

St Dennis Parish Council specification, and application for installation of memorial plaques.

1. All applications for memorial plaques should be completed on the official request form and be signed by the applicant. They will then be authorised by the Parish Council before installation. The application form can be found in Annex 1.
2. The Clerk ensures the plaque size and style is suitable for the location and that the plaque text is clear and suitable for use on a public bench.
3. Plaques will be either bronze, or stainless steel and will measure 5" x 2" (127mm x 51mm). All text must be approved by the Parish Council.
4. On agreement of the wording and plaque size a standard agreement letter is sent to the applicant to confirm arrangements and request payment.
5. When payment / donation is received, the Clerk orders the plaque and inscription from the Parish Council's nominated supplier, and schedules installation with a completion target of 2 months.
6. These will be mounted on the topmost back rail of the bench and limited to three plaques on each bench.
7. A photograph of the bench and plaque will be sent to the applicant.
8. St Dennis Parish Council accepts no replacement liability for damage to memorial plaques from vandals, third parties or whilst the Parish Council carries out ground works in proximity to the bench.
9. The Parish Council will keep a record of applicants and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the applicant to provide the Clerk with updated details in writing. Failure to do so could lead to your bench being removed without further notice.

Appendix A Whilst the above policy deals with new applications for benches, there is a need to specify how the Parish Council will manage the benches in situ. When the memorial seat is coming to the end of its life the Parish Council will try to contact the owners of the plaques, by telephone, email or post to inform them of the situation. If there is no reply after 6 weeks the Parish Council will remove the memorial plaque and retain the memorial plaque for a year.

Annex 1 Form Application for installation of memorial plaques.

Please complete and return to: The Clerk, St Dennis Parish Council, ClayTAWC, Fore Street, St Dennis, PL26 8AF.

Section A: your contact details:

Name:.....

Address:

Telephone:..... Email:.....

Section B: Choice of Plaque

	Tick
Brass / Bronze	
Stainless Steel	
Aluminium	

Section C: Memorial plaque details

Please Print (in capital Letters) the name & the full inscription, line by line below.

General Data Protection Regulation: St Dennis Parish Council will gather personal information for the purpose of carrying out interment/burial/memorial related work. We will ensure that the data you give us is processed in line with your rights under Data Protection legislation. When you use our service you are consenting to us processing your personal data in order to send you information about our services. For further information about how your data is used and stored, please go to <https://stdennisparishcouncil.org.uk/policies/>

For Office use only

Date received		Agreement sent		Plaque ordered	
Location approved		Payment received		Plaque Installed	

Memorial Plaques Agreement between St Dennis Parish Council and

(name & address).....

.....

This letter sets out the agreement regarding the donation / purchase of a memorial plaque (detailed below) to be placed on an existing council bench (possibly alongside other plaques) situated within St Dennis Cemetery Grounds, Hall Road, at the location stated below and marked on the attached map.

The applicant (name)will pay the sum of £50 being the full cost of the installation of the plaque and a contribution to the cost of the bench. on site of the bench with plaque.

The Council will place the plaque in the agreed location within two months of receiving cleared funds. Once the bench has reached the end of its natural life, the plaque may be removed. The council will then contact you, the applicant, offering to return the plaque to you, or giving you the opportunity to have the plaque re-installed. Please keep the council advised of your contact details, giving reference to the memorial bench location. If the council is unable to contact you, the plaque will be disposed of. The Council cannot guarantee against theft or vandalism and may not be able to replace the plaque in this event. I understand and agree to all the conditions above and enclose my payment.

Enclosed	£
Signed	
Printed	
Contact Telephone Number	

Adopted by St Dennis Parish Council 15/09/21

Min Ref: C30/21