

HEATH & REACH PARISH COUNCIL



TERMS OF REFERENCE FOR THE CEMETERY MANAGEMENT COMMITTEE

DELEGATION FROM THE COUNCIL

These Terms of Reference were agreed by the Parish Council at its meeting on 2nd June 2014

MEMBERSHIP

1. This Committee shall consist of 4 Councillors who shall be elected and may be re-elected, each year at the Annual Meeting of the Parish Council. The Parish Clerk acts as Cemetery Clerk is an officer of the Committee.
2. A quorum of half the membership (two councillors) is required for meetings to take place.

B. PROCEDURES

1. The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders when adopted.
2. At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and a Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
3. The Committee will submit its minutes of meetings for ratification to the next meeting of the Parish Council.
4. The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in the late autumn/early winter annually.
5. The Clerk to the Council shall provide administrative support for the Committee.

E: FREQUENCY OF MEETINGS

1. The Committee shall meet on a quarterly basis and at other times considered necessary.
The Clerk and or Chair is to be responsible for calling a Cemetery Management Committee meeting.

F. COMMITTEE FUNCTIONS

The Committee shall -

1. Be empowered to manage and maintain the Cemetery on behalf of the Parish Council via the employment of the Clerk.
2. Put forward proposals for improvements and development and any other capital expenditure for the agreement of the Parish Council when requesting funding for the following financial year.
3. Carry out regular reviews of routine expenditure in the day to day running of the Cemetery facilities.
4. Regularly produce outline future plans for the short, medium and long term so that all Parish Councillors are aware of the overall direction proposed. These plans to be amended as necessary.
5. Appoint non – parish council members to join a working party or provide advice to the Committee but they may not have a vote on any motions.
6. Instruct the Clerk to prepare tender documents for cemetery maintenance every two years to ensure the Parish Council are adhering to 'Best Value'
7. Engage the community and publicise any projects / events in the cemetery via the Website, social media, local paper
8. Optimise usage of the space within the cemetery for future internments and explore avenues of future expansion.

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9. Review income /expenditure relating to cemetery and produce a report for the Finance Committee and Parish Council.
10. Provide support to the Clerk in the day to day management of the cemetery.
11. Assist the Clerk with the bi-annual Monument Safety Testing.
12. Ensure the Clerk maintains accurate records of internments and monument applications.
13. Ensure that Clerk maintains appropriate financial accounts as detailed by the internal auditor
14. Assist the Clerk with preparation of a Risk Assessment document of the cemetery which is to be adopted by the Parish Council and for an annual risk assessment to be carried out on site by the Clerk and at least one committee member.
15. Refer any additional or alternative capital expenditure that is deemed necessary or desirable back to the Parish Councils for their approval.
16. Ensure that any proposals for a significant change to the Cemetery area must have the approval of the Parish Council.
17. Ensure that proposals put to a landowner/lessee that will affect any burial area should be referred to the Parish Council for an opinion. As the body charged with having an overview of the Cemetery facilities in the Parish the Committee should be able to give a broader perspective on the proposal.

G. DELEGATED POWERS

1. The Committee can set the fees and charges for internments and monument applications for the cemetery.
2. The Clerk and/or Committee can authorise memorial applications submitted to them by the from Stone Masons / Funeral Directors.
3. The Committee can authorise the Clerk to carry out essential repairs and any unforeseen events which require immediate action to cemetery facilities up to the sum of £250. (i.e. fallen trees / branches)
4. The Committee can review / alter the Rules & Regulations of the cemetery on an annual basis if necessary and present any amendments to the Parish Council.
5. The Committee may authorise events / activities on the cemetery grounds to third parties providing the third party completes the Council's Event Indemnity Form and provides a copy of their Public Liability Insurance.
6. The Committee may approve a training course if deemed necessary for the Clerk to carry out their duties.
7. The Committee may approve the purchase of cemetery stationary for the Clerk such as Order of Internment books, Grants of Exclusive Rights of Burial forms etc.
8. The Committee may authorise overtime of the Clerk providing the amount falls within the Parish Council's budget.

These Terms of Reference are to be reviewed on an annual basis. The next review of these Terms of Reference will be reviewed in May 2015

Signed: Chairman of Cemetery Committee

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