

TERMS OF REFERENCE

Cemetery Management Committee

MEET – Third Wednesday of January, March, May, July, September, October, November

CONSTITUTION – Eight Members, and one half of its Members shall constitute a quorum (four)

All non-committee members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

The Cemetery Management Committee has delegated authority (Local Government Act 1972 S101) to:

- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Establishment Committee.
- To conduct a half yearly appraisal of the budgets based on September figures.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- To continue improvements to the site for its use as a burial ground.
- To take decisions on landscaping and tree planting in consultation with the Town Council's Tree Warden and following inspections as per council's Tree Management Policy.
- To monitor, review and determine the Rules and Regulations pertaining to Interments and Memorials.
- To monitor the capacity of the present site and consider future expansion.
- To review the leases for the Chapel of Rest and Mast, and renew, reissue or seek new tenants as required.
- To review and determine the list of charges annually.
- To undertake visits to the Cemetery for monitoring and assessments of maintenance and repair works needed.
- To arrange an inspection of the stability of the memorials every five years.
- Maintain a rolling programme of maintenance and major projects.
- In all considerations and actions, follow the council's adopted corporate strategic plan.
- To ensure that the Town Council complies with health and safety regulations.
- To review job specifications for handyman and landscape contractor, relevant to this committee.
- Review all documents pertaining to this Committee.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to take action on relevant matters.

Reviewed March 2021