



STOW ON THE WOLD TOWN COUNCIL

MEMORIAL TREE, SHRUB & BENCH DONATION POLICY FOR COUNCIL CEMETERIES (excluding St Edward's Churchyard)

Background

It is the policy of this Council to accept donations for the purpose of planting trees, shrubs and installing benches (referred to in this document as memorials) within its Cemeteries to memorialise a departed family member or a friend buried in the Cemetery. Each application will be assessed to determine the appropriateness of the request by the Council's Burial Board. The Burial Board's decision is final.

Donation Policy

All donations shall be in compliance with the following:-

- (i) Donations of memorials will be accepted only for the purpose of placing, purchasing and planting trees and shrubs and for purchasing and installing benches.
- (ii) Memorial shall be self supporting, for example, all costs related to a memorial shall be at the expense of the donor, including repair or replacement if necessary.
- (iii) Memorials shall remain the property of this Council, donations mean sponsorship not ownership. Legal ownership of a donated tree, shrub or bench therefore remains with the Council.
- (iv) Memorial donations can be recognised by the use of a memorial plaque which will be permitted to be placed near a donated tree or on a donated bench. Exact location and text to be approved by the Council's Burial Board. The cost will be borne by the donor.
- (v) The Council will provide the donor with the specification of Council approved benches. No other make/model will be considered.
- (vi) The Council does not guarantee tree or shrub survivability. Trees and shrubs to be planted between mid November and mid March when the species is dormant, to minimise stress and ensure their successful establishment.

Maintenance and replacement of sponsored trees

- (i) The donor must monitor and carry out routine maintenance on newly planted trees (including watering, mulching and loosening of ties) to ensure satisfactory establishment. After 3 years the tree will be included in the Council's routine tree maintenance programme.
- (ii) Council take no responsibility if the tree fails.
- (iii) If unforeseen circumstances require it, the Council reserves the right to move or remove the tree if deemed necessary but would plant a replacement tree in an appropriate location.

Maintenance of sponsored shrubs

- (i) It is the responsibility of the donor to monitor and carry out routine maintenance, including watering, on the newly planted shrub until established.

- (ii) The Council take no responsibility if the shrub fails.
- (iii) If unforeseen circumstances require it, the Council reserves the right to move or remove the shrub if deemed necessary but would plant a replacement shrub in an appropriate location.

Maintenance of sponsored benches

- (i) The Council monitor and carry out routine maintenance on sponsored benches within the Council's routine maintenance programme.
- (ii) The donor is responsible for all fixing costs and must be installed in line with Council's specification.
- (iii) If unforeseen circumstances require it, the Council reserves the right to move or remove the bench if deemed necessary either by it falling into disrepair or placing in an alternative appropriate location within the cemeteries.

APPENDIX 1

SPECIFICATION FOR BENCHES

ANTI VANDAL KC BENCH SEAT (3 SEATER 1500 MM)

Made and manufactured by David Ogilvie Engineering. Telephone 01563 570061.
Website www.davidogilvie.com



Bench seat is all made of from steel, hot dipped galvanised for weather and corrosion protection, and then painted in 2 pack acrylic paint.

The colour must be **DARK GREEN**.

“BALMORAL” HEAVY DUTY TEAK BENCH (3 SEATER 1500 MM)

Manufactured by Cotswold Teak. Telephone 01608 682191.
Website www.cotswoldteak.com.



Memorial plaques can be arranged with both suppliers.
Contact the Clerk for up to date prices for the above two benches.

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Chairman of Council

Date

Adopted by Council at meeting held on Thursday 26th October 2017