PADSTOW TOWN COUNCIL

Memorial Bench Policy

POLICY/PROTOCOL/PROCEDURE			
Version	2.0	**Comments**	Review Date Feb 2029
Approval Date	24.2.26	**Responsible Officer**	Town Clerk
Committee	C&F Committee	**Approval by**	Full Council

VERSION HISTORY		
Date	**Version**	**Comments**
10.5.22	1.0	LTOS considered draft and recommended adoption to Council with some amendments as detailed in min no LTOS2021/43
25.5.22	1.1	Policy updated to include changes made by LTOS and appended to LTOS minutes for Council meeting 31.5.22.
31.5.22	1.2	Fees and charges agreed by FC 31.5.22 and appended to policy.
19.3.24	1.3	LTOS recommendation that no change be made to PTC fees and charges for 2024 ref LTOS2023/46, accepted by FGP ref FGP2023/28 and agreed by FC 2023/129. Removal of reference to year in appended fees and charges.
27.5.25	1.4	Full Council minute number: 2025/37 Council Policies and Procedures – Minor Amendments: RESOLVED to agree that any policy or procedure which includes reference to a former Committee be updated to reflect the new Committee structure as appropriate.
24.2.26	2.0	FC minute ref 2025/207 V2 agreed.
1.4.26	2.1	Amended to reflect 2026 fee increases as agreed by Council. Ref CAF2025/38, accepted by FGP ref FGP2025/30 and agreed FC 2025/156.

REVIEW RECORD		
Date Review initiated	**Review undertaken by i.e. officer/ Cttee/Council**	**Summary of any recommended updates/changes to be made**
April 2022	Draft document pulled together by Support Officer (SD) with	Final draft to be taken to 10.5.22 LTOS meeting for consideration.

	comments from Town Clerk.	
January 2026	Reviewed by Assistant TC/RFO in consultation with Officers	Version 2 DRAFT taken to 3.2.26 CAF meeting for consideration.

Memorial Bench Policy

1. Scope

1.1 Padstow Town Council recognises that the provision of memorial benches in Padstow Parish provides a useful and valued public amenity to a wide range of people.

1.2 The purpose of this policy is to ensure a clear, consistent and sustainable approach is applied to the management of memorial benches for the mutual benefit of all. This policy will be reviewed regularly and the content revised as necessary to meet changing circumstances.

1.3 Authorised sites in the ownership of Padstow Town Council for placing of memorial benches have historically been Stile Field and Padstow Cemetery.

1.4 This policy will be applied to all memorial benches historically maintained by Padstow Town Council, even where this includes benches on land not owned by the Town Council. Requests made under section 4 in relation to these benches will require the formal approval of the landowner.

2. Applications for New Memorial Benches

2.1 New applications for memorial benches will not be considered due to a lack of suitable space on Town Council land. The Council will not hold a waiting list of donors. This will ensure that if such applications are invited at a later date, there will be opportunity for donors to make dedications to future loved ones.

2.2 Requests for memorial benches on land within the Parish not owned by Padstow Town Council will require the permission of the relevant landowner and will not involve the Council in either permissions, maintenance or installation.

2.3 Should a "space" become available following the removal of an existing memorial bench, it will not automatically be made available for a new donation. The "space" will be considered at a meeting of the Community and Facilities Committee, subject to paragraph 2.4, on a case by case basis, and Committee will take into account the following factors in their decision making:

a) Location: Is the location a natural stopping point, does it enhance the areas seating provision;
b) Accessibility: Is access for installation and maintenance suitable now and in the longer term, can it be easily accessed and used by the general public;
c) Ambience: Do the number of memorial dedications compromise the enjoyment of the space for general recreational activities;
d) Vandalism: Have there been issues of crime and anti-social behaviour with the previous bench and/or surrounding location;
e) Connection To Parish: If making the "space" available for a new donation, should this be restricted to a memorial for either a resident/or former resident of Padstow Parish OR to a person with a demonstrable link of public interest.

2.4 Where a "space" becomes available following the removal of a bench historically maintained by the Town Council but not situated on Town Council land, new donation requests will not be considered and paragraph 2.2 will apply.

3. Management Plan For Existing Wooden Memorial Benches

3.1 Padstow Town Council monitors and maintains a large number of wooden memorial benches that have been donated during the years 1985 (approx) to 2011 and placed on Town Council Land.

3.2 Padstow Town Council respects the significance that memorial benches hold for the loved ones of those they commemorate. This policy seeks to sympathetically address ongoing maintenance which has become either onerous or which is no longer economical, whilst navigating issues with historical records during the associated timespan.

