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## Memorials Policy

To be Adopted by Camelford Town Council (CTC) on 21<sup>st</sup> April 2020

### Shrubs and benches

It is the policy of CTC to accept donations of shrubs and benches within certain areas in Camelford Cemetery (such as the Garden of Remembrance or hedgerows) to memorialise a departed family member or friend, subject to availability of space.

All donations shall be in compliance with the following:

- Bench memorials shall be self-supporting e.g. all costs related to a memorial shall be at the expense of a donor(s), including installation, repair or replacement, if necessary;
- Memorials shall remain the property of CTC and legal ownership of a donated bench and shrubs remains with CTC;
- No flowers/wreaths will be permitted to be placed on memorial shrubs or benches at any time.
- No ashes can be buried alongside shrub and bench memorials
- Anything placed on memorials will be removed and disposed of without reference to the owner.
- CTC's decision in all matters relating to memorial donations is final.

### Shrubs

- CTC will provide potential donors with a list of shrub species etc for memorial use to select from. The exact location of the siting of the memorial will be decided on by CTC – whilst CTC tries to locate a shrub at a requested location this cannot be guaranteed. All planting will be carried out by CTC staff.
- CTC monitor and carry out routine maintenance on planted shrubs (watering, mulching, and feeding) within CTC's routine maintenance programme to ensure their satisfactory establishment.
- If unforeseen circumstances require it, CTC reserves the right to move or remove the shrub if deemed necessary and we would plant a replacement shrub in an appropriate location.
- Shrubs – price will be cost price, if purchased through CTC, plus £20 + VAT to include planting and upkeep
- CTC does not guarantee shrub survivability. Shrubs are planted between mid-November and mid-March when the species are dormant, to minimise stress, and ensure their successful establishment.

## **Memorial benches**

- CTC monitor and carry out routine maintenance on memorial benches within CTC's routine maintenance programme.
- If unforeseen circumstances require it, CTC reserves the right to move or remove the bench if deemed necessary either by it's falling into disrepair or placing it in an alternative appropriate location.
- Should a bench become unsightly or unsafe CTC will notify the donor at the last known address to advise of its intention to remove the bench – if no response is received within 2 weeks the bench will be removed. In cases where the bench is a health and safety hazard it will be removed immediately, and you will be notified. Any memorial plaque will be returned to you if the memorial is removed.
- In the event of damage by vandalism if CTC is unable to recover the insurance excess Council reserves the right not to replace the bench or to offer the sponsor the opportunity to pay the excess in order to facilitate a replacement.

## **Plaques**

Memorial donations can be recognised by use of a memorial plaque. No other structures around the memorial will be permitted. Standard memorial plaques shall be used to promote consistency - size – either 5" x 3" (for benches) or 7" x 3" on a base for shrubs/trees. All plaques will be stainless steel with no more than 35 words wording, approved by CTC. The **approximate** cost will be £50 plus VAT – actual cost to be confirmed with the manufacturer. A £20 + VAT administration fee will be charged.

**Ceremonies** A ceremony or gathering at the time of a memorial dedication is permitted, but must be arranged in advance with CTC

**Records** - CTC shall maintain a record of each memorial. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialised, Shrub location, type etc;

## **Memorial tree with cremated remains in woodland area**

- CTC will provide potential donors with a list of tree species etc for memorial use to select from.
- The exact location of the siting of the tree within the woodland area will be decided on by CTC – whilst CTC tries to locate a tree at a requested location this cannot be guaranteed.
- All planting will be carried out by CTC staff.
- Ashes can be buried under the tree as it is planted - without container.
- CTC monitor and carry out routine maintenance on newly planted trees (watering, mulching, and loosening of ties) for 3 years to ensure their satisfactory establishment. After this time the trees will be included within CTC's routine tree maintenance programme.
- For the first 3 years CTC will replace a tree in the unlikely event that it fails to establish and dies.
- For the first 3 years CTC will replace a tree if it suffers irreparable damage from vandalism providing replacement is practicable.
- If unforeseen circumstances require it, CTC reserves the right to move or remove the tree if deemed necessary and plant a replacement tree in an appropriate location.

- CTC does not guarantee tree or shrub survivability. Trees are planted between mid-November and mid-March when the species are dormant, to minimise stress, and ensure their successful establishment.
- CTC burial fees document will note current price in respect of a memorial tree and cremated remains

All memorials must be paid in full for prior to their installation.

Please note all prices are exclusive of VAT

Please complete the attached form and return it to CTC who will confirm the price and other relevant details in writing. If applicable, CTC will order and take delivery of your chosen memorial.

Installation undertaken by staff is included in the cost –if you wish to be present when tree/shrub is planted please note this on your application form.

If you have any queries about the plaques or scheme, please email: [clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk) or call on 01840 212880.

## APPLICATION FOR SHRUB/MEMORIAL SEAT

Please indicate in which of the locations you would prefer your memorial to be placed. Please choose one of the following (all choices are subject to availability of space and site location).

Cemetery  Gardens of Remembrance

If you wish to place a plaque please complete the memorial plaque application form.

I wish to be present when shrub planted Yes / No

First Name	
Surname	
Address	
Postcode	
Telephone	
Email	

I have read and understood all of the terms and conditions regarding memorials and accept them in their entirety.

Signed : ..... Date : .....

Print name : .....

Please return to : The Town Clerk at CTC

For office use only	Date
Shrub/memorial seat costings obtained & advised	
Invoice issued	
Invoice paid and receipt number	
Shrub/memorial seat ordered	
Shrub/memorial seat planted/installed	

# MEMORIAL PLAQUE ORDER FORM

Please complete and return this form to order a new or replacement plaque

## Plaque Details

- The plaques for benches are approximately 5" x 3", plaques with bases for installation near Memorial Trees/Shrubs 7" x 3"
- The plaques are professionally engraved on stainless steel with black text and supplied with fixing holes.

## Wording for the plaque – to be approved by CTC

- Up to 35 words
- Write the message how you want it to appear- e.g. UPPER or lower case


## Your Details

First Name	
Surname	
Address	
Postcode	
Telephone	
Email	

Please return this form to the office and we will obtain a quote for the plaque – this will include a £20 administration fee plus VAT. Please note the plaques will not be processed until the application has been approved and payment has been received

Signed: \_\_\_\_\_ Date:    /    /