



Preesall Town Council Memorial Bench Policy and Request Form

1. Introduction

Preesall Town Council supports the needs and principles of allowing memorial benches within the town and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Town Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy covers only broad common issues and is not meant to be ~~exhaustive~~. The content of this policy will be revised as necessary to meet changing circumstances.

2. Locations

1. Town-owned land;
2. Public footpaths owned by the highway authority (Lancashire County Council) upon licence;
3. Land owned by the Environment Agency upon licence;
4. Land managed by Wyre Borough Council upon licence.

3. Policy background

The council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of memorial benches, which will take account of the sometimes-contrasting needs of a variety of users. The policy will also ensure that only memorial benches are erected that have a common appearance, style and size and will not cause offence to others. The policy will establish responsibility for purchase, maintenance, repair and replacement. The council through the policy will endeavour always to offer the highest standard of service in undertaking its management and regulatory responsibility.

All applications for memorial benches should be completed on the official request form and be signed by the applicant.

The council has no commitment to accept any application made. Should the application be rejected, any fee paid will be returned in full.

4. Terms and conditions

1. **The town's recreation areas, gardens and open spaces are there for the enjoyment of everyone and as such are not considered to be 'memorial' gardens. Therefore, no additional mementos e.g. vases, statues, flowers,**

wreaths, balloons, cards or other ornamentation, shall be permitted on or at bench locations. Any such items found will be removed by the council.

2. The location, style of bench and plaque wording are all subject to council approval. To ensure new benches are appropriate for public use they will all be purchased by Preesall Town Council.
3. All memorial benches should be paid for by the applicant before the completion of the installation. The cost of sponsoring a bench is £435. This goes towards covering the costs to the council of purchase of the bench and the installation materials.
4. Benches may remain in situ for a period of ten years. After the ten-year period, subject to agreement with the council, families may wish to pay for a further period of sponsorship if the bench is still in an acceptable condition or they can sponsor a new seat to replace the old. If a new bench is purchased a new ten-year agreement must be raised. The fees for any extensions or replacement will be based on the council's approved schedule of charges applicable at that time. The fixed ten-year term commences when the application is approved by the council. After ten years, the current fee for maintenance if the bench is still viable is £50 per year.
5. If the family cannot be contacted after the ten-year period the council may remove the bench or allow other memorial plaques to be placed on it. Any plaques from removed benches will be retained by the council for a year for the family to collect.
6. Stainless steel plaques are allowed, with the size and wording to be discussed and agreed with the clerk to the council. They are normally 20cm x 5 cm (with a maximum of 5 lines). The cost varies depending on the number of lines and is in addition to the cost of the bench. The plaque remains the property of the sponsor.
7. If the memorial bench is damaged the council will attempt to notify the sponsor.
8. The applicant has the responsibility to ensure that the Town Council is in possession of current contact details. It will retain your personal details for this purpose. Your details will not be passed to a third party.
9. Preesall Town Council reserves the right to repair/remove/move memorial benches on grounds of condition and for safety reasons.
10. In the unlikely event a bench is stolen, the council shall not be responsible for providing a replacement.
11. Once installed, the bench becomes the property of the council. The bench shall not be removed by the sponsor and it may be used by any/all visitors to the area in which it is sited.
12. The council, in line with the current maintenance regime for benches, will maintain the bench. No maintenance of any kind should be undertaken by the sponsor, their family or their representatives.
13. The council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or

plaques will be the responsibility of the original applicant.

- 14. The council reserves the right to amend this policy as it sees fit, any amendments must be adhered to by the applicant.** Should any terms and conditions which are amended within this policy directly affect the applicant they will be informed in writing by the Clerk and provided with the updated version of the policy.

5. Waiting time

Applications for donated memorial benches are processed all year round. On receipt of a request the council will respond within 10 working days. Once an application has been approved it may take up to 12 weeks for the installation of a bench and plaque. Severe weather may extend this period and the donor will be kept informed during this time.

The council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations, [and their data protection and data retention policy](#). It is the responsibility of the donor to notify the council of any changes to their contact details.

Document control			
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Version number	Date approved	Author	Next Review
V1.0 final	13 February 2023	Alison May	February 2024
V1.a	12 February 2024	Updated by Y Walton	February 2025
V1.b	10 February 2025	Updated by A Whalley	February 2026
V2.0	9 th February 2026	D. Smith	February 2027

Memorial Bench and Plaque Application Form

Please complete this form to apply for a memorial bench and plaque. A Town Councillor or the Clerk of the Town Council will contact you to discuss and finalise arrangements before installation. Please print clearly using black ink.

Applicant's
Name:.....

Address:.....
.....
..... Postcode:.....

Telephone number:.....

Email:.....

It is the responsibility of the bench sponsor to inform the council of any change of contact details.

Bench (10-year sponsorship excluding engraved plaque) £435.

Plaque: £

Please contact the clerk either by phone –
07739868212 or

by email: clerk@preesall-tc.gov.uk

to discuss the proposed wording and obtain a quotation for the plaque prior to submitting the application form.

I have read and understand the Preesall Town Council policy on memorial benches.

I have discussed the wording of the plaque with a representative of the council and have received written confirmation of the wording and cost of the plaque. I have agreed the wording and the cost.

Signed..... Date.....

Fee enclosed: £435 for bench
plus £..... for plaque, as discussed and agreed with the Clerk.

Total payable: £

Payment via BACS is preferred and should be made to:

Preesall Town Council sort code: 60-83-01

Account number: 20414647

Cheques should be made payable to Preesall Town Council and returned with the completed form to: Preesall Town Council, c/o 32 Mill Lane, Stalmine, Poulton le Fylde, FY6 0LR

If you have any additional questions, please contact the Town Clerk on 07739 868212 or at clerk@preesall-tc.gov.uk