



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## **Draft Dedication of Ecclesfield Parish Council Benches (Incorporating dedication of Council Notice Boards) Policy**

### **Parish Council Benches**

#### **Introduction**

There is a long tradition of dedicating Parish Council benches in Ecclesfield Parish. It is a popular way to commemorate a loved one and celebrate success and achievements.

The Parish Council offers the dedication of a Parish Council bench to commemorate people when consistent with the aims and goals of Ecclesfield Parish Council ('The Council') and the principles and guidance set out in this policy.

It aims to administer dedications fairly and transparently recognising that there is a limited number of Council benches available and that these have a limited lifespan.

#### **General Principles**

The Council can only offer memorial benches to parishioners (including deceased) of Ecclesfield Parish.

The focus is on existing Council benches. Where an existing Council bench is in poor condition, the Council and sponsor may agree to install a memorial bench in its place, the full cost of which shall be met by the sponsor.

The bench will be dedicated for ten years after which the Council will contact the sponsor to offer a possible extension (at further charge) before offering the bench for re-dedication or replacement.

Upon the end of the dedication period, any memorial plaques will be removed and offered for collection by the sponsor.

In the event that the Council installs a new bench at the same location, it reserves the right to agree to dedicate the bench with a new sponsor.

#### **Memorial Plaques**

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- September 2023

It will be the responsibility of the sponsor to provide a suitable plaque.

Commemorative plaques fitted to benches will be of metal and no more than 6" x 2" in size. This allows space for approximately 4 lines with 22 letters, including spaces, on each line. The plaque will generally be fitted to the centre of the upper most lath of the back of the bench.

The wording, metal to be used and design of the plaque must be agreed with the Council before installation.

Any inscription that is deemed to be inappropriate, offensive, or likely to bring the Council into disrepute shall be refused.

The plaques will be fitted and maintained by the Council.

The sponsor is not permitted to undertake any maintenance of the memorial bench (including plaque) without the permission of the Council first.

Plaques may be subjected to vandalism. Any replacement costs will be met by the sponsor.

## **Process**

Requests for the dedication of a Council bench should initially be made by email to the Clerk.

Applications will only be considered from people who can demonstrate a close tie (normally next of kin) with the person being commemorated. The Council reserves the right to refuse an application for a memorial bench should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.

Any requests will then be determined by the Finance and Premises Committee.

Once an application has been received and agreed, the Council will arrange for the purchase and installation of the preferred plaque.

Where demand for benches cannot be met within the specified locations sponsors will be asked if they wish to go on a waiting list for the dedication of benches in the parish.

Where the Council receives a request for the dedication of a bench owned by Sheffield City Council, it will forward this to concerned officers and ward councillors at Sheffield City Council.

## **Fees and Payment**

The cost of the installation of the plaque is £50 (including VAT).

Cheques should be made payable to Ecclesfield Parish Council, however, payment is preferred via BACS.

## **Other**

Many of the Council benches are over 10 years old. The renewal and dedication of these benches will be prioritised. Due to the passage of time, current contact details for some of them are not held. This is further complicated by the fact that the terms and duration of past agreements are not recorded. In many instances the duration of these historic agreements was unspecified, being generally perceived to remain for the serviceable lifetime of the bench.

## **Parish Council Notice Boards**

The Parish Council has several notice boards across the parish.

These are available for dedication to former or existing Parish Councillors in recognition of, and pay tribute, to those who have had a real and lasting difference to Ecclesfield Parish.

Requests for the dedication of a notice board should initially be made by email to the Clerk.

Any requests will then be considered by Full Council.

Once an application has been received and agreed, the Council will arrange for the purchase and installation of the preferred plaque (including any associated costs).

Commemorative plaques fitted to Notice Boards will be of metal and no more than 6" x 2" in size. This allows space for approximately 4 lines with 22 letters, including spaces, on each line. The plaque will generally be fitted to the centre of bottom of the Notice Board.

The inscription on the plaque will be generally along the lines of "In memory of"/"In recognition of" the name of the person and dates they were a Parish Councillor together with a few words about the contribution they made to the community.

They or their next of kin will be consulted about the proposal to dedicate a notice board in their honour as well as the proposed wording and location.

The dedication will last the lifetime of the notice board. The Parish Council does reserve the right to review the period of dedication in exceptional circumstances.

**Approved by Council: XXXX XXXX**

**Review Date: XXXX XXXX**