

# **WALKINGTON PARISH COUNCIL**

## **Memorial Policy**

Walkington Parish Council understands the wish for memorials and will consider applications for memorials on land managed by the Parish Council. The Parish Council will consider requests on an individual basis and retains the right to refuse or limit the number of memorials.

There is no legislative requirement for the provision of public memorials, although it is accepted that they provide a useful and valued public amenity, as well as a place to sit and reflect on those loved ones who have been lost.

## **Objectives**

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial.
- To establish responsibility for the maintenance, repair and replacement of memorials.
- To ensure that memorials are not out of place in the area in which they are situated.

It is the intention of the Parish Council that this policy only covers broad common issues and is not meant to be exhaustive. The content of this policy may be revised as necessary at the discretion of the Parish Council to meet changing circumstances.

- a. The Parish Council will limit the number of memorials on land which it controls.
- b. All applications for memorials must be made on the official application form and signed by the donor. Applicants must provide information about the manufacturer, preferred style and type of memorial, product code and cost.
- c. Any applicant will be required to meet the cost of purchasing the memorial along with delivery fees and an installation fee to include the cost of any materials (e.g. cement or in some cases the creation of a base). Furthermore, the applicant will be required to source the memorial, (and seek consent from the Parish Council as to the style and design of the memorial prior to placing the order). Delivery should be to a location and date agreed in advance by the Parish Council.
- d. The applicant will be responsible for all costs incurred including, (but not exclusively), the purchase of the memorial any plaque and the installation.
- e. The Parish Council cannot guarantee the long-term safety or security of memorials, and is not responsible for any replacement memorial resulting from damage and vandalism or deterioration with age. In the unlikely event that a memorial is stolen, the Parish Council shall not be responsible for providing a replacement.
- f. The Parish Council will consider each application on its merits.
- g. The Parish Council requires memorials to be made of durable, fire-resistant, vandal-resistant, weather-resistant, recycled material where possible, and to be appropriate for the landscape in which they are placed. The style of memorial is subject to Parish Council approval.
- h. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval or otherwise at the same time as application is made to site the memorial. Memorial plaques will be no larger than 175mm wide by 75mm high, positioning of the plaque is subject to Parish Council approval.
- i. The applicant may request a particular siting for the memorial but the final decision will be that of the Parish Council.
- j. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area.

- k. The installation of a memorial shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the Parish Council notified on the application form. The contractor must supply evidence of Public Liability Insurance prior to work commencing. This is to ensure compliance with both Health & Safety and insurance requirements.
- l. The Parish Council accepts no responsibility if a memorial is damaged, vandalised or stolen. The memorial will not be insured by the Parish Council. Any damage will be notified to the named applicant(s). If the damage has not been repaired within 4 weeks of this notification, the Parish Council reserves the right to remove the memorial.
- m. The Parish Council will not be responsible for any maintenance of any memorial. However, if any maintenance is, in the opinion of the Parish Council, required, the applicant(s) will be informed and given a period of 4 weeks in which to complete the necessary works.
- n. The Parish Council reserves the right to remove or re-site memorials at any time.
- o. The Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets, regrettably, will not be considered.
- p. No additional mementos (eg vases, statues, flowers, wreaths, balloons etc. or other ornamentation) will be permitted on or around the memorial. These will be removed without reference to the original applicant(s) and any cost incurred will be the responsibility of the applicant(s).
- q. The Parish Council will undertake an annual assessment of all memorials and reserves the right to remove any memorial that is no longer considered safe and fit for purpose or is no longer capable of repair. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact is not responded to within 8 weeks.
- r. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial being removed without further notice.

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## Memorial Application

### Applicant's details

Full Name:	
Address:	
Postcode:	
Telephone (landline and/or mobile)	
Email:	
Relationship to person for whom the memorial is being provided:	

*Please ensure you notify the Clerk of any change in contact details*

### Details of memorial

#### Preferred Location (please tick)

Memorial Wood       Townend Park       Red Yats Paddock

*Please note: The Parish Council is no longer accepting requests for memorials at the Pond*

Dedicated to:	
Association with Walkington Parish:	
Supplier Please give, name, address, telephone number and any website and email addresses	

Product Code:	
Cost (exc. VAT)	
Description & cost of fixings (exc. VAT)	
Installation Contractor Please give, name, address, telephone number and any website and email addresses	
Propose Plaque inscription, if any (max size 175mm x 75mm)	

**Declaration by applicant:**

I declare I have read and understood the Walkington Parish Council Memorial Policy

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

When completed please return to the Clerk at [clerk@walkingtonpc.co.uk](mailto:clerk@walkingtonpc.co.uk)