

Meeting	Finance & Policy Committee
Date	19 September 2023
Report Title	Maple Leaf Memorial Plaques
Agenda Reference	EXEMPT – 18
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Memory Café Sensory Garden

Maple Leaf Memorial Plaque Policy

Haydon Wick Parish Council will consider fully all requests for a memorial Maple leaf plaques for all residents that have passed away from dementia, Alzheimer's and other related diagnosis at the Memory Café Sensory Garden. Requests will be accommodated wherever possible, but the main purpose of the plaques is to remember those that attended the Memory Café, so these residents will receive preferential places. The Maple leaf plaques will be fitted to the seated area to blend in with the surroundings and offer a comforting environment for the families to sit and remember their loved ones fondly.

Maple leaves have been chosen because they represent love and would be appropriate within the Sensory Garden.

1. The family of the loved one who has passed away will place the order to the Parish Council detailing the required colour (Silver, Bronze or Gold) and inscription. The Maple leaf plaque will be purchased by the Parish Council from its approved supplier in consultation with the applicant. Example as shown below.



2. All Maple leaves should be paid for by the applicant before the Maple leaf is ordered by the Parish Council from the approved supplier.
3. The inscription on the plaque will be at the request of the family. The inscription must be appropriate and agreed with the Council and the proof of the final version will be sent to the family to approve before submitting the order.
4. The Council will charge administration, installation, maintenance and insurance fees – the costs are detailed below.
5. The applicant should always ensure that the Parish Council is in possession of current contact details. The applicant will only be contacted to administer any arrangements via this policy and the contact details will be stored securely as part of the Council's GDPR and Privacy Policy – [View our Privacy Notice](#)
6. No additional mementoes e.g., vases, statues, flowers, wreaths, balloons, or other ornamentation etc., shall be permitted on or around the area.
7. Scattering of ashes is strictly prohibited.
8. The Council accepts no liability for damage to any of the Maple leaf plaques from vandalism, third parties or whilst the Council carries out routine maintenance of the Sensory Garden.
9. The Council will maintain the Maple leaf plaques in line with the current maintenance regime for benches.
10. The Council accepts no replacement liability for the Maple leaf plaque at the end of its useful life. Any replacement plaques will be the responsibility of the original applicant.
11. Any maintenance carried out by a third party will be in strict agreement with the Council and by appointment only.

Costings

Maple leaf plaque engraved, plus delivery - £10.00

Administration fee and installation - £5.00

Maintenance for a 5 year period - £5.00

= £20.00

After five years, the maintenance contract will be renewed automatically, and invoice will be sent to the family for the next five years. If there are any changes to the amounts, this will be communicated to the family ahead of the invoice being sent.