WEST BEDLINGTON
TOWN COUNCIL

Memorial Plaques on Public Seating

Approved Minute Ref	**25/240**
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Memorial Plaques on Public Seats Owned by West Bedlington Town Council

West Bedlington Town Council recognises the wish for memorial plaques in public spaces. The Town Council will consider requests on an individual basis. The policy relates to any public seat owned by West Bedlington Town Council. This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial
- To ensure the use of public seating is not compromised and ensure the quality of their appearance is maintained.

Terms and Conditions

- Permission for a memorial plaque to be placed on any public seat owned by West Bedlington Town Council must be first obtained in writing from the Town Council. The Town Council reserves the right to remove plaques that have been placed on public seats without permission.
- Requests to place a plaque on a public seat must be made in writing or by email, addressed to the Clerk of West Bedlington Town Council.
- The Town Council will not accept applications for memorials for pets.
- The Town Council reserves the right to limit, in both location and number, plaques in any one area. No more than three memorial plaques will be allowed on any one public seat.
- The cost of the plaque and its installation must be met by the applicant.
- Plaques must be brass or stainless steel and limited in size to 175 mm wide by 75 mm high. The inscription on the plaque is to be restricted to "In the Memory of" and the name of the person, recognition of public office (if appropriate) and their dates of birth and death.
- The applicant (the donor) will be responsible for delivering the memorial plaque to the Town Council's Office.
- The Town Council will arrange for the installation of the plaque.
- No additional mementos such as flowers, statues or vases will be permitted alongside or placed on any public seat. The Town Council reserves the right to remove any such mementos or flowers.
- The Town Council's standards of maintenance will be accepted as keeping the public seat fit for purpose and clean. This will involve occasionally removing algae and grime and repairing minor faults within the resources of the Town Council.
- The Town Council is not responsible for the maintenance of memorial plaques.
- Memorial plaques must not be removed or inscriptions amended without the written approval of the Town Council.
- The Town Council will undertake regular assessment of all public seats. Public seats considered unsafe or unfit for purpose maybe withdrawn from service. In this event, any plaques attached to such a public seat will be removed and the donor(s) named on initial permissions will be informed. They will be asked to collect the inscribed plaque within four weeks. If contact cannot be made removed plaques will be disposed of within eight weeks.
- The Town Council retains the right to re-site a plaque should this become necessary.
- The Town Council accepts no liability for damage to public seats or plaques by a third party.
- The Town Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead plaques being removed without notice to the donor.