

Memorial Seat Policy for Bridgnorth Town Council

1. Only seats approved and supplied by Bridgnorth Town Council (BTC) will be acceptable. It is expected that any memorial seat will have a serviceable life of at least 10 years but will remain in situ for as long as possible thereafter at the discretion of BTC.
2. All memorial seats are, and will remain, the property of BTC.
3. BTC will order, supply, install and maintain the seats.
4. Locations of the seats will be at the discretion of BTC, and though the specific positioning of any seat donated cannot be guaranteed, BTC will endeavour to accommodate the donor's wishes.
5. All seats will incur a maintenance fee of £30 per annum for the lifetime of the bench from the date of installation. The first installment will be requested with the initial payment. Failure to pay the maintenance fee may result in the removal of the seat. It is the responsibility of the donor to inform BTC of any change of contact details. Fees will be reviewed by BTC annually.
6. If the seat becomes damaged or unserviceable after 10 years, BTC will contact the donor to ascertain the options available for the future of the seat such as:
 - (a) remove the seat but give the donor the option of purchasing a new seat to be placed in the same or alternative location as agreed with BTC and recommencing a maintenance agreement
 - (b) remove the seat and give a new donor the option of purchasing a new seat to be placed in the same or alternative location as agreed with BTC and commencing a maintenance agreement
 - (c) should BTC be unable to contact donors at their last known address after two attempts, BTC reserve the right to replace or dispose of the seat without consultation
7. If the seat becomes damaged or unserviceable before 10 years, BTC will endeavour to repair the seat and continue to maintain it until the end of the 10 year period. If necessary, e.g. in the case of reoccurring vandalism, the seat will be relocated to a new location. If the seat is beyond repair, BTC will have no option but to remove the seat completely
8. BTC reserve the right to change the location of any seat should circumstances necessitate it either for reasons beyond our control, or to accommodate works such as landscaping, grounds or buildings maintenance, highways work, overgrown trees etc or at the discretion of BTC.