

# Batheaston Parish Council

## Memorials Policy

## With Form for Applicants



This Policy is provided for adoption by the council at its meeting held on 12<sup>th</sup> May 2026.

### 1. Introduction

Batheaston Parish Council will seek to honour the wishes of the families and friends of deceased residents and other associated with the Parish wishing to donate memorials, such as benches and plants. The Council is mindful that its facilities and spaces are enjoyed by a wide range of people, and will therefore seek to do so for the mutual benefit of all.

### 2. Objectives of the Policy

The over-arching aim of the policy is to ensure a clear and sympathetic approach to the management of its open spaces, which will take account of the needs of the range of users of its amenities.

The policy will also ensure that:

- A person wishing to donate a memorial for a deceased person should contact the Clerk to discuss the choice, location and cost of doing so.
- The donor of the memorial should normally be a close relative of the person to be commemorated.
- The Clerk shall seek to agree the details subject to the following constraints, and will refer any difficulties in doing so to Council.
- Memorials will be selected in consultation with the donor, but must conform with other policies and established practice of the Council, for instance regarding sustainability and environmental impact.
- The location of memorials will be agreed between the donor and the Clerk, who will consult with Council and its sub-committees and working groups as appropriate.
- The Clerk will oversee the procurement and installation of memorials, following Council regulations and standard practices. Additional, voluntary help on the part of the donor or others will be welcomed so long as it is done in accordance with Council regulations (for instance, including risk assessments, etc.)
- The donor may provide a memorial plaque or notice, bearing an inscription to be agreed with the Clerk.
- The Clerk will estimate the cost of purchase, delivery and installation of the memorial, together with the ongoing repair and maintenance for the 10-year period. (These costs will be exclusive of VAT).
- At Council discretion, the donor will be required to contribute between 50% and 100% of this estimated 10-year cost.

- The memorial will be the property of the Council which will have responsibility for maintenance, repair and replacement.
- The Council reserves the right to remove any memorial if it becomes damaged beyond reasonable repair, or – in the case of plants – no longer healthy.
- If the location of the memorial ceases to be appropriate, the memorial will be moved to another location, if possible, in consultation with the donor.
- The Council will not grant applications for memorials to pets.
- No additional mementoes, e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.
- This policy will be published on the Council's website and will be sent to all applicants for memorial benches, trees and shrubs.

Last reviewed and agreed by Council: 12<sup>th</sup> May 2026  
Next scheduled review: May 2027

**Memorial Agreement**

**Your contact details:**

Name.....

Address.....

Tel:..... Email.....

**Choice of Bench and preferred location.**

(Please specify your preferred location for the bench)

.....

**Memorial Plaque**

All plaques will be supplied by the Council and attached to your Bench.

Print the name and your memorial message for Council approval.

.....

.....

.....

**Memorial Agreement between Batheaston Parish Council and**

(name and address).....

.....

This letter sets out the agreement regarding the purchase of a new .....

(type of bench) to be situated at .....

Your bench will carry a memorial plaque in the name of:

.....

And the message will read:

.....

.....

The Council will place the bench with plaque in the agreed location within two months of receiving the payment. The Council will then take responsibility for the bench as per the Memorial Policy accompanying this form (10 years). A request to purchase a new replacement bench (if required) can be made at the appropriate time.

I understand and agree to all the conditions above and enclose/advise the Clerk of my payment by either a cheque or bank transfer, for £.....

Signed.....

Date.....

Contact email or telephone number.....

Please complete and return to

Richard Maccabee,  
Parish Clerk and Responsible Finance Officer, Batheaston Parish Council  
60, Gloucester Road  
BATH BA1 7BN  
E: [clerk@batheaston-pc.gov.uk](mailto:clerk@batheaston-pc.gov.uk)  
t: 01225-923820