



Donated Memorial Items Policy

Responsibility: SRC committee

Review Cycle: Every three years, or earlier in the event of legislative changes

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>
13 March 2012	6444
17 March 2015	

DONATED MEMORIAL ITEMS POLICY

1. Introduction

- 1.1 Crowborough Town Council supports the principle of allowing donated memorial items, for example benches or picnic tables, at certain locations within its open spaces and recreation grounds.
- 1.2 This policy aims to set out a clear, measurable and sympathetic approach to the management of donated memorial items. Guidance on memorials for graves/remembrance areas is covered within the council's Cemetery Regulations.

2. Guidelines

- 2.1 Only memorial items approved by the council will be acceptable.
- 2.2 Applications for a memorial item must be made in writing by the next of kin or executor.
- 2.3 The applicant will pay for all materials and installation costs. A maintenance fee may be charged.
- 2.4 All donated memorial items will become the property of the council.
- 2.5 The council will order, supply, install and maintain the donated memorial item. The council accepts no liability for damage/vandalism to a memorial.
- 2.6 The council will order, supply and install memorial plaques; inscriptions shall be approved by the council prior to order.
- 2.7 Donated memorial items shall be for a period of 10 years from the date of installation. Within this time the council retains the right to remove the memorial item if it becomes unsafe or considered unacceptable. After 10 years, the memorial may be removed and the plot made available for another item.
- 2.8 In order to contain the number of donated memorial items at Chapel Green and Canada Green, new memorial items will only be permitted where an existing item can be replaced.
- 2.9 Requests for the installation of a memorial item at other Town Council open space sites will be considered by the relevant committee. The location of a memorial item is at the final discretion of the council.