

**Committee: Open Spaces**

**Date: 7 June 2022**

**Title: Memorial bench**

**Purpose of Report**

To review and recommend a Memorial Bench Policy to Full Council

**Recommendation:**

Members recommend to Full Council that the proposed Memorial Bench Policy adopted with any revisions considered appropriate and that officers be delegated authority to manage and authorise applications.

**Report:**

1. As a result of a grant from the Welcome Back Fund, the council has been in the position to purchase new benches for siting around Ilminster. These benches have been allocated various positions around the council's property and this was reported to members at the April Open Spaces meeting.
2. At the same time a small number of requests were brought before members regarding the possibility of members of the public sponsoring Memorial benches. These requests were agreed by members and it was noted that there should be a formal policy introduced by the council in order to deal with future requests.
3. A draft policy has now been created and this can be seen in **Appendix 11A** of this report.
4. There are effectively three options for people to choose from when requesting to have a memorial bench in Ilminster.
5. It may be possible for a new bench to be purchased that would reflect the local surroundings in which they applicant would like the bench to be situated. This would require them pay the full costs of the benches, installation and the memorial plaques. There would also be a nominal charge of 10% of the total costs charged as a one-off payment towards the maintenance costs.
6. The second option is to replace the top slat on one of the new benches with a new slat that has a recess for a plaque. This would mean that the cost would

be significantly lower and there would also be a spare slat for the benches should one be damaged in the future.

7. The cost for option two would be, the cost of a replacement slat, the cost of the plaque and engraving and a nominal charge of 10% of the total costs charged as a one-off payment towards the maintenance costs.
8. Option three is the installation of a memorial plaque that will be charged at cost for the plaque and engraving. There will then be a nominal charge one off charge of £20 towards installation and maintenance of the bench. Applicants will be able to source a plaque themselves if agreed with officers once a location has been approved.
9. Members are being asked to recommend to Full Council that the proposed Memorial Bench Policy is adopted with any revisions considered appropriate and that officers be delegated authority to manage and authorise applications.

**Mark Tredwin**  
**Town clerk**  
**June 2022**