



PENRYN TOWN COUNCIL

Memorial Benches Policy

1. Applicants may apply for memorial benches to be installed on Council controlled land. These may be replacements for old benches, or additional benches in new locations.
2. The design and colour of the bench will be subject to approval by the Council in order to ensure that it is coordinated with any other benches already situated in the intended location.
3. If the bench is to be placed on grass it will usually be fitted to a concrete base. The Council will be responsible for all installation work.
4. Memorial plaques fitted to benches will be fitted in the centre of the upper most lath of the back of the bench.
5. Memorial plaques will be bought and engraved by the applicant. The design and materials of the plaque, including the inscription, are subject to the approval of the Council. The engraved plaque will be fitted to the bench by the Council.
6. The Council, in accordance with its current maintenance programme, will maintain any memorial bench for a minimum period of ten years. At the end of ten years, the Council has the right to remove the bench if it is considered to have reached the end of its useful life. Should the Council do so, applicants may choose to replace the bench following the same application procedure within this Policy.
7. No additional mementoes, e.g. statues, flowers, wreaths, vases, etc. will be permitted on or around the bench.
8. Any maintenance by a third party after initial installation of benches or plaques will be in strict agreement with the Council.
9. The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required. The Council will charge

for the bench, base, materials and labour at cost, plus an administration charge of ten percent. The Council will procure the bench, all materials and labour.

10. Should there already be sufficient benches in the location of the applicant's choice; the applicant may be offered an alternative choice of location for a bench installation.