



Appendix 9

Churchyard benches installation and maintenance policy.

Holy Trinity Horfield aims to be an open and welcoming church, recognising that within our three sacred spaces there are opportunities for church members, and people from our local community to experience welcome, refreshment, growth, and peace. Cremated remains are regularly interRered, and the churchyard is also a much loved, valued and used public space that serves as

- a place to reflect, honour and remember those who have died,
- a place for personal refreshment
- a haven for wildlife which is recognised as the area of Horfield Common with the greatest biodiversity.

The churchyard is largely maintained by committed volunteers from within the church and from the local community.

From time-to-time Holy Trinity Horfield receives requests to install benches, often in memory of a loved one, from people linked to the church or from the local community. This policy sets out Holy Trinity Horfield's response to such requests and our requirements for installation and maintenance.

1. Policy Statement

- 1.1. Holy Trinity Horfield welcomes requests to install benches within our churchyard. The PCC has agreed a number of processes regarding installation and maintenance of benches which will be applied to all requests.

2. Requests

- 2.1. Requests for benches can be made to the Rector and Wardens.
- 2.2. The Churchyard Lead will undertake an initial conversation with any requester setting out the requirements and contents of the policy.

3. Bench requirements

- 3.1. Benches should be constructed of hardwood, such a teak. A sustainably sourced wood is preferred.
- 3.2. Benches should be no more than 1.5m length and finished with a natural oil (e.g. teak oil).
- 3.3. Engraving (into the wood or affixed on a plaque) is permitted – wording of any engraving or plaque must be agreed by the Rector before ordering. Where wording is not agreed, the bench cannot be installed.
- 3.4. The person requesting bench provision will meet all costs of purchase, delivery, installation, and maintenance.

4. Installation

- 4.1. The location of a bench installation must be agreed in advance with the Churchyard Lead and then confirmed with the Church Leadership team. Our objective is to have a distribution of benches throughout the churchyard situated in positions where they will be appropriately used.
- 4.2. The person requesting the bench must provide a sand base and grey flat paving slabs to be placed under bench. The bench must be secured to the slabs. Slabs must also be placed in front of the bench to provide a footrest. The person requesting the bench must arrange installation of the bench; timing and arrangements should be confirmed with the Churchyard Lead.
- 4.3. Holy Trinity Horfield can arrange to install a bench on request; a charge is payable for installation by Holy Trinity Horfield.

5. Maintenance

- 5.1. The person requesting the bench has responsibility for arranging any necessary maintenance or repair.
- 5.2. If a bench is not maintained and becomes unsightly or requiring repair, Holy Trinity Horfield will attempt to contact the person who requested the bench to be installed to arrange for maintenance, if this is not possible to Holy Trinity Horfield will seek volunteer support to maintain it.
- 5.3. Holy Trinity Horfield will remove/dispose of any bench that becomes dangerous. Attempts to contact the person who requested the bench will be made in advance of removal. An advisory notice will be placed on the bench before removal for a period of 30 days. Holy Trinity Horfield accepts no responsibility to replace any removed bench or reimburse the value of the bench.

6. General

- 6.1. The costs of provision, delivery, installation, and maintenance of any bench remain with the person who requested it to be installed (or another person who agrees to take on maintenance costs).
- 6.2. Periodically the PCC will determine whether further benches can be accommodated in the churchyard.

7. Review

- 7.1. This Churchyard benches installation and maintenance policy will be monitored and reviewed annually, at the first PCC meeting after the Annual Parochial Church Meeting to ensure that it remains appropriate.

Agreed at PCC date: November 2025

Date for review: May 2026