



# Arnside Parish Council

## Memorial Plaques and Benches - Policy

### Information

#### Memorial Benches

Memorial seats displaying a commemorative plaque may be sponsored by families wishing to celebrate the life of a loved one and placed at various locations in Arnside.

These will be provided by Arnside Parish Council and may be placed on the Promenade, Pier, in the Memorial Playing Field or the Cemetery. The location of the seat must be approved by the Parish Council, as some areas already have sufficient benches and alternative locations may be suggested. Please note, Arnside Knott is owned by the National Trust and not covered by this scheme.

In order to ensure new benches are appropriate for public use and in keeping with the setting limited styles of bench are offered and all must be purchased by Arnside Parish Council. The type of bench usually offered is pictured below and is usually of a metal/wood or recycled composite construction and approx. six feet in length.

The style however is dependent on the site and will be discussed with you before being purchased.



Seats will be maintained by Arnside Parish Council during a ten year period to ensure they do not fall in to disrepair. This is particularly important on the pier and promenade because of weather conditions. After the ten year period, subject to agreement with the Council families may wish to pay for a further period of sponsorship if the bench is still in an acceptable condition, or sponsor a new seat to replace the old.

Alternatively after this period, the Council may remove the bench or allow other memorial plaques to be placed on it. Any plaques from removed benches will be retained by the Council for a year for the family to collect or placed on a shared memorial bench.

From 2018 the cost of sponsoring a bench is £950.00. This goes towards covering the costs to the Council of purchase, installation and maintenance for the ten year period.

## Memorial Plaques

The Council appreciates that there are those that may wish to commemorate a loved one without wishing to sponsor a bench for this period. The Council will consider requests for a memorial plaque to be placed on a “shared bench”.

These are benches that have never been sponsored or on which sponsorship has run out but where the bench is still considered to be in an acceptable condition.

These plaques will not be maintained by the Council and will be kept in place or moved to an alternative “shared bench” whilst they are in an adequate condition.

A one off cost of £150.00 is made for the supply of a plaque only. This is also applied to a family wishing to place a second plaque on a bench already covered by their sponsorship.

## Terms and Conditions

- The location and style of bench and plaque wording are all subject to Council approval. The Council will discuss all details with the sponsor before the finalisation of the sponsorship.
- Metal Plaques will be 50mm x 150mm (Maximum four lines only) cost included in bench price. Inscriptions will be limited to the name of the person, their year of birth and death (if appropriate) and a short inscription of up to 15 words.
- No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
- The applicant must sign the application form agreeing to the terms and conditions and payment must be made in full before installation of the seat.
- Benches remain at all times property of Arnside Parish Council
- The Parish Council reserves the right to repair/remove/move seats as necessary on grounds of condition and safety
- Installation and repairs will be carried out by arrangement of the Parish Council only. Sponsors wishing to carry out any maintenance themselves must receive permission from the Council to do so.
- The Council will try to contact sponsors in the event that benches or plaques need to be removed, however this may not be possible particularly if contact details have been changed. It will retain your personal details for this purpose. Your details will not be passed to a third party.
- It is the sponsors’ responsibility to provide the Council with any changes to contact details or to contact the Council directly with any queries about benches or plaques.
- Ten years after the installation date the sponsorship agreement is ended and the Council may remove or move the bench, plaque or add other plaques to the bench. The family may contact the Council to seek an extension to the sponsorship before this date.

**The Council complies with data protection legislation and information about your rights and how your data is kept can be found in the Council’s Privacy Policy**

[http://www.arnsidepc.org.uk/?Welcome:Policies\\_and\\_Documents](http://www.arnsidepc.org.uk/?Welcome:Policies_and_Documents) .

# Memorial Bench and Plaque - Application Form

Complete this form to apply for a memorial bench or plaque. A member or officer of the Parish Council will contact you to discuss and finalise arrangements before installation. *Please print clearly*

Applicants Name: .....

Address:.....  
.....

Post Code: ..... Telephone: .....

Email: .....

***N.B. It is the responsibility of the bench sponsor to inform the Council of any change of details***

Please indicate whether you wish to sponsor a bench or a plaque as outlined in the policy

**Bench ( 10 year sponsorship including engraved plaque) £950**

***Or* Plaque only ( additional or on “shared bench”) £150**

Please indicate in which area/s you would prefer your memorial to be placed, subject to availability.

**Memorial Playing Field Promenade Pier Cemetery Other .....**

Please indicate the wording you wish to have inscribed on the memorial plaque - Maximum four lines, limited to the name of the person, their year of birth and death (if appropriate) and a short inscription of up to 15 words. ***Please print clearly***

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I have read and understood Arnside Parish Council Policy on memorial benches and agree to the terms and conditions in their entirety.

Signed: ..... Date: .....

Fee enclosed : Bench Fee: £950 ***Or*** Plaque Fee: £150...

**Please make all cheques payable to Arnside Parish Council**

Please return to: - **Arnside Parish Council, Cemetery Chapel, Arnside, Cumbria, LA5 0DZ**

**If you have any additional questions or require more information please contact the Parish Clerk at the address above or [clerk@arnsidepc.org.uk](mailto:clerk@arnsidepc.org.uk)**