



## **GRESFORD COMMUNITY COUNCIL CYNGOR CYMUNED GRESFORD**

### **Policy on the positioning, and dedication, of benches in Gresford Community Cemetery and the wider Gresford Community Council community**

Gresford Community Council supports the needs and principles of allowing memorial/ family benches in Gresford Cemetery, and will be responsible for the consideration of applications for their installation in the cemetery grounds and, where appropriate, in the wider community.

The Council is mindful that these facilities are enjoyed by a wide range of people; therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all. This policy will be made available to the general public and all applicants for memorial benches will be issued with a copy. Upon successful application and payment the client is agreeing to donate the memorial bench to Gresford Community Council for use within the cemetery/wider community, whichever is applicable. The payment will cover the cost of maintenance and ongoing repair for 20 years - an estimate of the useful life span of the bench.

#### **Terms and Conditions**

1. Gresford Community Council, through this policy, will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.
2. The Council shall specify the type of bench, which will be purchased from a reputable supplier. The applicant will pay the fee for the bench, its installation and plaque (if required).
3. The Council will ensure that memorial/family benches have a common appearance, style and size which are appropriate for the location and will not cause offence to others.
4. Locations for the siting of benches will be stipulated by the Community Council.
5. All applications for memorial benches should be completed on the official request form and be signed by the applicant.
6. The fee covers the purchase, delivery and installation of the bench, together with the ongoing repair and maintenance for the appropriate life span of the bench.
7. The size of the cemetery/proposed location shall limit the number of benches permitted; therefore the Council reserves the right to refuse applications on this basis.
8. The Council accepts no liability for damage to any memorial bench from vandals,

third parties or whilst the Council carries out routine maintenance in the cemetery or wider community.

9. No additional mementoes - e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc. - shall be permitted on or around the bench. These shall be removed without reference to the original applicant.
10. Once installed, the bench cannot be repositioned or removed from the site. However, should a bench become unsafe at any time, and is judged by the Council to be beyond economic repair, the community council reserves the right to remove it immediately in the interest of health and safety. At such a time the bench will be disposed of as the Community Council sees fit and any memorial plaques shall be removed; these can then be collected by the donor.
11. The council accepts no replacement liability for the plaque or the bench at the end of its useful life. Once a memorial bench is removed and disposed of any application for a successor will be considered as a new application in the normal manner under the terms of this policy.
12. The content of this policy will be revised as necessary to meet changing circumstances, fashion and trends. The policy will be reviewed jointly by the Cemetery and General Amenities Committees every five years and proposed amendments shall be submitted to the Community Council for approval.

### **Inscriptions for Benches**

1. If specified on the application form the Council will purchase a memorial/family plaque for a bench; this purchase will be included in the total cost required. The plaque shall be affixed to the centre of the upper most lath of the back of the bench.
2. The size and inscription on the plaque will be as specified on the application form.

### **Process thereafter**

Once an application has been received the applicant will be contacted and informed as to whether it has been accepted and advised on the process of agreeing a location and the need for payment to be made. Once the location has been agreed, and payment has been received, the Community Council shall arrange for the purchase and installation of the bench and purchase of a plaque as per the Terms and Conditions, above.

### **Payment**

Payment is required within **ten days of notification that an application has been accepted and total cost advised**. Electronic payment is preferred (as per the application form) but cheques made payable to Gresford Community Council will be accepted.