applicant may request a particular siting for the memorial bench but the final decision will be that of the Parish Council.

- The Parish Council reserves the right to remove or re-site memorial benches at any time.
- The Parish Council should they need to, will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Parish Council is in possession of current contact details.
- The Parish Council will not be responsible for any maintenance of any memorial bench. However, if any maintenance is required, in the opinion of an officer of the Council, the applicant(s) will be informed and given a period of 4 weeks in which to complete the necessary works. Any maintenance carried out by a third party will be in strict agreement with the Parish Council at an agreed time.
- Restrictions apply to added Items like vases, flowers or wreaths, these will be removed.
- The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Council beyond economical repair or have not been repaired within 4 weeks of the notification referred to above.
- The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench.
- Benches will be of a design selected by the Parish Council to be in keeping with the intended location.
- The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- The Parish 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 named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.
- The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial bench being removed without further notice.
- All memorial benches shall be paid for by the applicant prior to the Council ordering the Bench.

## 4. Style and Cost of the Bench

Over the years benches of various styles have been installed throughout the parish. In order to bring more uniformity to our bench inventory styles will be approved as detailed below:

- Brown in Colour, Recycled Plastic Bench, with ground anchor.
- At the time of approval of this policy, the recommended bench is, Bench with Arms
- <https://www.realisefuturesecofurniture.co.uk/product/bench-with-arms/>

## 5. Approval

The Clerk is delegated to approve benches which are in line with policy. Any special requests, requests outside the scope of the policy shall be decided by the full council at the next available meeting.

## 6. Review

The Bench Policy was approved for use at the meeting of the Parish Council on 19th February, and will be reviewed regularly, at least per council term, nominally 4 years.

Dated: 19th February 2026

Review: February 2030

# Appendix 1 -- Memorial Bench Application

## Section A: Contact details of Bench Owner (Applicant)

First Names

Surname

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Address

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Postcode

Telephone

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Email

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By Completing this form, the application agrees to be contacted by and their details being kept by, GPC for this purpose.

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## Section B: The Bench

Location requested

Plaque to be in the name of:

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Additional Inscription, including any dates

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**Applicable Extract from the Memorial Bench Policy:**

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- The Parish Council will not be responsible for any maintenance of any memorial bench.
- The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench.
- The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial bench being removed without further notice.
- Restrictions apply to added items like vases, flowers or wreaths, these will be removed.

**Declaration by Applicant:**

I confirm the details contained in this form are accurate and agree to the terms of the Memorial Bench Policy.

Name of Applicant

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Signature

Date

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