

**WALBERSWICK PARISH COUNCIL  
COMMEMORATIVE MEMORIAL DONATIONS POLICY**

Adopted at March 2019 WPC meeting. Re-adopted unchanged October 2022

A GDPR impact assessment was carried out on this policy (October 2022) and no further action was required

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**Policy Statement** - The Parish Council welcomes applications to donate memorials to past residents or historic events. Donations mean sponsorship and legal ownership will remain with the Council. All initial enquiries regarding memorials should be made to the Clerk and application made using the procedure and forming part of this policy. All Memorials and any associated wording of inscriptions and plaques must be approved in advance by the Council. The Council's decisions are final. All donations shall be in compliance with the following:

**1) PERMISSABLE TYPES OF MEMORIAL AND LOCATIONS.**

**a) Types:**

- i. Benches (freestanding or with shelters) – Note: must include foot slabs.
- ii. Trees, shrubs or clusters of bulbs.
- iii. No other types of memorial are covered by this policy or allowed.

**b) Locations:**

- i. Memorials should enhance and maintain the appearance of sites within the village whilst balancing the potentially contrasting needs of a variety of site users.
- ii. No additional structures or planting around the approved memorial site is permitted.
- iii. The Council reserves the right to suggest alternatives to the donor(s) requests.

**2) COSTS.**

- a) It is intended that Memorials shall be self-financing for the first 10 years of their existence. All related costs including purchase and installation shall be at the expense of the donor(s).
- b) The Council will also require a sum for the maintenance of the memorial to cover a 10-year period, to be agreed with the donor(s) and paid in advance to the Council before installation. See point 4a-c below, for possible additional maintenance costs for a tree(s) or shrub(s).

**3) MAINTENANCE AND REMOVAL.** The Council's maintenance programme will include an annual assessment of all memorials, urgent repairs, or the removal of any memorial at any time, as the Council deems necessary and at its sole discretion. Upon removal of a memorial by resolution of the Council that falls within the 10-year period, the contract will be deemed to have expired and no monies shall be refunded.

**4) SURVIVABILITY OF TREE(S), SHRUB(S) OR BULBS.**

- a) The Council does not guarantee tree(s), shrub(s) or bulbs' survivability, nor accept any liability for replacement after initial planting.
- b) The Council recommends the donor(s) consider an initial maintenance plan for a donated tree(s) and shrub(s) by mulching, loosening of ties and regular watering until successfully established. Note: Planting of a tree(a) and shrub(s) is generally accepted as being more successful if it occurs between mid-November and mid-March and for the planting of bulbs between September-March.
- c) Any associated costs involving a contractor to carry out initial planting or a maintenance plan must be arranged and paid for by the donor(s) and approved in advance by the Council.

**5) END OF INITIAL PERIOD.**

- a) The initial period of memorial installation is considered to have completed, subject to clauses 3 & 4 above, ten years after initial installation.
- b) After the end of the initial period the council will, at its sole discretion, choose whether to:
  - i) Remove the memorial – see note 6 below.
  - ii) Take over the costs of maintenance of the memorial for as long as it shall resolve to.
  - iii) Offer the memorial to another donor, who shall be treated as a new donor and be subject to costs and conditions laid out elsewhere in this policy.

**6) REPLACEMENT FOLLOWING REMOVAL OF A MEMORIAL.**

- a) Within one month of the removal of a memorial by the Council, the Clerk will try to contact the original donor(s) to ascertain if the original donor(s) wishes to make a new application to replace it. A period of one month from the date of contact with the donor(s) will be permitted for a new application by the donor(s) to be received by the Council.
- b) Should the Council be unable to contact the original donor(s), it reserves the right to advertise for a new donor(s) who may apply for a new memorial perhaps to a differently named resident or different historic event.

**7) DEDICATION OF A MEMORIAL.** A ceremony or gathering at the site of a memorial is permitted to be organised by the donor(s) whilst maintaining the safety of the public and themselves but must be agreed and arranged in advance with the Council.

**8) MEMORIAL REGISTER.** The Clerk will maintain a register of memorial donations which will contain all pertinent information and a photograph taken on completion of an installation or planting.

The Council reserves the right to change this policy any time and compliance with any changes is required.

## **WALBERSWICK PARISH COUNCIL PROCEDURE AND APPLICATION FORM FOR A COMMEMORATIVE MEMORIAL DONATION**

### **1. PROCEDURE**

**Initial Contact:** All enquiries should be made to the Parish Clerk, Walberswick Parish Council via email at: [walberswickclerk@gmail.com](mailto:walberswickclerk@gmail.com)

**Submission of Application:** Applications shall be made in writing, using the form below and attached to an email addressed to the clerk at the address above.

**Approval:** The application will be assessed by the Council to determine the appropriateness of the request. The Parish Council may accept, suggest alternatives, or decline the request at its absolute discretion.

**Letter of Agreement:** Following council resolution on the matter, the applicant must agree the terms and conditions as set out by the Council in a letter of agreement to be signed and returned by the donor(s) to the Clerk.

**Installation:** No installation work shall commence until a signed letter of agreement is acknowledged by the Council and any monies owing to the Council are paid.

**Completion:** Information and a photograph of the memorial will be held by the Council.

**Dedication:** A ceremony or gathering for the dedication of the memorial may be organised by the donor(s) so long as in compliance with this policy.

## WALBERSWICK APPLICATION FORM FOR A COMMEMORATIVE MEMORIAL DONATION

Please print, sign and return to the Clerk via email at: [walberswickclerk@gmail.com](mailto:walberswickclerk@gmail.com)

### 1. DETAILS OF DONOR(S).

TITLE:                      FIRST NAME:    LAST NAME:

ADDRESS:

CONTACT TELEPHONE NUMBER(S):

EMAIL ADDRESS:

### 2. TYPE OF MEMORIAL REQUESTED. Please tick appropriate boxes.

- a) A new bench in a new preferred location ( )
- b) A new bench on an existing, but vacant site, following a bench removal ( )
- c) A tree ( ) or trees ( )
- d) A shrub or shrubs ( )
- e) A cluster of bulbs ( )

**3. DETAILS OF THE MEMORIAL.** Please add any additional information as necessary at the end in the space provided and attach any photos/pictures etc. Providing as much information as possible will greatly assist the Council in making a decision.

- a) Name of person or historic event to be memorialized:
  
  
  
  
  
  
  
  
  
  
- b) Wording of a carved inscription on a wooden bench:
  
  
  
  
  
  
  
  
  
  
- c) Wording of an inscription on a plaque (include size of plaque):
  
  
  
  
  
  
  
  
  
  
- d) Preferred Location(s):

