

WALTHAM PARISH COUNCIL MEMORIAL BENCH POLICY

Waltham Parish Council will consider fully all requests for memorial benches in Waltham Cemetery and other Parish Council land. All requests must be made in writing on the Council's application form and in agreement with the next of kin, personal representative and/or the executors.

- Benches will be purchased from the Parish Council's approved supplier(s) in consultation with the applicant.
- The applicant should ensure at all times that the Parish Clerk is in possession of current contact details. It is important that we are able to contact you, or the future of the bench could be uncertain.
- Benches will be of the type and colour agreed with the Council to be in keeping with the intended location.
- The applicant shall pay to the Council, in advance, the full cost of the memorial bench, plaque and installation. The Council will arrange the purchase of the bench from its approved supplier and its installation. The total amount payable is £950 per bench.
- Memorial plaques fitted to benches should be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the uppermost lath of the back of the bench. They should be in a style agreed with the Council, and the Council will approve the wording for the plaque. Wording should be provided to the Council at time of making the application.
- No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc. shall be permitted on or around the bench. The Council reserves the right to remove any memorial items.
- The Council accepts no liability for damage to any benches from vandalism, third parties or whilst the Council carries out routine maintenance around the bench.
- The Council reserves the right to remove any memorial benches that have been damaged and deemed by the Parish Council to be beyond economical repair. The Council retains the right to re-site a bench should this become necessary.
- The Council will maintain the bench in line with the current maintenance regime for benches.
- The Parish Council will retain ownership of the bench.
- The Council accepts no replacement liability for the plaque or the bench at the end of its useful life.

Date adopted: 2 June 2026

Date for review: May 2029