3.3 It is accepted that a wooden memorial bench could be expected to have a serviceable lifespan of 10 years. As all existing wooden memorial benches exceed this timeframe, some by over 30 years, it is reasonably assumed that donations (if any) made towards the upkeep and maintenance of such benches has been spent.

3.4 As of July 2022, Padstow Town Council ceased its ongoing maintenance of wooden memorial benches, including the painting, varnishing and repairing thereof, considering it no longer economically viable. Benches continue to be kept fit for purpose by way of the occasional removal of any build-up of grime and the removal of graffiti (where possible). Furthermore, benches continue to be monitored for signs of deterioration which impact their safety.

3.5 Where the Town Clerk, in consultation with relevant staff members, considers the condition of a bench to be either a) a health and safety risk, or b) in such a poor state of repair so as to have a negative effect on its surroundings, the Council will notify the original donor to discuss more sustainable options for the future of the memorial. Where safety concerns are so great as to require the bench's immediate removal, donors will be contacted after the event.

3.6 Where, in respect of 3.5 above, attempts to contact the donor fail, or where the donor fails to respond within 4 weeks of being notified, the bench will be removed. No further attempts to contact the doner will be made after 4 weeks.

3.7 In acknowledgement of issues with historical records relating to the recording of memorial bench information, the "space" left by any wooden memorial bench removed in accordance with 3.6 above will not be actioned in the manner of paragraph 2.3, until at least 1 year after its removal.

4. Replacement Benches – Terms and Conditions

4.1 All applications for replacement memorial benches must be completed using the official request form and be signed by the Donor.

4.2 A donation sum is payable upon approval of the submitted application form and will include:

a) the cost of the bench;
b) the cost of any fixings and finishing's (type and cost dependant on bench location);
c) the cost of one memorial plaque;
d) the installation fee;
e) a maintenance fee covering a defined period [see 4.5]; and
f) an administration fee.

A current list of fees and charges can be found in appendix 1.

4.3 The purchase of the bench and its installation will be undertaken by Town Council employees. Once installed, the memorial bench will become the property of the Town Council.

4.4 New memorial benches must be made of recycled material resembling wood. For consistency they must be of a single design which also compliments any wooden benches which remain. The approved bench is a Phoenix Recycled Material Seat, 1790mm in length and with brown Enviropol slats, however, should this bench no longer be available an alternative as per 4.4. will be sourced

4.5 It is expected that a memorial bench of recycled material will have a serviceable life of at least 15 years. The Town Council will therefore maintain the bench for an initial period of 15 years and the maintenance fee paid by the donor will contribute to this cost.

4.6 The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve routine inspection, the occasional removal of any build-up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available.

4.7 After a period of 15 years the Town Council will contact the donors of the bench to ascertain the future of the bench, being either:

a) Removal of the bench and the return of any plaque to the donor or their family;
b) Renewal of the bench, subject to the original donor purchasing a new bench (if required);
c) Retention of the bench in its current position if it remains in a serviceable position and subject to a donation from the original donor for further maintenance as defined in 4.6 above.

Where attempts to contact the donor fail, or where the donor fails to respond within 4 weeks of being contacted, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's rededication by another donor.

4.8 The Town Council accepts no liability for damage to any memorial bench from vandals or third parties.

4.9 If, during the period of 15 years a memorial bench sustains damage and the Town Clerk, in consultation with relevant staff members, considers its condition

to be either a) a health and safety risk, or b) in such a poor state of repair so as to have a negative effect on its surroundings, the Council will notify the donor to discuss with them the cost of replacing the bench or its parts. Where safety concerns are so great as to require the bench's immediate removal, donors will be contacted after the event.

4.10 Where, in respect of 4.9 above, attempts to contact the donor fail, or where the donor fails to respond within 4 weeks of being notified, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's repair and rededication by another donor. No further attempts to contact the doner will be made after 4 weeks.

4.11 Where, in respect of 4.9 above, the donor does not wish to meet any repair or replacement costs, the Council may, in its discretion, remove the memorial bench and dispose of it, or arrange for the bench's repair and rededication by another donor.

5. Memorial Plaques

5.1 Memorial bench donations will be recognised by way of a memorial plaque fixed in the centre of the uppermost slat of the back of the bench. The purchase of the plaque and its installation will be undertaken by Town Council employees.

