



WRITTLE PARISH COUNCIL

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Plaque for Memorial Bench Policy

Version Number	Date	Author	Notes
1.0	30 January 2020	Kelly Sitara	Approved at PCM 03 Feb 2020
1.1	28 June 2021	Lauretta Fox	Approved at PCM 28 June 2021
1.2	26 May 2022	L.Fox	Approved at PCM 06.06.22
1.3	30 August 2022	Justine Atterbury	Approved at PCM 05.09.22
1.4	27 April 2023	Justine Atterbury	Updated following agreement at PCM on 03.04.23
1.5	8 November 2023	Justine Atterbury	Updated following agreement at PCM on 06.11.23
1.6	5 March 2024	Lauretta Fox	Updated following agreement at PCM on 05.03.24
1.7	3 March 2025	L Fox	Approved at PCM 03.03.25
1.8	18 May 2026	L Fox	Approved at PCM 01.06.26

Next review date – June 2027

Writtle Parish Council has a community memorial bench which is located on the Village Green. The council receives numerous requests for individual memorial benches and tree plaques. New memorial benches and tree plaques are not permitted except when exceptional service to the village is shown.

Criteria for Application

- The applicant must have resided in the parish of Writtle.
- The individual should have demonstrated exceptional and evidenced service to the parish.¹
- The bench is intended to honour recently deceased residents and recipients would normally have passed away in the previous two years prior to the application.

The Plaque

¹ Demonstration of exceptional contribution to the Writtle Community must be evidenced in the application. Details of what the contribution is and how it has benefited the Writtle Community.

The plaques are made in brass and have a uniform wording of the persons full name, birth date and date of death. The order for the plaque will be placed by the Parish Council and will be invoiced to the family.

Terms and Conditions

- The Parish Council has the right to limit, in both location and number, the types of memorial in any one area
- The appropriate donation must be received before the ordering of any memorial takes place.
- Memorial plaques will be installed on bench by the Parish Council handyman
- No additional mementos such as flowers, statues or vases will be permitted alongside or placed on any bench. The Parish Council reserves the right to remove any such mementos or flowers.
- The Parish Council reserves the right to remove or re-site a memorial plaque ten years from installation or sooner if the plaque is in a poor state of repair or the bench is no longer considered safe or fit for purpose. This may include a bench being sent to another location for maintenance work.
- The Parish Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing algae and grime and repairing minor faults within the resources available. The Parish Council is not responsible for the maintenance of memorial plaques.
- Memorial plaques must not be removed, or inscriptions amended without the written approval of the Parish Council.
- The Parish Council will undertake regular assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the enquiry form will be informed.
- The Parish Council retains the right to re-site a plaque should this become necessary.
- The Parish Council accepts no liability for damage to benches or plaques by a third party.
- The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead plaques being removed without notice to the donor.

Application for a Plaque

An enquiry should be sent to the Clerk, which should include information regarding how the criteria for application has been met. This enquiry should preferably be by email clerk@writtle-pc.gov.uk, or by post to the Parish Office, The Green, Writtle, CM1 3DT.

The application will then be considered at a full parish council meeting to decide the outcome.

If the applicant is successful, the Clerk will liaise regarding correct wording for the plaque and payment details. The applicant will be asked to sign and date a copy of this policy.