



# St Ives Town Council

## Twinned with Stadtallendorf

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## DEDICATIONS POLICY

### 1.00 Introduction

St Ives Town Council recognises the desire to honour people, both living and deceased, through the dedication of something. This might be a tree, a bench or even a fund. It can be a chance for an individual to put something in to the community and enhance the town. St Ives Town Council will work to support this in the interests of the community.

To simplify this document reference shall be made to memorials, however in all instances the same principles shall be applied if it refers to a dedication in the name of a group, or living person.

### 2.00 Process

In the first instance the Town Clerk shall discuss with the applicants what form they would like the request to take. This may include desktop based research to identify suitability and probable costs associated both in the short and longer term. This shall be agreed with the applicant and then brought to the Amenities Committee for consideration. If the proposal is substantial this may be referred to Full Council.

Each application shall be judged on its own merits but with reference to the policy.

### 3.00 Types of memorials

This is not designed to be an extensive list but reflects the more common requests that we have received. In all cases the final decision shall rest with the Town Council.

#### 3.01 Benches

Due to the demand for benches applicants should understand that St Ives Town Council reserves the right to relocate a bench. In the first instance permission for a specific location shall be granted for a maximum of five years. After this time the council shall be at liberty to relocate the bench anywhere within the bounds of St Ives. The family shall be informed of the new location using the details held on file at the time. Where appropriate it may be possible to agree this when commissioning, however this shall be subject to confirmation at the time of relocation.

#### 3.02 Trees

The council shall consider applications for the planting of trees. The cost of any such planting shall represent a contribution both towards the tree and ongoing maintenance. In the first instance the council shall seek to replace existing trees which are reaching the end of their life.

#### 3.03 Project

Should a specific project be commissioned it shall be properly scoped and provisions included which specify the terms of the agreement.

**3.04 Financial**

Where a person wishes to leave a monetary sum, but with no specific project in mind consideration shall be given for a referral to St Ives United Charities. This may allow for the creation of a name legacy fund, or towards a pool to provide support to local community groups.

**3.05 Other**

In some cases a person may wish to bequeath something physical to St Ives. Where appropriate the council will consider whether another organisation could better support the needs of the applicant or enhance the benefit to the community.

For example this might be through a recommendation that the Norris Museum is contacted.

**4.00 General provisions**

The following general provisions shall apply to any action taken under this policy:

1. The item is purchased or given to St Ives for the people and shall be owned, maintained and held by St Ives Town Council unless otherwise agreed. This shall include being covered by the St Ives Town Council Insurance and any other such provisions which may be put in place.
2. Should the applicant or successor wish to undertake any further works, for example the repainting of a bench, permission must be sought in advance from the Town Clerk. This shall not extend to cleaning with appropriate non-abrasive materials.
3. No changes shall be made to any inscription without the prior consent of the family and St Ives Town Council and completion of the appropriate paperwork.
4. A record shall be kept of all memorials and a certificate issued equivalent to a Deed of Grant. This shall be governed by the same rules and fees as in force for the Cemetery Regulations and the transfer of rights.
5. Although St Ives Town Council will do it's best to maintain all memorials, it is recognised that there are limits to this. The council shall make clear on approval as to whether they will replace the item in the case of damage or vandalism on the first occurrence only.
6. Where an item has reached the end of its life the council will in the first instance look to contact the family if details are held on record to offer the possibility of renewing the memorial if appropriate.
7. After this St Ives Town Council shall seek to digitise any inscription before removal of the item. Any plaque may be passed on to the Norris Museum for consideration.

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