5.2 For consistency, memorial plaques shall be made of stainless steel and be 125mm wide x 75mm high, they will have 4 fixing holes and black infill lettering. A maximum of 35 words will be permitted and the Council reserves the right to reject any wording that is deemed inappropriate for the public amenity setting of the bench.

5.3 A maximum of 3 memorial plaques per bench will be permitted. Where possible, Council employees will centre the plaques on the uppermost slat of the back of the bench by using the existing screw holes made by the first plaque. Where this is not possible and screw holes are visible, it is beyond the Council's scope for maintenance to repair this. It will also not be possible for the Council to address any discolouration of the bench made visible by the movement of the original plaque.

5.4 The Town Council accepts no liability for damage to any memorial bench plaque from general weathering, vandals or third parties.

5.5 Applications for a replacement memorial plaque or for a second or third memorial plaque must be completed using the official memorial plaque request form and be signed by the original bench donor.

5.6 Upon approval of a submitted application form the following fees are payable:

a) the cost of the plaque;
b) an administration fee; and
c) the cost to post the original plaque to the donor (in the case of replacement plaques and only if requested)

A current list of fees and charges can be found in appendix 1.

5.7 Memorial benches are provided for the mutual benefit and enjoyment of all. As such no additional vases, statues, flowers, wreaths, balloons, cards, other ornamentation or unapproved memorial plaques shall be permitted on or at bench locations. Any such items found will be removed and disposed of by the Council without reference to the donor.

6. Donor Records

6.1 The Council will maintain a record of each donation and the donor's contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Town Clerk with updated details in writing. Failure to do so could lead to the bench being removed without the donor being notified.

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Memorial Bench Fees And Charges

Memorial bench fees and charges are reviewed annually. However, charges which are a direct re-charge of purchasable goods or services remain subject to change.

Fees are payable in advance. The total donation fee will be confirmed upon receipt of a completed Replacement Bench Request Form or Memorial Plaque Request Form.

REPLACEMENT BENCHES

The fees given below relate to benches on Town Council land. Where permission from another landowner is required [policy paragraph 1.4] additional fees and charges may be applied by the landowner.

Permitted Bench

The bench listed below is the only permitted memorial bench. Should this bench no longer be available, an alternative will be sourced in accordance with policy paragraph 4.4. You will be notified of any difference in costs prior to purchase.

1	Bench: Phoenix Recycled Material Seat Length: 1790mm Slats: Brown Enviropol	£610.00

Bench Fixings

The type of fixings required will be determined by employees of the Town Council and depend on the bench's location. The fixings listed below are not exhaustive and additional fees could apply.

2	Concreate surface fixing bolts [typical of most locations]	£nil
3	Paving slab fixing	£14.72
4	Below-ground anchor fixing	£48.90
5	Adjustable depth concrete-in fixing	£35.72

Installation Fee

An installation fee applies to all replacement benches. This fee is inclusive of the removal and disposal of the old bench. If the location of the replacement bench is such that additional team members are required to assist in the removal or replacement of the bench, and/or requires the bench to be assembled after delivery, an Installation Surcharge will be applicable.

6	Standard installation including removal of old bench	£60.00
7	Installation surcharge as defined above	£60.00

Maintenance Contribution
The Town Council will maintain a bench for an initial period of 15 years [policy paragraph 4.5], the maintenance fee listed below will contribute to this cost.

The Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve routine inspection, the occasional removal of any build-up of grime, the removal of graffiti (where possible) and repairing minor faults within resources available [policy paragraph 4.6]. This does not extend to damage or replacement parts [policy paragraph 4.9].

8	Maintenance contribution to cover whole 15 year period	£350.00

MEMORIAL PLAQUES

The plaque detailed below is the only style of memorial plaque permitted and the Council reserves the right to reject any wording that is deemed inappropriate for the public amenity setting of the bench [policy paragraph 5.2]. A maximum of 3 plaques are permitted per memorial bench [policy paragraph 5.3].

9	Replacement/additional memorial plaque: Stainless steel Size: 125mm wide x 75mm high Fixing: 4 fixing holes Lettering: Black infill Words: maximum 35	£58.90

ADMINISTRATIVE FEES

10	Replacement bench administration fee	£30.00
11	Replacement memorial plaque administration and installation fee *not applicable if replacing bench at same time	£30.00
12	Additional memorial plaque administration and installation fee	£30.00
13	Return of memorial plaque removed from a bench	£10.00

PADSTOW TOWN COUNCIL
Council Offices, Station House
Station Road
Padstow
Cornwall, PL28 8DA
Tel: 01841 532296
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk