



Keighley Town Council

Memorial Bench Policy

APPENDICES

- Appendix A Memorial Bench enquiry form
 - Appendix B Agreement form
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1. INTRODUCTION

1.1 Keighley 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.

1.2 It is the intention that the policy only covers 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

2.1 Town land and in consultation with Bradford Metropolitan District Council where appropriate.

3. POLICY – Terms & Conditions

3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant. They will then be authorised by the Town Council before installation.

3.2 The Town Council accepts no liability for damages caused to person(s) by memorial benches. Although, the Town Council will undertake minor repairs to damaged benches if deemed economically appropriate and subject to budget considerations at the time.

3.3 The Town Council may limit the number of memorial benches in particular areas.

3.4 The applicant should ensure that the Town council is in possession of current contact details. Should the Council need to notify the applicant if the memorial bench is damaged.

3.5 The Town Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Town Council beyond economical repair.

3.6 The Town Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Town Council carries out ground works in proximity to the bench.

3.7 Benches will be made from 100% recycled Eco plastic – a blend of high-performance, cement-based composites and reinforced with alkali resistant glass fibres which are then moulded to create a wood grain effect. The bench is 180 cm wide, and seats 3 people.

3.8 Memorial plaques fitted to benches to be a maximum size of 12.5cm wide x 5cm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater. The plaque shall be installed with non-return security screws.

3.9 The Town 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.

3.10 The bench will remain an asset of Keighley Town Council and if required listed on the councils Asset Register.

4. COST OF BENCH

4.1 The cost of a memorial bench is £875 which includes erection, regular maintenance including oiling when necessary, and a stainless-steel plaque of 12.5 cm x 5 cm naming the loved one to be remembered.

Version No	Date Adopted	Next Review Date	Amendments Made
V1.	28 January 2021	May 2022	
V2.	19 May 2022	May 2024	1. Section 4 updated cost

Appendix A - Memorial Bench Enquiry Form

Please complete and return to: The Town Clerk, via email townclerk@keighley.gov.uk or via the post to: Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ

Section A your contact details (Please supply your contact details below)

Name	
Address	
Telephone	
Email	

Section B Location

I would like my bench to be placed;	
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Section C Memorial Plaque

Plaque to be in the name of	
Your memorial message for the plaque (subject to Council approval) a maximum of 50 letters can be included	

Appendix B - Form of Agreement for a Memorial Bench to be placed in a Public Area for the natural life expectancy of the bench

Memorial agreement between

Keighley Town Council

And

Name	
Address	

This letter sets out the agreement a new bench to be placed at:

Your bench will carry a stainless steel/bronze memorial plaque or engraved inscription in the name of:

Your memorial message will read:

Once the bench has reached the end of its natural life (approximately 15 years), the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time. The Council cannot guarantee against theft, vandalism or damage and cannot guarantee that the Council will be able to replace or repair either the bench or plaque in this event. I understand and agree to all the conditions above.

Signed:	
Date:	