

Filey Town Council

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Commemorative and Memorial Seating Policy

Document History

Adopted by Council – 23 May 2018

Reviewed 6 May 2020, May 2021 & May 2022

To be reviewed – May 2023

David Liddle

Town Clerk & Responsible Financial Officer

1. Policy

- 1.1 Filey Town Council (referred to as the 'Council' hereafter) manages over 400 Commemorative Seats in Filey.
- 1.2 Members of the public are invited to donate towards the maintenance of a commemorative and memorial seat (referred to as 'seats' hereafter) in the form of a 10-year agreement.
- 1.3 The seat is owned by the Council always but is maintained by a contribution from the donor.
- 1.4 During the term of the 10-year agreement each seat will be maintained by the Council at least every three years.
- 1.5 During the term of the agreement the Town Council will also arrange for the Commemorative Seat to be repaired or replaced, should that be required.
- 1.6 The Town Council does not permit any form of memorabilia (e.g. flowers, windmills, etc) to be placed on the seat. If found such items will be removed by the Council's contractors, as the seats must be available for use by members of the public.
- 1.7 As requests for seats are received they will be placed on the Council's waiting list. When a space for a seat becomes available they will be offered to the next person on the list.
- 1.8 Upon expiry of the 10-year maintenance agreement the Council will offer to extend the original agreement through a second maintenance, 5-year agreement. Offer of such an agreement is dependent upon the condition of the seat in question.
- 1.9 Upon expiry of the second agreement (total of 15 years), the donor will be offered the opportunity to undertake a new 10-year agreement. If the donor does not take up the opportunity to renew the Council will look to make other arrangements, which could include offering the seat to the next person on the waiting list.
- 1.10 The Council is unable to comply with requests for a seat to be placed in a specific location in Filey.
- 1.11 Seats will not usually be moved from one location to another, except under exceptional circumstances.
- 1.12 Sometime if extensive repairs are required the seat may be temporarily taken from the site until the works have been completed.