

## Chelmsford City Council

### **Policy for donations of commemorative and memorial seats within Chelmsford City Councils administered parks.**

The Policy considers; -

- The Council recognise people's desire to mark a special occasion by donating a seat in memory of a family member or friend or indeed to mark a special commemorative occasion.
- Where possible such opportunities will be supported by the City Council. These potential locations are existing bench positions (involving the replacement of existing benches when at the end of their lifespan) and where appropriate (in limited circumstances) new bench positions will be offered.
- There is a need to formally record the process and to set out how commemorative and memorial seats will be recorded and administered.
- Applicants make a financial donation to cover the purchase and installation of a seat that conforms to the City Councils safety standards and to the seat style established in each given park/location.
- These donations covering the Council's costs in purchasing a suitable seat together with a stainless-steel plaque and installing same are treated as a 'donation' and as such are exempt from Value Added Tax.
- A memorial plaque is permitted on the back rest of the seat (consisting of up to 120 characters on a 200mm x 55mm stainless steel plate). No other memorialisation or other additions to the bench are permitted.
- All necessary maintenance is carried out for a 10-year period after which time the City Council reserve the right to remove or retain the seat and plaque. It is incumbent on families to advise of changes to contact details over that period.
- Donated seats are part of the public seating in parks available to all visitors at all times. Public access and use of the bench for public seating is to be maintained at all times and not be obstructed in any way.
- This policy will be reviewed periodically as the need arises and as changes are made to information on the Council's website.
- Seat style and installation costs along with stainless steel plaque manufacture can vary from park to park so price is determined by quotation at the time of each application and is discussed with the donor at the time of contact.

At the time of publication of this policy it is noted that there are various 'house styles' for seats in the Cities' parks depending on the style of seats for a given park. Such seat detail is recorded in specific park management and maintenance plans.

It should be noted that currently we do not offer dedicated seats at Hylands Park, Oaklands Park or Bell Meadow as at these sites our preference is to replace non-dedicated seats with new memorial ones. The sites already having a high concentration of seating.

Once the seat style and location is determined a costed breakdown of the price of a donated seat with engraved plaque installed onto a concrete base can be determined.

AN AGREEMENT made on .....

between Chelmsford City Council, Civic Centre, Duke Street, Chelmsford CM1 1JE ("the Council") and

Name .....

Address .....

.....

Telephone ..... Email .....

1. This Agreement shall expire 10 years from date of signing by both parties.
2. The agreement is deemed to be entered into when this agreement is signed by both parties.
3. Both parties shall be bound by the terms of the aforesaid policy.
4. It is incumbent on families to advise of changes to contact details over that period.

**IN WITNESS**

the parties have executed this Agreement as a Deed the day and year first before written

SIGNED .....

PAUL VAN DAMME, Parks and Green Spaces Manager on behalf of the Council

in the presence of: ..... Dated .....  
witness signature

SIGNED by [on behalf of] .....  
the Donor [being duly authorised to sign]

Printed Name .....

in the presence of .....  
witness signature

Printed Name .....

Dated .....

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