# Terms of Reference – Cemeteries Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the cemeteries Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the cemeteries Committee shall be decided by the Chair of the Parish Council.

The cemeteries Committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters affecting the cemeteries.
2. Recommend to the Parish Council’s Finance Committee an appropriate budget provision for, the current and coming financial years, for items within the committees remit.
3. To consider and make decisions on any matter affecting the cemeteries within the exception of items clearly excluded under section 2 below.
4. To exercise the powers delegated to the committee on behalf of the Parish Council as set out in section 2 below.
5. To monitor the appearance and condition of the cemeteries, ensuring they are:

* Neat and tidy
* Well maintained with fixtures in a good state of repair, as per the burial ground regulations.
* Secure
* Subjected to annual headstone inspections.

1. To investigate and endeavour to resolve complaints from visitors or grave owners.
2. To review the burial ground fees and regulations periodically and to inform the Parish Council of any changes.
3. To consider the medium/long term development of the burial grounds, keeping the Parish Council fully informed so appropriate financial planning can be put in place.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning the detailed operation and management of the cemeteries, but excludes final decisions on:

* Major improvements to the sites.
* Situations where a dispute between the committee and a visitor/ grave owner has not been resolved by the committee and the Councils complaints policy is activated.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

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