

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 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).

All Town Councillors may attend Committee meetings and speak at the Chairman's discretion, but not vote.

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.
- 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 Tree Warden.
- To monitor 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 annually and every five years, respectively.
- To review 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.
- To ensure that the Town Council complies with health and safety regulations.
- Approve executive action taken by the Clerk on health and safety grounds.
- Review all documents pertaining to this Committee.
- To keep minutes.
- To instruct the Clerk to obtain information before the next meeting.

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.

Approved 6th March 2009