



Memorial Bench Policy

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1. Introduction

- 1.1 This policy sets out the Council procedure for the installation of memorial benches on Barrow BC land and cemeteries.

2. Policy Content

2.1 The bench and plaque can only be purchased through the Council; customers are not permitted to supply their own benches or plaques. The description and cost of the bench and plaque should be made known to the customer before purchasing. The benches are a standard size and four feet in width and constructed of recycled material.

2.2 No unique designs can be requested.

2.3 Benches will be allowed in any area of the cemeteries but must not infringe on other graves or memorials.

2.4 Benches on Barrow BC owned land outside of the cemeteries will be considered against the following criteria:

- Only sites which do not have a sufficient number of benches will be considered. These will be areas which lack any benching nearby or are at a likely stopping point such as a beautiful view or a restpoint.
- Locations will be chosen to minimise maintenance and vandalism. Remote locations with poor access for maintenance and repairs will not be considered.
- Due to the volume of memorial benches already in place, no new benches will be permitted around the coastline of Walney Island.

2.5 The location of the bench must be approved by the Council for all benches on Barrow BC land. The decision by the Council is final. Any unauthorised benches which are installed once the policy is approved will be removed. The Cemeteries and Crematorium Manager is the officer who approves the position of the bench.

2.6 The customer must complete an application form and pay for the bench before ordering. All benches will be ordered at the end of each month. The signing of the application is formal confirmation of responsibility for the bench for the length of the lease.

2.7 Purchase of the bench will be for five years only, after which time it may be removed by the Council. There will be an option to renew the lease if the bench is in

suitable condition and the view of the Council that it could last another five years. The cost will include the bench, plaque, installation, surfacing and minimal maintenance. All repairs and maintenance will be organised through the Council. Under normal usage, the bench should present no risk. Liability cannot be accepted for improper use. The Council cannot guarantee against theft or vandalism and will not be able to replace either the bench or the plaque in this event.

2.8 The benches should require minimal maintenance.

2.9 To ensure installation is undertaken safely to the required standards, the Council will provide and install the memorial bench with plaque and surfacing in all cases.

2.10 At the end of five years customers have the option of renewing the lease or purchasing a new memorial bench. (The Council reserve the right to repair/remove benches as necessary should they fall into disrepair or are damaged during this period).

2.11 The details of the bench will be entered into the Memorial Register.

3. Process for getting agreement and paying for a bench

3.1 The process to make an enquiry to purchase a bench and have one installed is as follows:

- (i) Customer enquiries about installing a bench are directed to the website page to view the guidelines in the policy and to download an application form. An application form can also be posted out if that is easier.
- (ii) Customer completes the application form and must specify where they would wish a bench to be installed. They should also specify what they would wish to include on the plaque with a maximum of 70 letters. This form should be emailed back to: *cemetery@barrowbc.gov.uk*
- (iii) The requested location for the bench will be considered in consultation with the relevant Council departments who will apply the guidelines for whether a memorial bench is suitable in this location. If the requested location is not suitable, the nearest alternative location will be offered.
- (iv) The Council will ensure that the plaque wording is suitable for use on a public bench.
- (v) The Council will then contact the customer to confirm or discuss the details. Communication will be by phone or email. If an alternative location is required, a letter with a map to illustrate the alternative site

will be sent.

- (vi) On agreement, a standard agreement letter will be sent to the customer to confirm arrangements and request payment.
- (vii) When payment is received, the Council will order the bench and arranging for installation on arrival.
- (viii) The Council will ensure that the work is carried out as specified and will photograph the bench and ensure that all information is recorded on the Barrow BC asset management system for future reference.
- (ix) The Council will ensure that a letter and photograph are sent by post or email to the customer to notify them that the bench is in place.
- (x) When applying for a bench the customer will be informed that planting or placing tributes around the bench is not permitted. Any tributes placed around the bench will be removed.

3.2 Although this policy applies to the installation of new memorial benches, where existing benches are deemed past their lifespan and are not repairable, they will be removed and the new policy for consistency will apply.

4. Seat Specification

4.1 The seat will be in recycled plastic and be 4 feet in width. (See appendix 1)
The Council will arrange for the seat to be fixed in place at the appropriate location.

4.2 The current fee for a memorial seat including a plaque is £680.00. This fee is subject to any annual increase in line with the Council's fees and charges.

5. Policy Review

5.1 This policy will be reviewed every three years. The next review date is November 2025.

Appendix 1

