

STEYNING PARISH COUNCIL

Memorial Seat Application Form

Steyning Parish Council operates a Memorial Seat Scheme. If you wish to make a donation towards a memorial seat sited within the Parish of Steyning, please provide your full details below.

Contact Details
Name
Address
Post Code
Telephone number
Email Address
In memory of

By signing this form, I agree to the terms and conditions of the Council's Memorial Seat Scheme and agree to the Council processing my personal information for providing information and corresponding with me in accordance with the Council's Privacy Notice.

Signed

Date

Steyning Parish Council
The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ
For Sat. Nav. Use BN44 3YL

**Contact the Clerk on 01903 812042 or
Clerk@steyningpc.gov.uk**

Steyping Parish Council Memorial Seat Policy

Suggested amendments in red from Cllr Paul Campbell with comments in italics
8th June 2019

Memorial Seats – Terms & Conditions

1. General Terms and Conditions

- 1.1 Memorial Seats are donated for a term of up to 20 years. ~~After the donation period the Council will attempt to make contact with the seat donator using the last known address and offer to extend the period by a further 10 years based on the Council's approved schedule of charges applicable at that time (50% of the cost for the supply of a replacement seat including VAT). This is an unnecessary administrative burden being imposed contractually on future councils~~
- 1.2 The Council will place the donated seat at a location agreed with the ~~donator~~ donor prior to the donation being accepted; all locations are approximate however, and the Council ~~will position the donated seat in its final location and~~ while endeavouring to place and maintain the seat in the agreed position reserves the right to re-position in the light of any unforeseen or changed circumstances.
- 1.3 Once donated, the seat becomes the property of the Council which ~~at its absolute discretion will carry out repairs due to wear and tear or vandalism to either the seat or the plaque (save discolouration due to weather) or will permanently remove the seat if it decides that repair or maintenance is no longer appropriate . An unacceptable financial obligation on the council as drafted~~
- 1.4 At the end of the donation period ~~or when the seat is permanently removed if sooner , should the donator not wish to extend the donation period,~~ the Council will remove the plaque and ~~reserve the right to will re-assign the site to another donator donor should the original seat be beyond refurbishment.~~ unless, in its absolute discretion it decides that the original seat is still serving a useful purpose in that position. The plaque will be offered to the donor using the last known contact details *The original donor should not be the one having power to extend the 20 year period. This is for the council to decide*
- 1.5 The Council reserves the right to refuse to accept a donation request or to refuse any request that is deemed inappropriate.
- 1.6 Seats are allocated on a first come first served basis with only one donation/family per seat.
- 1.7 The Council will not be held accountable for any further works, changes of land use or planning changes to the site or their surrounding area which might cause a seat to be removed. The Council will always endeavour to contact the ~~Client~~ donor beforehand at their last known address. ~~In such circumstances the cost of repositioning a seat, (if such an option is deemed feasible by the Council) will be met by the Council. Unnecessary obligation~~
- 1.8 It is the responsibility of the ~~donator~~ donor to contact the Council with any change of ~~address, contact details~~ otherwise the last known ~~address details~~ will be used. ~~If the donator remains untraceable, the Council is not under any duty bound to pursue further to make any further or alternative attempts to contact the donor~~

2. Seats

- 2.1 The type of seat used at any site is ~~pre-~~determined by the Council ~~at its absolute discretion~~ and no variation in the type of seat is permitted.

- 2.2 Seats may be either fixed to the ground, installed into concrete or placed on site according to the location. At the discretion of the Council, a seat may be placed on a concrete plinth to prevent soil/grass erosion. The cost of this type of installation is additional to the cost of the seat donation.

3. Plaques

- 3.1 We ask that the ~~donator~~ donor provides their own plaque and that the wording is sent to the Clerk ~~to the Council~~ to approve ~~the wording~~ - The Clerk will ensure the plaque is fixed onto the bench after installation has been completed and will then inform the ~~Donators~~ donor's family. ~~Any plaque whose wording has not been approved will not be affixed and any such plaque affixed by any other person will be liable to removal~~
- 3.2 The size of the plaque should not exceed 120mm by 60 mm

4. Payments/Charges

- 4.1 The cost of the seat will ~~normally~~ include the seat supply and delivery, plaque affixing it to the seat, the cost of installing/ground fixing the seat, a one-off maintenance fee plus VAT at the standard rate. The type of seat will be dependent on its location, and this will determine the cost of the installation.
- 4.2 The fees and charges for donated seats will be revised from time to time and will be provided on request to the Council. All prices quoted will include VAT at the rate in force at the time of enquiry.
- 4.3 We ask that ~~Donator's~~ donors pay the full amount in advance of seat installation.

5. Delivery and Installation

- 5.1 The normal period for a bench to be supplied and installed is 3 months from the payment of the deposit. In exceptional circumstances beyond the Council's control (notably weather and ground conditions), the Council may not be able to meet its target. The Council will not be held responsible should this situation arise.

Privacy Notice

Please see our website for our Data Protection Policies

~~When you contact us~~

~~The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.~~

~~The Councils Right to Process Information~~

~~General Data Protection Regulations Article 6 (1) (a) (b) and (c)~~

~~Processing is with consent of the data subject or~~

~~Processing is necessary for compliance with a legal obligation or~~

~~Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller~~

~~Information Security~~

~~Steyning Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.~~

~~We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Steyning Parish Council at any time).~~

~~Children~~

~~We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.~~

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer, the Clerk at the above address.

Information Correction and Deletion

If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Clerk on the above contact details to request this. If you wish Steyning Parish Council to delete the information about you, please contact the Clerk at the above address to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Clerk to object.

Rights Related to Automated Decision Making and Profiling

Steyning Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Steyning Parish Council Data Information Officer, the Clerk at the above address and the Information Commissioners Office casework@ico.org.uk
Tel: 0303 123 1113.