# Ockbrook and Borrowash Parish Council Memorial Seat Policy.

## INTRODUCTION

Ockbrook and Borrowash Parish Council supports the needs and principles of allowing memorial Seats 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.

## POLICY – Terms & Conditions

1. All applications for Memorial Seats should be completed on the official request form and be signed by the applicant.

2. All Memorial Seats installation must be paid for by the applicant prior to the seat being ordered at a cost of £270.00

3. The Parish Council will limit the number of Memorial Seats in particular areas.

4. The Parish Council will notify the applicant in the event that the Memorial Seat is damaged. The applicant should ensure that the Parish council is in possession of current contact details.

5. The Parish Council reserves the right to remove any Memorial Seats that have been damaged and are in the view of the Clerk and/or the Parish Council beyond economical repair.

6. The Parish Council accepts no liability for damage to any Memorial Seat from vandals, third parties or whilst the Parish Council carries out routine maintenance.

7. Prior to installation, the specification will be determined by the Clerk and/or the Council. The applicant will pay upon placing the order, the costs to install the Memorial Seat, once installed, the ownership of the Seat will transfer to Ockbrook and Borrowash Parish Council.

8. The Parish Council accepts no replacement liability for the plaque or the Seat at the end of its useful life and will dispose of any such Seat in an appropriate environmental way. Any replacements of Seats or plaques will be the responsibility of the original applicant at the current cost.

9. The Memorial Seat must be clear of floral / tributes or further personalisation.

10. The location of the Memorial Seat is to be agreed and approved by the Clerk.

# Memorial Seat Application Form.

Please complete, print and return with a photograph of the bench and its dimensions to: The Clerk, Ockbrook and Borrowash Parish Council, Village Hall, Church Street, Ockbrook, Derby DE72 3SL.

**Your contact details** (Please supply your contact details below)

Name……………………………………………………………………………

Address……………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………

Telephone ……………………………………………………. E-mail: ………………………………………………………….

**Location of the Memorial Seat**

I would like my Seat to be placed in the following location.

……………………………………………………………………………….……………………………………….

Location approved by the Clerk.

…………………………………………………………………………………………………………………………

Bench Dimensions: Width …………………………………………………………..

 Length…………………………………………………………..

Agreement for a Memorial Seat to be placed in a Public Area for the natural life expectancy of the Seat between Ockbrook and Borrowash Parish Council and

 (Insert Name)………...........................................……

This letter sets out the agreement that a new Memorial Seat will be placed at ………………………………………………

Once installed, ownership of the seat will be passed onto Ockbrook and Borrowash Parish Council. They will be responsible for the Seat for the period of its natural life (approximately 15 years). Once the Seat has reached the end of its natural life, the Seat will be removed. A request to purchase a new replacement Seat can be made at the appropriate time. The Council cannot guarantee against theft or vandalism and will not be able to replace either the Seat or plaque in this event.

 I understand and agree to all the conditions above and enclose my payment for £………….

Signed..................................................................

Date.................................