

Steeton with Eastburn Parish Council



Policy and Procedure: Donated Memorial Bench Policy

2022

Adopted by Steeton-with-Eastburn Parish Council at the meeting on
5 January 2022

Reviewed	Ratified by Parish Council	Planned date of next review
January 2022		January 2024

	Print name	Signature	Date
Chairman			

POLICY FOR DONATED BENCHES

INTRODUCTION

Steeton with Eastburn Parish Council will consider requests for donated benches to be installed on public spaces within the parish. These facilities will be enjoyed by a wide range of people and the Council will ensure that they are managed and regulated for the mutual benefit of all.

OBJECTIVES OF THE POLICY

This policy has been produced with the following guiding principles:

- To be respectful, sympathetic and easily understood by residents;
- To balance the sometimes contrasting needs of the donor and a variety of facility users as benches are not appropriate for all sites.
- To maintain and enhance the appearance of sites and not detract from their prime purpose.
- To clearly establish the responsibility for maintenance, repair and replacement of donated benches.
- To achieve full cost recovery by Steeton with Eastburn Parish Council for any benches provided.

DONATION OF BENCHES

Siting, type of bench and inscription

All existing and potential bench locations and details of the type of bench appropriate for each site in the parish of Steeton with Eastburn have been mapped and are shown on the Asset Register.

Donated benches will only be placed in positions specified by the council. A choice of position may be offered. All requests regarding the donation of a bench should be made to the Proper Officer via email.

All applications will be fully considered by the Parish Council.

A bench will be selected in consultation with the donor, of a type and standard approved by the Parish Council. All inscriptions on plaques to be attached to benches are limited to text only and where appropriate a logo. All plaques are to be approved by the Parish Council to ensure that they are appropriate and comply with other policies.

Costs and future maintenance

The donor will meet the cost of the purchase and installation of the bench and plaque.

Once donated, ownership of the bench is automatically transferred to the Parish Council.

Once erected and on the payment of an initial fee based on the type of bench purchased, the basic maintenance of the bench will become the responsibility of the Parish Council during the period of its natural life.

If major maintenance is required, the original donor will be consulted and invited to contribute towards the cost. If repairs are not viable, the donor will be consulted regarding disposal or replacement.

When the bench reaches the end of its natural life, the original donor will be contacted, wherever possible, and asked whether they wish to purchase a replacement bench.

The Parish Council reserves the right to remove any donated bench that has been damaged and that in the view of the Council is beyond economical repair or is unsafe having made every effort to contact the donor.

The Parish Council reserves the right to re-locate benches for operational requirements. For short term relocation the donor will not be consulted. For longer term re-location, donors will be advised of the new position and the reasons for moving.