****

**GREAT CORNARD PARISH COUNCIL**

**BURIAL AUTHORITY**

**MEMORIAL BENCH POLICY**

**GREAT CORNARD CEMETERY**

1. **Introduction**
   1. Great Cornard Parish Council supports the needs and principles of allowing memorial benches within the Parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.
   2. It is the intention that the policy covers only broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.
   3. The Parish Council reserves the right to refuse any application which it deems unsuitable. The decision of the Parish Council shall be final.
2. **Location**
   1. Great Cornard Cemetery, Oxford Close, Great Cornard, Suffolk, CO10 0HN
3. **Policy – Terms and Conditions**
   1. All applications for memorial benches should be completed on the official application form and be signed by the Applicant.
   2. All memorial benches and installation costs should be paid for by the Applicant once the application has been approved. The method of installation will be agreed by the Parish Council.
   3. The Parish Council will limit the number of memorial benches in particular areas.
   4. The Parish Council will notify the Applicant in the event that the memorial bench is damaged. The responsibility and cost of repair will be the Applicants. The Applicant should ensure that the Parish Council is in possession of up to date contact details.
   5. The Parish Council reserves the right to remove any memorial benches that have been damaged and are, in the view of the Council Manager or another member of staff, beyond economical repair or have not been repaired within 4 weeks of the notification referred to in Clause 3.4 above.
   6. The Parish Council accepts no liability for theft of or damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.
   7. Benches will be concreted into the ground with the appropriate fixings.
   8. Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.
   9. Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high and to be an easy fit in the centre of the uppermost lath of the back of the bench. Please supply plaque inscription with your application.
   10. The Parish Council, in line with the current cleansing regime for benches, will monitor the cleanliness of the benches. This will not extend to the plaque, which is the responsibility of the owners to clean and polish.
   11. The 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.
   12. Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
4. **Permitted Style of Bench**

Permission will only be given for a wooden bench (style to be agreed at time of application).

Adopted October 2019