

# GREAT WALTHAM PARISH COUNCIL

## Commemorative and Memorial Seat Policy

Version 1

*This policy document should be reviewed and updated as necessary.*

Version	Review Date	Reviewed By	Summary of Changes
1	May 2024	A. Martin	New document.

## **Great Waltham Parish Council – Commemorative and Memorial Seat Policy**

This policy considers matters concerning the donations of commemorative and memorial seats within Great Waltham Parish Council's administered recreation grounds and green spaces.

- The Council recognises people's desire to mark a special occasion by donating a seat in memory of a family member or friend or indeed to mark a special commemorative occasion.
- This policy details the process, including how commemorative and memorial seats will be recorded and administered.
- Where possible such opportunities will be supported by the Council. Potential locations will be existing seat positions (involving the replacement of existing seats when at the end of their lifespan) and where appropriate (in limited circumstances) new seat positions will be offered.
- Applicants make a financial donation to cover the purchase and installation of a seat (and, if required, a base) that conforms to the Council's safety standards and to the seat style established in each given recreation ground/green space location.
- Any memorial seat must be paid for by the applicant prior to installation, and the precise location and positioning agreed in writing beforehand.
- Those donations covering the Council's costs in purchasing a suitable seat together with a stainless-steel plaque and the cost of installation are treated as a 'donation' and as such are exempt from Value Added Tax.
- All necessary maintenance will be carried out by the Council for a 10-year period after which time the Council reserves the right to remove or retain the seat and plaque. Applicants will be given the option to replace the seat with a new one at full cost, if required, or to relinquish the site. It is incumbent on families to advise of changes to contact details over that period.
- The Council accepts no liability for damage or theft of any memorial seat or plaque from vandals or third parties. The Council reserves the right to remove any memorial seat that is damaged beyond economical repair or that become dangerous.
- Seat style and installation costs along with stainless steel plaque manufacture can vary from location to location so price is determined by quotation at the time of each application and is discussed with the donor at the time of contact.
- The inscription on any memorial plaque is to be restricted to "In the memory of" the name of the person, and the dates of birth and death. There should be no more than four lines of inscription on the plaques and the wording is subject to the approval of the Council.

Once the seat style and location is agreed a costed breakdown of the price of a donated seat with engraved plaque installed onto a concrete base can be determined.

- This policy will be reviewed periodically.

Green spaces and recreation grounds administered by the Council where memorial seat donations could be considered:

- Great Waltham Recreation Ground
- Ford End Recreation Ground
- Ford End Village Green
- Howe Street Recreation Ground
- North End – Green
- North End - Pump Green
- Broads Green Village Green
- Littlely Green - Green



Seat and base example

AN AGREEMENT made on .....

between Great Waltham Parish Council, Parish Office, The Pavilion, South Street, Great Waltham, Essex, CM3 1DF ("the Council") and

Name .....

Address .....

.....

Telephone .....

Email .....

1. This Agreement shall expire 10 years from date of signing by both parties.
2. The Agreement is deemed to be entered into when it is signed by both parties.
3. Both parties shall be bound by the terms of the aforesaid policy.
4. It is incumbent on families to advise of changes to contact details over that period.

IN WITNESS the parties have executed this Agreement as a Deed the day and year first before written

SIGNED ....., Clerk on behalf of the Council

in the presence of: ..... Dated .....

witness signature.

SIGNED by [on behalf of] ....., the Donor [being duly authorised to sign]

Printed Name .....

in the presence of .....

witness signature.

Printed Name .....

Dated .....

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