



ILMINSTER TOWN COUNCIL

Memorial Bench policy

Adopted May 2022

Reviewed June 2024

Reviewed February 2026

Review: February 2029

Introduction

The intention of this policy is to provide guidelines for the siting of Memorial benches on land that Ilminster Town Council (ITC) is responsible for. This will include the ability to put plaques on existing benches should there be availability and also to allow the siting of suitable benches where none currently are sited but which may be considered suitable.

The Town Council will consider requests for benches to be installed in memory of a deceased friend or relative. The deceased must have lived in Ilminster or its immediate surrounds immediately prior to their death or had a significant association with the parish in the past.

Memorial bench and/or plaque

When a request is made for a memorial bench, each request will be treated on its own merits and may involve one of the three options detailed below depending on the individual circumstances available. These options are;

- a) The installation of a brand-new bench with plaque
- b) The replacement of the top slat of an existing bench so that a memorial plaque can be inserted flush with the back rest. (Some benches are not suitable for a plaque to be fixed to the existing top slat)
- c) The fixing of a plaque to an existing wooden bench

Placing a memorial plaque on the Town Council Memorial Bench

ITC will be mindful of the location and the quantity of benches and therefore a specific requested location may not always be possible, in which case an alternative location may be suggested. Any bench that is newly located will take into account the type of benches that are already in use in that area and will be sympathetic to those already in place.

A number of the benches that have been purchased by ITC are of an environmentally friendly type and as such will be relatively maintenance free and suitable for the top slat to be replaced with one that allows a memorial plaque to be inserted.

Memorial plaque on a bench will be of an agreed size that will fit within in the middle of the upper slat of the backrest. The plaque will be put into place by ITC. The plaque may be required to be of a type that is suitable for inserting into a recess in the slat of exiting benches. This will be confirmed once an application has been agreed and a bench identified.

Wording on the plaque will be subject to approval by the Town Council and should in no way cause offence to users of the bench.

ITC, and only ITC, will be responsible for placing the orders for benches and engraved plaques and for arranging the installation. Where applicants request for only a plaque to be installed the town council will consider the applicant sourcing their own plaque providing it is suitable for the location agreed.

Additional mementoes (e.g., statues, flowers, wreaths, vases) must not be placed

or planted on or around the bench at any time.

- If you would like to purchase a Memorial Plaque, to be placed on a Town Council Memorial Bench the cost will be as per the current Schedule of Charges.
- The plaque will remain on the Memorial Bench for the lifetime of the Memorial Bench. At the end of the benches lifetime the plaque will be returned to the family.
- The Town Council will source all Memorial Plaques and attach to the existing Memorial Bench

Costs

The total cost of the bench, replacement slat or the plaque should be paid once the application has been approved and the cost of the required items have been obtained and submitted to the applicant. Once payment has been received an order will be placed by the Town Council and the applicant will be given an approximate date for completion of the request.

Memorial Bench Cost – Total Cost for a memorial bench will include:

- The cost of the bench
- The cost of the plaque including engraving
- The cost of installation, including any base and fixing
- A 10% contribution equal to the cost of the bench towards future maintenance of the bench and base.

Memorial Bench Slat and plaque cost for existing bench

- The cost of a replacement Slat
- The cost of the plaque including engraving
- A 10% contribution equal to the cost of the slat towards installation and the future maintenance of the bench

Plaque only

- Cost for the plaque and engraving.
- Nominal one off charge of £20 towards installation and maintenance of the bench

Placing a memorial plaque on the Specified Town Council Memorial Bench

- All Memorial Plaques will be a maximum size of 150mm x 75mm / 6" x 3".
Nominal one off charge towards installation.

Ownership

To ensure that all benches are kept in good order and in keeping with surrounding area, ITC will take ownership of the benches on installation and take responsibility for on-going maintenance. The Council will endeavour to maximise the life of the bench but once a bench gets beyond the point where it is reasonable to repair, the Council will make a reasonable effort to contact the applicant or members of the deceased family and inform them that it is the council's intention to remove it and give them the opportunity to replace it at their cost.

Application process

Upon receipt of an initial enquiry applicants will be asked to complete the "Memorial Bench Application Form". This should only be submitted after the death of an individual(s) for whom the bench is to be purchased in memory of. The form can be obtained from the town council offices and is appended to this policy.
To be reviewed May 2029

Application – Request for a Memorial Bench

Applicant's details

Full Name:	
Address:	
Postcode:	
Telephone: (landline and mobile)	
Email:	
Relationship to the person for whom the bench is being provided to remember:	
Please ensure that you notify the Town Council of any change in contact details so that we can contact you if necessary.	

Details of the Memorial Bench

Dedicated to:	
Association with Ilminster	
Preferred location	
Request for	<ul style="list-style-type: none">a) The installation of a brand-new bench with plaqueb) The replacement of the top slat of an existing bench so that a memorial plaque can be inserted flush with the back rest. (Some benches are not suitable for a plaque to be fixed to the existing top slat)c) The fixing of a plaque to an existing wooden benchd) Placing a memorial plaque on an existing Memorial Bench

Declaration by the applicant.

I declare that I have read and understood Ilminster Town Council's Memorial Bench Policy.

Signed: Date: