

PARISH OF SALTWOOD

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Memorial Plaques and Benches Policy

(The term Bench includes Tables – e.g. Picnic Tables)

All applications for the placement of a memorial bench on Parish Council land will be made in writing to the clerk and must be approved by the Parish Council. The Council will consider placement requests from Donors (bench is provided by the applicant) and Sponsors (bench is acquired by the Parish Council). All benches are to be installed by the Parish Council.

The location and style of the bench and plaque wording are all subject to Council approval. The Council will discuss details with the Donor or Sponsor before finalising the agreement.

On approval, the Parish Council will write to the applicant setting out the agreement. The applicant must sign agreeing to the terms and conditions of the policy and any payments, including installation costs, must be made in full before the installation process of the bench can begin.

All benches and plaques, whether donated or sponsored, remain at all times the property of Saltwood Parish Council.

The Parish Council reserves the right to repair/remove/move benches as necessary, for example on grounds of condition and safety.

The Parish Council will not be liable for theft or vandalism of a bench and would consider its repair or replacement after such an event at the Council's discretion.

Installation and repairs will be carried out by arrangement of the Parish Council only. Donors or Sponsors wishing to carry out any maintenance themselves must receive permission from the Council to do so.

Donors and Sponsors must provide contact details when making an application and are responsible for informing the Council about any changes in those details. The Council will attempt to contact Donors or Sponsors in the event that benches and plaques need to be moved or removed. The Council will retain personal details for this purpose. Personal details will not be shared to a third party.

Queries about benches and plaques should be made to the Parish Council directly.

Ten years after the installation date the donation /sponsorship agreement is ended and the Parish Council may remove or move the bench, plaque or add other plaques to the bench. Donors/Sponsors may contact the Council to seek an extension to the agreement before this date.

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I understand and agree to all the conditions above

Signed _____

Print name _____

Date

Contact address