

# Christian Malford Parish Council

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## Memorial Tree, Shrub and Bench Donation Policy

Adopted by resolution of Christian Malford Parish Council on 07 March 2017

### 1. Introduction

It is the policy of Christian Malford Parish Council to accept donations for the purpose of planting trees and installing benches (referred to as memorials) within specific designated areas of the Malford Meadow or Burial Ground to commemorate a family member or friend.

### 2. Donation Policy

All donations shall be in compliance with the following:

- a) Donations of memorials will be accepted only for the purpose of placing, purchasing and planting trees and for purchasing and installing park benches approved by this Council;
- b) Memorials shall be self-supporting e.g. all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary;
- c) Memorials shall remain the property of this Council, donations mean sponsorship not ownership. Legal ownership of a donated tree, shrub or bench remains with the Council;
- d) Any tree or shrub is to be mutually agreed upon by the donor(s) and the Council;
- e) Memorial tree(s) and bench(es) are permitted to commemorate a family member or friend;
- f) Memorial donations will be recognised by use of a memorial plaque which will be permitted to be placed near the donated tree(s) or on the donated bench(es). Standard memorial plaques shall be used to promote consistency in cost, size, type and mounting, with plaque language approved by the Council. No structures or planting around the memorial is permitted;
- g) This Council will provide residents with a list of recommended park benches for memorial use. This list shall include a description of each bench. At the request of the Council the list of recommended benches for memorial use will be reviewed and amended as deemed necessary;
- h) A ceremony or gathering at the time of a memorial dedication is permitted, but must be arranged in advance with the Council;

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- i) The Council does not guarantee tree or shrub survivability. Trees and shrubs must be planted between mid-November and mid-March when the species are dormant, to minimise stress, and ensure their successful establishment.
- j) The Council shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialised, tree location and type of tree etc;
- k) The Council's decision is final.

### **3. Maintenance and replacement of sponsored trees**

- a) The Council require donor(s) to maintain trees including mulching, loosening of ties and regular watering until established, without endangering the safety of the public and themselves. A tree needs 150 litres of water every 2 weeks during the spring and summer months.
- b) If unforeseen circumstances require it, the Council reserves the right to move or remove the tree if deemed necessary and may plant a replacement tree in an appropriate location.

### **4. Maintenance of sponsored benches**

- a) The Council monitor and carry out routine maintenance on sponsored benches within the Council's routine maintenance programme.
- b) If unforeseen circumstances require it, the Council reserves the right to move or remove the bench if deemed necessary either by its falling into disrepair or placing it in an alternative appropriate location.

### **5. Additional Information**

This Council respects the rights and needs of the individual, and has therefore prepared this policy with a balance that will enable us to manage Malford Meadow and the Burial Ground effectively, and, maintain the highest possible standards, without placing unnecessary restrictions on individual choices.

The Council aims to provide the highest possible standards of care, choice and dignity to those who suffer bereavement, and to create and maintain an environment where the bereaved can pay their respects and remember loved ones in the ways they feel most appropriate.

The Council reserves the right to change this policy from time to time, and, that compliance with any changes is required. All administration will be under the control of the Parish Clerk to the Council as the Councils' proper officer.