Accepting Donations Policy

Approved by:	Full Council
Date adopted:	17 November 2025 (135/2526.1)
Annual review date:	November 2027

Contents:

Policy Statement	3
Scope and Objectives	3
Policy	3
Process	4
Appendix One (Donation Form)	5

Policy Statement

Meriden Parish Council welcomes donations from the public, community groups, and organisations to support and enhance community assets, services, and the local environment. This policy sets out how donations may be made, accepted, and used by the Council.

The Parish Council under the **Local Government Act 1972, Section 139**, may accept gifts of property (including money) for the benefit of its area or its inhabitants. Donations must be lawful, transparent, and in line with the Council's powers and objectives.

Scope and Objectives

This policy applies to all donations offered to the Council by individuals, families, businesses or organisations, whether financial, in-kind, or physical items such as benches or trees. The objectives of the Accepting Donations policy are as follows:

- To establish a clear process for accepting donations.
- To ensure transparency, accountability, and appropriate use of donated funds.
- To outline the responsibilities associated with specific donations, such as memorial benches.

Policy

At the discretion of Meriden Parish Council, donations will normally be considered for:

- Community improvement projects
- Public amenities (planters, trees, flowers, Christmas lights)
- Memorials (e.g. memorial benches or plaques)
- Other community benefit purposes aligned with the Council's priorities.

Meriden Parish Council will be solely responsible for determining whether to accept a gift from a member of the public or an organisation and, in the case of street furniture (planters, benches, trees etc), will determine the placement of any gifts on its land. The Parish Council also:

- Retains the right to accept or decline any donation.
- Retains the right to attach conditions to acceptance (e.g. location, style, maintenance, specifications, tree species) and requests durable and low-maintenance gifts.
- May refuse donations if they impose ongoing financial or legal burdens on the Council.
- Will be the legal owner of the donated item or money.
- Will use donated funds for a particular purpose if agreed as a condition of the donation (e.g. funds donated for a memorial bench).
- Where request for street furniture (e.g. memorial benches, planters, trees) exceeds the capacity available, the Council will operate a waiting list.

Item-Specific Conditions

Memorial Benches

- Must meet Meriden Parish Council design and material standards.
- A plaque, and associated wording, must be approved by the Council.
- Installation (including ground works/concrete base and all associated costs are the donor's responsibility: the Parish Council will determine the location of benches.
- The scattering of ashes, whether human or pet, will not be permitted at any site.
- Memorial benches will become the property of the Council, but ongoing maintenance is the responsibility of the donor/family.
- Meriden Parish Council reserves the right to remove the bench if it falls into disrepair.

Trees and Planting Schemes

- Species and location must be approved by the Council and be suitable for public areas.
- The Council will maintain donated trees, but cannot guarantee protection from vandalism, damage or disease.
- Donations can include costs for tree guards or commemorative plaques (subject to approval).
- The scattering of ashes, whether human or pet, will not be permitted at any site.

Flower Planters

- Must comply with Council-approved design, materials, and positioning.
- Donors may be required to contribute to ongoing planting or maintenance unless agreed otherwise.
- Meriden Parish Council will determine the types of flower planting and planters will be watered to the usual Council's schedule.
- Plaques may be permitted subject to size and wording approval.
- Equipment becomes the property of the Parish Council, who will assume ongoing inspection and liability if accepted.

Play Equipment

- Must meet all relevant safety standards (e.g. BS EN 1176).
- Type of equipment and location will be determined by the Council.
- All costs for equipment, installation, and initial inspection must be covered by the donor.
- Equipment becomes the property of the Parish Council, who will assume ongoing inspection and liability if accepted.

The above is not an exhaustive list and Meriden Parish Council reserves the right to impose conditions when accepting a donation.

Process

Members of the public or organisations that would like to make a donation should contact the Clerk to Meriden Parish Council (clerk@meridenparishcouncil.gov.uk) to discuss a donation. A donation form (appendix 1), detailing costs if known, must be submitted which will be considered by the Parish Council in a public meeting; donation application forms are available from the Clerk to Meriden Parish Council or on the Parish Council website.

Donors may be required to provide additional information or meet with the Council to discuss their donation in more detail. Donors may opt to remain anonymous and should discuss anonymity procedures with the Clerk to the Council.

The Clerk will communicate the Council's decision in writing. The Clerk will liaise with donors to fully implement the donation.

Appendix One – Meriden Parish Council Donation Form

Applicant Details	*Please provide name, organisation, address, telephone number and email*
Type of Donation	*Please tick as relevant* Financial Donation Amount: **£:** _____ Memorial Bench Tree / Flower Planting Play Equipment Christmas Lights Other (please describe):
Purpose and Location	*Describe what you wish the donation to support (e.g. what activity, any special features) and preferred location*
Memorial Plaque	*If required, please supply the inscription*
Memorial Benches	*Please read and sign the declaration below if your donation is for a memorial bench* I/we agree to be fully responsible for all maintenance, repair, cleaning, and eventual replacement of the bench, and accept that the Council may remove it if it falls into disrepair. **Donor's Signature:**_____ **Donor's Name (Please Print):** _____ **Date:**_____
Declaration	I/We confirm that the information given is correct. I/We accept that Meriden Parish Council reserves the right to accept or refuse the donation and to impose any conditions. **Donor's Signature:**_____ **Donor's Name (Please Print):**_____ **Date:**_____
Office Admin: Approved at a meeting of the Council on _____ minute ref:_____	
Meriden Parish Council, 10 Main Road, Meriden, CV7 7SP Email: clerk@meridenparishcouncil.gov.uk	