

Lower Halstow Parish Council - Memorial Bench Policy

1. Introduction

Lower Halstow Parish Council (the "Council") provides public benches throughout the village for the enjoyment and benefit of all residents and visitors. This policy outlines the scheme for residents wishing to contribute to this effort through a donation.

2. Provision of Benches

The placement, style, and timing of all new or replacement public benches are determined by the Parish Council, based on village needs, public consultation, and available budgets.

3. Donation Scheme

The Council welcomes donations towards a general fund for the provision, maintenance, repair, and eventual replacement of public benches.

- **3.1.** Donations are for the **memorial bench fund** and will not be attributed to any single, specific bench. This ensures all benches in the village can be maintained to a high standard.
- **3.2.** Donations of any amount are gratefully received.

4. Online Book of Remembrance

As a way to formally recognise contributions and remember loved ones, the Council maintains an online 'Book of Remembrance' on the Parish Council website.

- **4.1.** For a minimum donation of £100, donors will be offered an entry in this book.
- **4.2.** This entry can include the name of the person being remembered and a short message (e.g., maximum 50 words).
- **4.3.** All messages must be submitted to the Parish Clerk and are subject to approval by the Council, which reserves the right to edit for suitability, length, or clarity.

5. Memorial Items

To maintain the public and uncluttered nature of the benches, no memorials of any kind (e.g., plaques, inscriptions, flowers, wreaths, toys, etc.) will be permitted on or around Council-owned benches.

- **5.1.** Any such items found will be removed by the Council's staff or contractors without notice.

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6. Ownership and Maintenance

All benches provided under this scheme (and all existing Council benches) remain the sole property of the Parish Council.

- **6.1.** The Council reserves the right to move, repair, or remove any bench at any time at its sole discretion, as part of its regular asset management and maintenance duties.

7. Agreement

Any person making a contribution to the Memorial Bench fund is deemed to have read and agreed to the terms of this policy.

8. How to Donate

Persons wishing to donate should contact the Parish Clerk at [Clerk's Email and/or Phone Number] or visit the 'Community Benches' page on the Council website.