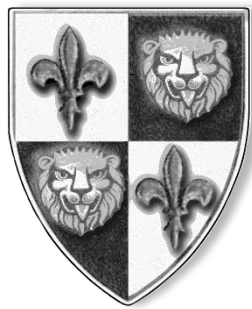


SHAFTESBURY TOWN COUNCIL

*Delivering Excellence across the
Shaftesbury Community*



TREE, BENCH AND ROSE GARDEN MEMORIAL POLICY





Shaftesbury Town Council welcomes applications for seat and tree donations on its land and provides the following guidance for applicants:

1. Memorial Benches

- 1.1. All applications to be made in writing, either by email to enquiries@shaftesbury-tc.gov.uk or via post to Shaftesbury Town Hall, High Street, Shaftesbury, Dorset, SP7 8LY
- 1.2. Seats must be in a location agreed with the Town Council and must be in a style in keeping with the area.
- 1.3. The location and style of the seat must be agreed with the officers of the Council.
- 1.4. A record of the donation will be kept at the Town Hall offices.
- 1.5. The full cost of the seat must be borne by the applicant. The Town Council will bear the cost of installation, insurance and maintenance.
- 1.6. Any seats donated to the Town Council will be considered as the property of the Town Council and will be added to the authority's Asset Register for insurance and audit purposes.
- 1.7. Applicants are permitted to include a plaque to the donated seat at their own cost and the wording must be authorised by the Town Clerk before installation.
- 1.8. A donated seat will remain allocated to the applicant for the period of ten years. At the end of that time period, when seat is due for replacement, applicants will be offered first refusal on renewal and by accepting will agree to bear the associated replacement costs.
- 1.9. The Town Council reserves the right to relocate the bench at the end of the ten year period if not renewed by the benefactor.

2. Memorial Trees

- 2.1. All applications to be made in writing, either by email to enquiries@shaftesbury-tc.gov.uk or via post to Shaftesbury Town Hall, High Street, Shaftesbury, Dorset, SP7 8LY
- 2.2. Type of tree and location must be agreed with the Town Council and suitable for the location chosen.
- 2.3. The Council will purchase and arrange installation of the tree to ensure compliance with Health and Safety.
- 2.4. A memorial plaque on a stake may be placed in the ground by the tree, wording to be agreed by the Town Council. (Plaques are not permitted on the tree)
- 2.5. The applicant to pay an agreed price to the Council for the memorial, the cost to cover tree, tree guard, plaque, installation and administration.
- 2.6. The memorial tree to be owned by the Council and included in future maintenance programme at the Council's cost.
- 2.7. The Council to notify the applicant should the tree require felling within 10 years of installation, with an option for them to purchase a replacement if the felling is due to failing within the tree.



- 2.8. The Council to notify the applicant should the tree require replacement with 10 years of installation, and the council to fund the replacement if the failure is due to neglect or accident by either the Town Council or its contractors.
- 2.9. The Council cannot guarantee the tree and reserve the right to remove the tree should circumstances dictate after the 10 year term.

3. Rose Bush Memorial

- 3.1. The purchase of a rose memorial plaque entitles the applicant to place it at the base of a pre-planted rose bush within our Rose Garden of Remembrance in Mampitts Lane Cemetery.
- 3.2. Applications to be made in writing, either by email to enquiries@shaftesbury-tc.gov.uk or via post to Shaftesbury Town Hall, High Street, Shaftesbury, Dorset, SP7 8LY
- 3.3. The fee of £150 (to be reviewed annually) will cover a lease for a period of five years and will be payable in full once application has been approved.
- 3.4. The fee will cover maintenance of the Rose for 5 years and the provision of an engraved plaque.
- 3.5. Shaftesbury Town Council reserves the right to vary any inscriptions as may be found necessary or refuse an entry which is considered unsuitable or inappropriate,
- 3.6. The rose will be looked after by Shaftesbury Town Council grounds staff and remain the property of the Town Council.
- 3.7. The applicant can apply to renew the lease at the end of the 5 years.
- 3.8. In the event of the rose dying within the lease period it will be replaced by the Town Council free of charge.
- 3.9. At the end of the lease, unless renewed, all plaques will be removed for safe keeping for a period of 6 months and will be available for collection by the applicant.
- 3.10. The applicant would be advised to inform the town council of any changes of address in order to keep files as up to date as possible
- 3.11. The Town Council does not take any responsibility for loss, damage or theft of the plaque
- 3.12. The scattering of ashes is not permitted within the Cemetery without prior permission from Shaftesbury Town Council.