



The Council will try to accommodate individual requests for memorial benches, but it is important to remember that the cemeteries and crematorium are open spaces enjoyed by a wide range of users. The Council will therefore ensure that the memorial bench process is managed and regulated for the mutual benefit of all.

#### Memorial Benches – Conditions of the Lease

1. Only memorial benches and plaques leased through and placed by the Council will be allowed in the cemeteries and crematorium. Any benches that are placed in the sites from any other source may be removed by the Council and retained for a period of three months from the date of removal so they may be collected.
2. The benches and plaques will be placed on a ten year lease basis. The benches and plaques will remain the property of the Council throughout their life.
3. At the end of the lease period the purchaser will be given the option of renewing the lease for a further ten year period. It is the purchaser's responsibility to keep the Council informed of any changes of address or details during the period of the lease. If the purchaser cannot be traced, or does not respond to Council correspondence, the lease will be terminated six months after the lease expiry date.
4. If the lease is not renewed the plaque will be removed and retained for a period of 6 months, during which time it can be collected by the purchaser or somebody appointed by them. If it is not collected it will be sensitively disposed of after six months.
5. Once a plaque has been removed from a bench, that bench may be re-leased by any other person, and a new memorial plaque(s) added.
6. The Council reserves the right to refuse any inscription on a memorial plaque that it deems inappropriate or unsuitable for the location.
7. The location of the bench must be agreed with the Council. It will not always be possible to place a bench in the preferred location, but every effort will be made to find a suitable compromise.
8. The memorial bench will be placed by the Council on a suitable base.
9. No personal items can be placed on, beneath or beside the seats. Items that are placed may be removed by the Council and if so will be retained for a period of three months from the date of removal so they may be collected. If items are not collected within this period the Council reserves the right to dispose of such items.
10. The Council will periodically clean the benches and carry out any other maintenance that is deemed necessary. Any maintenance by a third party after the initial installation of benches or plaques will only be permitted by prior written agreement of the Council.
11. The Council cannot be held responsible for any damage to the benches or plaques caused by vandalism, acts of nature or by third parties. In the event of such damage the Council reserves the right to charge the leaseholder for the cost of any repairs.
12. The Council reserves the right to remove any benches that become dilapidated, damaged beyond repair or where the terms of this policy have not been adhered to.
13. The Council reserves the right to refuse to place a memorial bench or to suspend the memorial bench scheme if, in the opinion of the Council, the sites become overstocked with benches.
14. Existing wooden benches that were placed in the cemeteries or crematorium before the introduction of this policy may be removed by the Council once they have reached the end of their natural life, or, in the opinion of the Council, they become unsafe, unsightly or beyond economic repair. Attempts will be made to contact the bench owner prior to removal wherever possible, and notices will be placed on the benches for a minimum period of three months prior to removal.
15. The Council reserves the right to amend these guidelines and any regulations relating to memorial benches at any time.