



## Donations Policy

Diss Town Council welcomes donations\* on its land and provides the following guidance for applicants.

\*Donations could be in the form of benches, trees, plaques, financial support or a combination of any and are often in memory of a loved one or used to mark an occasion.

The application form for completion is available on the Council's website at [www.diss.gov.uk](http://www.diss.gov.uk).

1. Donations must be in a location and type in keeping with the area.
2. The location & type of donation must be agreed with officers of the Council and authorised by the Assets, Infrastructure & Events Committee.
3. The cost of the donation must be borne by the applicant, including the cost of installation and an administrative charge. Ongoing maintenance costs will be levied at installation if a bench other than that specified in clause 11 is installed.
4. Any donations will be the property of the Council and will be added to the authority's Asset Register for insurance and audit purposes.
5. Any inscriptions must be authorised by the Town Clerk before installation.
6. It is the responsibility of the donor to notify the Council in writing of any change of applicant contact details, which will only be used in relation to the donation.
7. The Council reserves the rights to:
  - a) relocate any donation to facilitate Council initiatives such as landscape redesigns. The Council will consult with the donor to discuss alternative placement.
  - b) remove any donation that is damaged and/or in the view of the Council, is beyond economic repair.
8. The Council accepts no liability for damage to any donation except where grounds maintenance staff are proved negligent.
9. Any ceremony to acknowledge the donation must be agreed with the Town Clerk in advance.
10. Given the limited opportunities for donated benches and trees, applicants may wish to consider a financial donation, which could be put towards other project such as new landscaping projects or recreational equipment.
11. Benches at the cemetery are welcomed only when existing benches require replacement. To minimise future costs and reduce environmental impact, all new benches will be installed using sustainable and durable materials that require minimal ongoing maintenance, such as recycled plastic, composite timber, or metal-framed benches with recycled plastic slats.

Reviewed by Diss Town Council at a meeting of its Assets, Infrastructure & Events Committee held on 1<sup>st</sup> October 2025

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Shared Documents/Office Admin/Policies/Donations Protocol/Donations Policy ACCESSIBLE reviewed AIE Oct 2025 .docx>