



## **THORNE-MOORENDS TOWN COUNCIL**

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### **Thorne Cemetery - Memorial Plaque Policy**

#### **1. Introduction**

Thorne Moorends Town Council understands, and respects residents wishes to remember loved ones by placing memorial plaques on benches and will facilitate the purchase and placement of memorial benches in Thorne Cemetery, Southfield Road, Doncaster DN8 5PB where appropriate opportunities exist.

The aim of this policy is to offer guidance for new applicants and to ensure that memorial benches and plaques within the cemetery are managed and regulated for the mutual benefit of all. This policy only covers broad common issues, is non-exhaustive and will be revised as necessary to meet changing circumstances.

#### **2. Location**

This policy relates to memorial benches and plaques situated within Thorne Cemetery, Southfield Road, Doncaster DN8 5PB.

#### **3. Terms & Conditions**

**3.1.** All applications for memorial plaques should be completed on the official request form below; be signed by the applicant and sent to the Council for its consideration.

**3.2.** The Council will accept no liability for damages caused to memorial benches or plaques.

**3.3.** Memorial benches and plaques will be allowed in areas where there continues to be space for them along the sides of sections. The number of memorial benches is limited to ten per section (depending on which section the bench is installed), and the number of plaques on each memorial bench is limited to ten, determined by a site-specific management plan created by the Cemetery Manager.

**3.4.** Memorial benches and plaques will be located in areas which have been assessed by the Cemetery Manager and where it is considered safe and will not impede the operation or maintenance of the site. Whilst the Council will try to accommodate the preferences of family members, this cannot be guaranteed.

**3.5.** The purchase and installation of each bench and the installation of each plaque will be carried out by the Council in line with its risk assessments.

**3.6.** All memorial plaques will be paid for by the applicant at a cost of £100, the Council will pay for the cost of the benches and their maintenance, and this fee will contribute towards the costs of maintenance over a ten-year period.

**3.7.** All benches will be the property of the Council.

**3.8.** Memorial plaques will be fitted to benches by council staff with prior permission from the Cemetery Manager.

**3.9.** No additional mementoes eg. vases, statues, flowers, wreaths, balloons or other ornamentation etc shall be permitted on or around the memorial bench.

**3.10.** If terms and conditions are not adhered to by the applicant, then the Council reserves the right to remove the plaque and, or bench and the application entirely, with no reimbursement for the maintenance fee and the council reserves the right to remove the plaque from the cemetery.

#### **4. Bench and plaque specifications**

**4.1.** Memorial benches and plaques will have a common appearance and style to improve the appearance of the cemetery.

#### **5. Maintenance & Repair**

**5.1.** It is expected that any memorial bench will have a serviceable life of ten years. After a period of ten years the Council will contact the applicants to ascertain the future of their plaque:

- a) Removal of the plaque and the return of any plaque to the applicants or their family, or,
- b) Retain the positioning of the bench and plaque whilst they remain in a serviceable condition and the maintenance fees are paid.
- c) If the applicants cannot be contacted for any reason, the Council may, at its own discretion, remove the plaque if the plaque has deteriorated and become unserviceable.

**5.2.** If a plaque or bench reaches a state of disrepair due to wear and tear before a period of ten years, or for any other reason the Council deems reasonable, the Council reserves the right to remove plaques or, and benches without contacting the application, if necessary. However, in the first instance, the Council will attempt to contact the applicant and ask if they would like to cover the plaque.

**5.3.** It is the applicant's responsibility to ensure that the contact details the Council holds on file for them are correct and up to date to enable the Council to make contact.

**5.4.** To assist with the identification of the applicants and memorial benches, branding will be placed on benches and a record of the applicants will be held, in accordance with General Data Protection Regulations.

Date of policy: December 2022

Approved by: Full Council

Date of meeting: 13<sup>th</sup> December 2022

Date for next review: on or before 13<sup>th</sup> December 2023

<b>Thorne Cemetery - Memorial Plaque Application Form</b>	
Name:	
Address:	
Postcode:	
Email address:	
Telephone Number:	
Preferred location:	
Name of person on Memorial:	
Wording to be inscribed on the memorial plaque – please ensure this is accurate and as it should be displayed.	
Permission for the memorial plaque must be requested by the deed holder (where appropriate) who must sign agree to the conditions of Thorne Moorends Town Council’s Memorial Plaque Policy.	
Name of deed holder:	
Address of deed holder:	
Telephone Number:	
Relationship to the person on the memorial:	

**Please forward the completed form to:  
Cemetery Manager, Thorne Cemetery, Southfield Road, Doncaster DN8 5PB**