



CYNGOR TREF GLYNNEDD GLYNNEATH TOWN COUNCIL

BETHANIA COMMUNITY CENTRE
HIGH STREET, GLYNNEATH, SA11 5DA

TEL: 01639 722961

E-MAIL: CLERK@GLYNNEATHTOWNCOUNCIL.GOV.UK

WEBSITE: WWW.GLYNNEATHTOWNCOUNCIL.GOV.UK

CEMETERY MEMORIAL BENCH POLICY

1. Purpose and Scope

Glynneath Town Council supports the principle of allowing memorial benches and memorial plaques at the Council's Cemetery and will manage and regulate the process.

2. Location

The Town Council has the authority to grant permission for the placement of memorial benches and plaques on furniture at the Cemetery.

3. Terms and Conditions

1. Applicants wishing to consider a memorial bench are advised to contact the Clerk to ensure there is capacity in the Cemetery.
2. All applications for memorial benches and/or plaques should be made in writing to the Clerk.

For benches: Applicants should provide information about the manufacturer, preferred style/type of bench and the desired inscription and artwork.

Please note: The current preferred material for benches is recycled plastic. All new benches must be installed on a concrete base

For plaques only: Applicants should provide information of the proposed inscription and any artwork to accompany the text.

The Town Council will consider each application on its merits and the Council's Cemetery Committee's decision is final.

3. The cost of the plaque and/or bench is to be borne by the donor. This includes the concrete base.
4. The Town Council reserves the right to remove a bench at an earlier date if it is no longer considered safe and fit for purpose and, following written notification by the

Town Clerk that the owner shall repair or remove the defective bench within 30 days, has failed to do so. In this event, the named persons on the request form will be informed. Any inscribed plaque will be returned to the donor or disposed of if contact cannot be made within a reasonable period of time.

5. Benches installed at the cemetery must be for the general use of the public and must not stand as an additional monument adorned with flowers and other decorative items. The Town Clerk shall issue written instruction to the owner that all such adornments must be removed within 30 days. Failure to do so will result in the Council removing them.
6. The Town Council will undertake an annual assessment of all benches.
7. The Town Council retains the right to re-site a bench should this become necessary.
8. If the bench becomes damaged, the donor will be responsible for any repairs. The Town Council accepts no liability for damage to benches by a third party.
9. The Town 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.