

Lawford Parish Council



LAWFORD PARISH COUNCIL Policy and procedure for responding to Memorial Bench and/or Memorial Plaque Requests

Policy

Whilst Lawford Parish Council is keen to respond to requests for memorial benches and or plaques positively it is responsible for the upkeep for its open spaces and would therefore insist on a few criteria for any applications received as follows:

- The person being commemorated has been a resident of the local area
- The applicant is willing to use materials that are of a good quality and recyclable where possible
- The wording on any plaque is respectful

The Parish Council would also limit the number of benches or plaques placed in any one year to three.

Procedure

1. A request must be made in writing asking for permission to site a memorial bench/plaque on LPC land.
2. The request must go to Full Council for consideration
3. If agreed at Full Council, the Clerk or a Councillor to inform the person who has made the request and arrange a site meeting with a councillor and clerk to attend.
4. The applicant to be made aware that the bench/plaque has to be made from recycled materials (take along/provide a brochure)
5. Agree with the applicant where the memorial bench/plaque will be located and the design.
6. Inform applicant that the Parish Council will own the bench/plaque and include it on its asset register and maintenance check list.
7. Inform the applicant that the Parish Council will pay for the bench/plaque including VAT and the applicant will reimburse the council the cost of the seat/bench, plaque and any fixing items
8. The applicant and Council to agree plaque wording
9. The Council to obtain quote from company
10. The Council to place the order
11. The Council to organise installation
12. The Council must communicate with the family especially with regard to the wording required on a plaque.

Policy Implementation Notice

This is the policy statement of: **Lawford Parish Council**

The overall and final responsibility for this policy is that of: **Parish Councillors**

Approved by **Full Council** on 26 September 2022

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: **The Parish Clerk**

Policy review date: 26 September 2024