

## **Donated Benches Policy**

From time to time the parish council receives requests from people or organisations who wish to install a bench in a public place. This is often in memory of a deceased family member or friend but can also be to commemorate a special event. The parish council is always very grateful for these contributions subject to the following terms and conditions:

1. The bench is of a type and design approved by the parish council.
2. The bench is donated to the parish council and therefore becomes the property of the parish council.
3. The bench is installed by the parish council in a location previously agreed between the council and the donor.
4. The parish council is wholly responsible for the maintenance and repair of the bench.
5. The parish council reserves the right to remove/replace or relocate the bench if it considers it appropriate to do so.
6. If a bench is removed, the parish council will return any memorial plaque to the donor.
7. A copy of these terms and conditions to be signed by both parties at the time the bench is donated.

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For office use

Location of bench:

Date:

Signed.....

Name.....

Signed.....

Clerk to the Council