

Policy for Commemorative Benches

Witham Town Council acknowledges that a memorial bench in memory of a loved one is a tradition that many wish to choose as a lasting tribute.

Witham Town Council (“the Council”) and the Applicant(s) agree the following –

1. Duration of the Agreement

Benches are sponsored for a fixed term of 15 years from the date of installation. At the end of the fixed term of 15 years, the Council will take reasonable steps to contact the Applicant to consider renewing the agreement, if appropriate. To facilitate effective communication, the Applicant is responsible for providing correct contact details to the Council.

2. The Bench

There is a choice of two commemorative benches –

(i) Georgian style cast iron seat. This will be 1800mm long cast iron seat with galvanised steel boards.

The seat provision includes the production of a stainless-steel memorial plaque to be fitted on to the seat. The wording of the plaque shall be agreed with the Town Council.

(ii) Traditional hardwood bench. This will be a 1500mm three-seater heavy duty bench with a wood engraved inscription on the back rail. The wording of the engraving shall be agreed with the Town Council.

No additional mementos such as vases, flowers, wreaths, ornaments shall be permitted on or around the bench.

3. The fee

The fee for Option 1 will be £1,150 and for Option 2 will be £715 and is to be paid in advance to the Council by the Applicant. The fee includes the cost and installation of the bench, the engraving and maintenance. The Council requires full payment in advance. The order for the seat will only be placed once payment has been received. Fees quoted are as at November 2021 and may be subject to change.

4. The site

The site identified for the commemorative bench is indicated on the attached plan.

5. Delivery and Installation

From the date an application for the bench is confirmed, it may take up to 12 weeks for installation of the bench dependant on the supplier.

6. Maintenance

The Council shall regularly inspect the bench to review the condition of the bench and undertake necessary repairs. The Applicant shall not undertake maintenance on the bench but shall report to the Council any concerns in relation to the condition of the bench.

The Council accepts no liability for the replacement of the bench at the end of its useful life.

The Council reserves the right to remove any bench that has been damaged beyond economical repair.