

INSTOW PARISH COUNCIL – BENCH POLICY

Meeting minute 85 on 21st September 2023

Updated March 2025

1. Donation of seats to Instow Parish Council

The Parish Council provides the opportunity for a donation of a seat for placement along Marine Parade.

Applications for the waiting list should be made to clerk@instowparish.com

The seat is donated on the basis that the seat will become the property of Instow Parish Council, as the Parish Council will be liable under its public liability insurance for any claim upon it connected with the use of placement of the seat. This does mean that the Parish Council will be liable for the day-to-day maintenance of the seat including necessary repairs and re-varnishing/oiling.

The donor must pay for the bench and all delivery charges. The donor must give the Parish Council at least 7 days' notice before delivery.

Siting of the donated benches will be decided by Instow Parish Council, in consultation with the donor. The bench should be installed, and be fixed to the pavement, at the donor's expense.

Disposal: Given this responsibility placed upon the Parish Council, the donor will need to accept that the Parish Council reserves the right to dispose of any seat that is deemed unsafe or beyond repair. Where possible, the donor will be informed of this decision in advance of the removal of the bench, any memorial plaque will be returned to the owner and the opportunity to replace the bench will be offered to the donor.

2. Specification for donated benches

That donated benches must be:

- I. A traditional Park Bench design (1.5 metres long) to fit in with the Instow Conservation Area.
- II. Be of heavyweight design and construction suitable for heavy use by the public and the weather conditions on Instow seafront. The varnish/other finish must be of a quality suitable for use in a marine environment.
- III. Constructed of hardwood with a Forest Stewardship Certificate and have tightly fitted mortise and tenon joints fixed with hardwood dowels. The following company offer a discount for Instow Parish Council:
<https://www.cyan-teak-furniture.com/teak-memorial-benches-personalised-benches-engraved-benches>
- IV. The donor must submit an illustration of the bench for approval at the Parish Council meeting.

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