

ROTHBURY PARISH COUNCIL

COMMEMORATIVE SEATING POLICY

1. Rothbury Parish Council manage approximately 100 seats in the parish
2. Members of the public can donate a memorial seat, which has to be of recyclable material, in green, brown or black, and approved by the Parish Council prior to purchase
3. Commemoration plaques will be a maximum of 6" x 4" and should not include a photograph. One plaque per seat will be permitted.
4. The member of the public will arrange the purchase and delivery of the seat to the Parish Council premises.
5. The Parish Council will arrange installation of the seat and which may result in installation costs if a base needs to be repaired/installed.
6. After installation, the seat will become the responsibility of the Parish Council who will carry out all future maintenance on the structure.
7. The Parish Council does not permit any form of memorabilia (eg flowers, windmills, etc) to be placed on the seat. If found such items will be removed by the Council as the seats must be available for use by members of the public.
8. 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.
9. The Council is unable to comply with requests for a seat to be placed in a specific location in Rothbury.
10. Seats will not usually be moved from one location to another, except under exceptional circumstances.
11. If extensive repairs are required, the seat may be temporarily taken from the site until the works have been completed.

