

# Corrections and Additions to Saltash War Memorials

RESPONSIBLE COMMITTEE: SERVICES

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*This is a policy/procedure document of Saltash  
Town Council to be followed by both Council  
Members and Employees.*

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# **Corrections and Additions to Saltash War Memorials**

## **Introduction**

This policy sets out the process for a request for a correction or an addition to Saltash Town Council maintained war memorials.

Under the War Memorials (Local Authorities') Powers Act 1923 local authorities have the power, though not a duty, to correct errors in war memorial's inscription and to add new names to make a war memorial serve for wars or conflicts after that for which it was erected.

When war memorials were originally erected, there were many reasons why a name was not included.

The criteria for inclusion varied between parishes. An example being because a family was of a different faith to that of the church where the war memorial was installed, or that the names were not submitted when required, due to lack of family members residing in the parish.

Saltash Town Council maintains war memorials in the town that commemorate fallen soldiers from all recognised conflicts around the world.

## **Initial request**

Any request for an addition or correction must be made in writing to the Town Council.

The request must include

- Name of person
- Date of birth
- Place of birth
- Date of death
- Place of death
- Location of burial (if known)
- Requestor's relationship to person proposed to be added or corrected

## **Criteria for request to add names to Saltash war memorials**

To be considered for inclusion on a war memorial maintained by the Town Council an individual must have been;

- A member of the UK Armed Forces or UK emergency services and be killed during active service in a recognised conflict

OR

killed as a civilian because of a recognised conflict (for example because of bombing or direct fire)

- Born or resided within the boundary of Saltash prior to the date of death

- Not already recorded on a war memorial elsewhere in the borough, within neighbouring parishes or the parish the person was born in if they were not born in Saltash. (Please refer to confirming eligibility section)

Where the criteria to add an additional name is met, the following must be considered;

- Confirmation of the family's permission
- Sufficient space on the proposed war memorial
- Addition of a name must not adversely affect the character nor cause damage to the war memorial (advice of the stone mason will be requested and followed)

### **Criteria for requesting correction to an existing name**

Where a request for a correction to a war memorial is made

- The request must be made by the family
- Proof of error – sufficient evidence must be provided (e.g. birth, death or marriage certificate)
- The correction must not adversely affect the character of the war memorial nor cause damage (advice of the stone mason will be requested and followed)

When considering the request to add or correct a name the decision of Saltash Town Council is final.

### **Confirming eligibility for addition or correction to war memorial**

Any request for the addition or correction of names on a Saltash war memorial must be verified for eligibility before being submitted to the Services Committee for consideration.

All requests must be verified in the following ways:

- The administration department are to check all memorials to ensure the requested name is not already listed on a memorial.
- Accessing the UK census information to verify person was born within the Saltash boundary or lived within the Saltash Boundary prior to the date of death;
- If death occurred during WWI or WWII contact Commonwealth War Graves Commission or contact Armed Forces Memorial Roll of Honour for casualties of all other recognised conflicts;

- Search for name on the war memorial register ([www.iwm.org.uk](http://www.iwm.org.uk)) to ensure person is not already listed on a war memorial;

### **Adding or correcting the name**

- The proposed addition or correction must be advertised for a period of six weeks via Town Council social media channels, by press release and in Town Council noticeboards, this allows opportunity to receive any representations.

If representations are received these will be reported to the following Services Committee meeting for review and consideration.

If no representations are received the additional name or correction will be actioned.

- Town Council to appoint a memorial mason to undertake the inscription
- In the case of a new name being added the family will be offered a blessing undertaken by the Mayor's Chaplain with the Mayor of Saltash, members, family of the person and community invited to attend.
- Once the name has been added or corrected it must be recorded on the war memorial register ([www.iwm.org.uk](http://www.iwm.org.uk))

### **Contact and Further Information**

Enquiries about adding or correcting a name on a Town Council war memorial should be made to the Guildhall or by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)