Terms of Reference Cemetery Committee

Authority

1. The Cemetery Committee is appointed by and is solely responsible to St Dennis Parish Council.
2. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

Membership

1. The Committee will consist of no fewer than 4 Councillors and the first item of business at its first meeting after the Annual Parish Meeting each year will to be elect a Chair for the year. It will also elect a Vice-Chair. A quorum will be a minimum of 3 elected members.
2. All Committee Members are expected to undertake Code of Conduct training and any training identified to be relevant to Cemetery Management. The Chair and Vice Chair as soon as is practical following appointment to office will be offered ICCM Cemetery Management Training.
3. The Cemetery Committee may co-opt members of the public onto the committee to assist its deliberation, however co-opted members will have no voting rights.
4. The Cemetery Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.
5. The Committee will meet a minimum of four times per year, additional meetings will be arranged as required.

Records of Proceedings

1. Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the Cemetery meeting.
2. The Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Parish Council website.

Duties & Functions

The purpose of the Committee is:-

To manage and control the Cemetery with full delegated powers in relation to all works and subject to budget restrictions.

To make recommendations to Full Council in relation to burial fees.

To prepare a draft budget for consideration by the Finance & General Purposes Committee in October each year for the following years Cemetery spend.

To have full delegated powers to monitor and allocate all spending as identified within the finalised budget – any item not included in the budget that the Cemeteries committee proposes to spend will be discussed as a recommendation at Full Council

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

1. The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, sex, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

2. Membership of the committee shall consist of at least four members.

3. Meetings of the committee shall be held in each year on such dates and times and at such place as the Council may direct. This will normally be once every three months in a public place.

4. To be responsible for compiling its annual budget

5. To present and obtain approval for its annual budget from the General Purpose, Finance, Staffing and Audit Committee.

6. In conjunction with the Clerk/RFO to monitor its functions and income/expenditure.

7. To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible

8. In accordance with council policy and operating with the Clerk/RFO, this committee has responsibility for all matters relating to St Dennis Cemetery

9. Specific responsibilities include

a. Monitoring and managing all aspects of the work performed by the Grounds Maintenance Contractor.

b. Ensuring facilities are fully utilised and properly managed.

c. In conjunction with the Clerk/RFO to ensure the services offered at the Cemetery are well managed, reflect the standards expected and are conducted within the Council rules and regulations.

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