

Benches Policy
Adopted March 2023
Amended September 2025

- 1) All requests for benches must be submitted in writing to the Parish Council.
- 2) No further benches be permitted in Adderbury Lakes **or Adderbury Cemetery** and the Clerk and Responsible Financial Officer be given delegated authority, in consultation with the Chairman, to refuse requests.
- 3) If the request for a bench relates to a volunteer who has worked directly at Adderbury Lakes, for a long period of time, and a suitable position is available, this request will be referred to the Parish Council for a decision.
- 4) If a request for a bench in Adderbury Lakes **or Adderbury Cemetery** is refused, as an alternative, the following will be offered:
 - fitting a plaque on an existing bench at Adderbury Lakes **or Adderbury Cemetery**, subject to consultation with the original purchasers of the bench, if they can be traced.
 - fitting a plaque on an existing bench elsewhere in the village, subject to consultation with the original purchasers of the bench, if they can be traced.
 - locate a new bench in the village (subject to agreeing a suitable position with the Parish Council and any affected residents).
 - replace an existing bench in the village, which will be subject to consultation with the original purchasers of the bench, if they can be traced.
- 5) The fee for fitting a plaque on an existing bench at Adderbury Lakes **or Adderbury Cemetery** or on a bench at any other location in the village be £500, plus the cost of the plaque and the installation of the plaque.
- 6) The type of plaque fitted any new or existing bench in the village or at Adderbury Lakes **or Adderbury Cemetery** and also the wording on the plaque, to be approved by the Clerk and Responsible Financial Officer, in consultation with the Chairman.
- 7) Once a bench has been purchased and located in the village, it becomes the property of the Parish Council and will be added to the Asset Register. The Parish Council will then undertake the necessary maintenance to the bench in future years. If the purchasers refuse to agree to this, the request for a bench will be refused.
- 8) As the owner of the bench, the Parish Council reserves the right to add further memorial plaques, if necessary, in future years.
- 9) The Parish Council reserves the right to replace or remove benches which have become too badly damaged or worn to repair.