

# **FISKERTON CUM MORTON**

## **Memorial Bench Policy**

**Adopted: April 2025**

### **1. INTRODUCTION**

Fiskerton cum Morton Parish Council aims to ensure a clear, structured and sympathetic approach to the management of memorialisation to parishioners on land that it owns. This also needs to account for the sometimes-contrasting needs of a variety of users.

The policy also seeks to ensure that memorial benches are installed which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location. The policy will establish responsibility for maintenance, repair and replacement.

Any applications or queries on memorialisation should be made to the Clerk

[clerk@fiskertoncummorton.co.uk](mailto:clerk@fiskertoncummorton.co.uk)

### **2. APPLICATION PROCESS FOR MEMORIAL BENCHES**

In the first instance, the applicant should read this policy and then contact the clerk for an application form. The applicant will be asked, at a minimum, to confirm the following:

- That the applicant is the next of kin or executor for the person being memorialised
- Name and contact details of applicant and name of person being memorialised
- Confirmation that person being memorialised was a resident of Fiskerton cum Morton, or otherwise
- The full plaque inscription
- Preferred style of bench, and colour
- Preferred bench location and position, and any alternative locations
- Confirmation of commitment to onward maintenance of the bench (see Conditions)
- Name of contractor chosen to install the bench
- Acceptance of all Conditions

The clerk will present the application to Fiskerton cum Morton Parish Council at the next council meeting for consideration of approval. Fiskerton cum Morton Parish Council councillors may have further questions of the applicant before approval can be given; best attempts will be made not to prolong the decision-making process.

### **3. CONDITIONS FOR MEMORIAL BENCHES**

- (a) Applicant is required to maintain the bench for the duration of its life
- (b) Applicant should ensure that Fiskerton cum Morton Parish Council is always in possession of current contact details
- (c) The rights to the placement of the bench remain those of the applicant and cannot be passed to others unless specifically agreed by Fiskerton cum Morton Parish Council and the applicant
- (d) Person being memorialised must have been a resident of Fiskerton cum Morton— exceptions on a case-by-case basis
- (e) Applicant is required to pay for bench, plaque, and all installation costs
- (f) Method of installation to be agreed by Fiskerton cum Morton Parish Council; e.g. on paving slabs, on concrete foundation
- (g) Contractor installing the bench must be approved by Fiskerton cum Morton Parish Council
- (h) Bench style/colour to be approved by Fiskerton cum Morton Parish Council; must be in-keeping with the area
- (i) Bench plaques to be maximum size: 175mm x 75mm in the centre, upper most bench slat
- (j) Plaque inscription to be approved by Fiskerton cum Morton Parish Council; Fiskerton cum Morton Parish Council reserves the right to refuse applications on this basis
- (k) Fiskerton cum Morton Parish Council will not grant applications for memorial benches to pets
- (l) Fiskerton cum Morton Parish Council may limit the number of benches in some areas: final decision by council
- (m) Location/position to be chosen to maximise the benefit and development of the village
- (n) 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.

### **4. ONGOING MAINTENANCE OF MEMORIAL BENCHES**

- (a) Fiskerton cum Morton Parish Council will contact the applicant in the event that the bench is damaged or beyond repair
- (b) Damage to bench must be resolved by the applicant with no cost attributed to Fiskerton cum Morton Parish Council
- (c) Fiskerton cum Morton Parish Council reserves the right to remove a bench if:
  - In the view of the clerk or council, it is deemed to be beyond economical repair

- If it has not been repaired within 2 months of alerting the applicant using the contact details provided, unless an action plan to repair/replace the bench has been agreed within those 2 months
- If the bench is deemed to be dangerous or a risk to the public we will carry out action and then look to recover the costs – this could result in the bench being removed immediately.

(d) Fiskerton cum Morton Parish Council accepts no replacement liability for the bench or plaque at the end of its life and will dispose of any such bench

(e) In the event that a damaged bench is removed, Fiskerton cum Morton Parish Council will offer the applicant the option to place a new bench; if the applicant cannot be contacted using the provided contact details, after a period of 3 months, Fiskerton cum Morton Parish Council reserves the right to offer the bench place to another applicant.

## **5. TREE AND SHRUB MEMORIALS**

Fiskerton cum Morton Parish Council regrets that no tree or shrub memorials are permitted. Unauthorised placement of trees or shrubs on Fiskerton cum Morton Parish Council land may result in them being removed without notice.

## **6. OTHER TYPES OF MEMORIAL**

Fiskerton cum Morton Parish Council regrets, but no other type of memorial other than those listed above will be considered for installation on Fiskerton cum Morton Parish Council land.

Date of policy: 28 April 2025

Approving committee: full council

Date of meeting: 28 April 2025

Policy version reference: 2025 v1

Supersedes: n/a

Policy effective from: 28 April 2025

Date for next review: April 2027

— policy ends here —

**FISKERTON CUM MORTON PARISH COUNCIL**  
**Application for a memorial bench**

<b>Date of Application:</b>	
<b>Applicant Full Name:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Telephone Number:</b> (Please notify us of any change of details so we can contact you if we need to)	
<b>Name of person for dedication:</b>	
<b>Inscription for the plaque:</b>	
<b>Preferred location of the bench:</b>	
<b>Preferred style &amp; colour of the intended bench:</b> (Include an example photo with your application if you can.)	
<b>Any other information in support of your application e.g</b> <b>Are you the next of kin or executor?</b> <b>Was the person being memorialised a resident of Fiskerton cum Morton, or otherwise?</b>	

**Data Protection Act:**

In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held and may be passed to other services of the Council, so that you are provided with the best possible support.

We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.

**Declaration:**

I have read and understood all of the terms and conditions regarding memorial benches and accept them in their entirety.

Name of Applicant:

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Signed:.....

Date:.....