



North Hykeham Town Council

Memorial and Commemorative Bench Policy

Terms used in this policy:

- “The Council” means North Hykeham Town Council (NHTC)
- “Council Offices” means Civic Offices, Fen Lane, North Hykeham, LN6 8UZ

Summary:

- North Hykeham Town Council does not allow memorials of any other type other than Benches.
- Benches can only be purchased from NHTC’s chosen suppliers.
- NHTC will purchase the benches; the costs of purchase and installation will be charged to applicants and must be paid in advance of orders being placed.
- Once purchased, benches will be owned and maintained by NHTC.
- All benches will be the same and any plaques will be standardised.

This policy compliments the existing Cemetery Policy.

NHTC will consider requests for benches to be installed, in memory of former residents, on NHTC owned land. Applications for benches will only be taken by the Council in writing via the Town Clerk. The Council may not be able to agree to all requests being installed in the originally requested location. However, whenever possible, the Council will offer alternative sites. In the event a resolution cannot be found there is no right of appeal.

Benches Available

Benches can only be purchased from NHTC’s chosen suppliers (currently: <https://uk.glasdon.com>). There are two styles of benches that can be selected from: the Lowther (made from Aluminium) or Phoenix Jubilee (recycled material).

In addition to the purchase price of the bench, and any associated plaque, there will an installation charge levied by NHTC.

Once a bench has been chosen, NHTC will require payment prior to its purchase and placement.

Once installed the bench will become the property of NHTC who will be responsible for the upkeep and maintenance.

As the bench is the property of NHTC nothing other than a plaque will be allowed on the bench and anything left on it will be removed. Depending on what may have been left it will be placed into storage, for a maximum period of 6 months, for collection from NHTC or respectively disposed of.

Memorial Plaque Wording

Wording of the plaque will be standardised as per the following:

This bench was donated to the people of North Hykeham in loving memory of XXXXXX (*maximum inclusion of name and dates only, subject to meeting inscription limitations*)

Pricing Structure

Prices shown below are to be used as a guide as they may vary based on those set by the chosen supplier:

- Lowther bench £631.77 (+ VAT)
- Phoenix Jubilee £1077.00 (+VAT)
- Memorial Plaque (150mm x 50mm) £101.39
- Memorial Plaque (200mm x 50mm) £116.41

Please note the prices above are subject to variation by the supplier and do not include installation fees. A quote can be provided by the Town Clerk and full payment must be provided before NHTC will purchase and install the bench and memorial plaque.

Previously Installed Benches

Benches that are currently in place are not subject to this agreement however they remain the responsibility of NHTC and will be maintained until they are no longer viable and must be replaced.