The Parish Council owns the remembrance bench located on the old pond site area of Village Green. Any display of a plaque on the seat requires prior agreement by Ingham Parish Council. The Parish Council should consider the following when assessing whether a plaque will be suitable.

**Review of application**

* A plaque can only be requested for someone who has lived or worked in the parish of Ingham.
* A parishioner must contact the Parish Council in writing to request use at least 1 month prior to the display of a plaque and must be considered at a formal Parish Council meeting.
* Plaques should be brass and measure 15cm x 7.5cm
* A picture of the proposed plaque and the material that will be used must be presented to the Parish Council.
* The Parish Council reserve the right to remove a plaque in consultation with the owner.
* Memorial plaques will be bought and engraved by the applicant.
* The maximum inscription on the plaque will be 100 characters. The plaque will be engraved in a standard font and font size.
* The engraved plaque will be fitted to the bench by the council.
* The council may reject a request for an inscription if it considers it is not suitable to be displayed in a public place.
* Memorial plaques will be maintained by the council for a period of five years, after which time there will be a review.
* The Parish Council accepts no replacement liability for the plaque. Any replacements of plaques will be the responsibility of the original applicant and this process must follow the same application procedure within this policy