



ASTON TIRROLD & ASTON UPTHORPE  
PARISH COUNCIL

## Donation Policy

**Adopted at the PC meeting on 21<sup>st</sup> January 2019. To be reviewed annually at the AGM**

This Donation Policy ('the Policy') covers all items gifted to the Parish Council (PC). This may take the form of an item for the benefit of the community or a memorial dedicated to a loved one. Any and all donations will be added into the PC's Register upon installation. This Policy was adopted at the PC meeting on 21<sup>st</sup> January 2019 and will be reviewed annually. No donation will be accepted if it contravenes the Policy. An Appendix to this policy sets out how the PC will manage existing donations.

All donation requests must be made in writing to the Parish Clerk using the attached form. The request will be a named agenda item at three successive PC meetings where the proposed gift will be discussed and all issues both for and against it should be explored.

All donations should be paid for by the donor prior to installation and purchased after consultation with the PC. Where the donation is in the form of a memorial, (for example a bench or table) such memorials should be located on land owned or under the control of the PC; other locations will require SODC and/or OCC approval. If an item is located in the Recreation Ground it will be managed by the Astons Recreation Committee (ARC) on behalf of the PC.

The PC (or where appropriate ARC) will manage the installation of all donations, the cost of which must be included in the donation. Donations will be installed in the appropriate manner to ensure prevailing safety requirements are met.

Inscription plaques on donated items shall be a suitable statement which must be approved by the the PC.

The PC accepts no liability or obligation to maintain any donated item. However, at its discretion, the PC may do so. The PC is under no obligation to replace any donated items.

Where the donated item is a memorial to a loved one, no additional mementos such as vases, statues, flowers or wreaths shall be permitted on or around the memorials. There are no designated locations on land owned or leased by the PC where ashes can be scattered including around memorials.

If the PC determines in its discretion that any donated item is no longer safe or appropriate the PC reserves the right to remove it. Removal will be discussed at three successive PC meetings unless the PC determines that it must be removed as a matter of urgency.

It is the responsibility of the donors to inform the PC of any change of address.



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**Appendix A**

Whilst the above policy deals with new applications for donations, there is a need to specify how the PC will manage the existing donated items. When a donated item is coming to the end of its life the PC will try to contact the owner by telephone, email or post to inform them of the situation. If there is no reply after 6 weeks the PC will remove the item and retain any plaque for a year.

In the event of damage by vandalism if the PC is unable to recover the insurance excess the PC reserves the right not to replace the donated item or to offer the owner the opportunity to pay the excess in order to facilitate a replacement.



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## PARISH COUNCIL OF ASTON TIRROLD AND ASTON UPTHORPE

### DONATION APPLICATION

Submit to: [astons.parishclerk@gmail.com](mailto:astons.parishclerk@gmail.com)

Donor Name:		
Address:		
Telephone:		E-mail:
<b>Please ensure that you notify the Parish Council of any change in contact details so we can contact you if required</b>		

Proposed inscription: Brass plaque (6" x 2") lettering infilled with white. Maximum of 4 lines	
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I agree that the request for donation is made in conformity with and subject to the Donation Policy

Signed..... Dated.....

If you wish to proceed, please return the completed for to:

Denes Marffy, Parish Clerk  
1 Aston Street *Aston Tirrold* Oxon OX11 9DJ

<b>Official use only:</b>			
Donation type:		Item location:	
Parish Council approved:		Item ordered:	
Payment received:		Item installed:	
Added to asset register:		Added to insurance policy:	