

Skidby Parish Council

Cemeteries Committee - Terms of Reference

Membership

Four members of the Council

Plus Chairman and Vice Chairman as ex-officio members

Purpose

To manage the safe and efficient operation of the Council's cemeteries

To ensure compliance with relevant legislation

To develop proposals for the maintenance or improvement of the Council's cemeteries

Conditions

1. Membership of the Committee to be decided upon its creation and the membership of the committee to be re-appointed at the Annual Council Meeting.
2. Meetings to be convened on a bi-annual basis within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings).
3. Meetings may exclude the press and public.
4. Minutes to be presented to the next meeting of the parish council.
5. The committee may co-opt to fill temporary vacancies.
6. The Committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion.

Restrictions

1. Only Members of the parish council may be members of the Committee.
2. Only members of the committee may speak at committee meetings other than by the resolution of the committee or if specifically summoned.
3. The quorum shall be three (3).
4. The Parish Council's Code of Conduct and attendant regulations apply to this committee.
5. The committee may only make recommendations to council.

Responsibilities

1. To have responsibility for the safe and efficient operation of the cemeteries.
2. To ensure compliance with relevant legislation.
3. To review the cemetery charges on an annual basis.
4. To review the cemetery rules and regulations on an annual basis.
5. To ensure the completion of regular Monument Safety Testing and the implementation of any recommendations arising from the testing..
6. To ensure that cemetery records are maintained accurately.
7. To monitor grounds maintenance activities within the cemeteries.
8. To develop proposals for the development or improvement of the cemeteries and request necessary funding as part of the Council's budgetary process.
9. To undertake ad hoc activities relating to the cemeteries as directed by council.