

Abbotts Ann Parish Council

Burial Ground Committee

Terms of Reference

1. Purpose and objectives of the committee

- a. **Burial Ground:** The parish council own and operate the burial ground under the Local Authorities Cemeteries Act Order 1977.
- b. On 21 July 2016 Abbotts Ann Parish Council passed a resolution to take over the maintenance of the St Mary's churchyard in Abbotts Ann, under Section 215 (2) of The Local Government Act 1972.
- c. **Regulations:** The committee will monitor, review and propose changes to the regulations to the Parish Council.
- d. **Strategy:** The committee will consider the long term direction, use and capacity of the burial ground and propose new strategic direction to the Parish Council. The committee will also consider the long term maintenance of the churchyard.
- e. **Maintenance:** The committee will be responsible for directing the maintenance of the burial ground and churchyard within a schedule agreed by the Parish Council.
- f. **Management:** The committee will be responsible for directing the operation of the burial ground with the use of Standing Orders. Standing Orders must comply with the Regulations of the burial ground and support the operation with the need to ensure the safety, dignity and ongoing use of the burial ground.
- g. **Day to day decisions:** Ensure that the Clerk has effectively documented standing orders in place to take day to day operational decisions without the need to call a committee meeting.

2. Membership of the Committee

- a. The committee will comprise two permanent councillors of the Parish Council, together with any other councillor who wishes to attend.
- b. In addition the committee will invite other parishioners to attend and take part in the meeting. Non-councillor members will be elected by a simple majority following a vote by councillors present at a meeting.
- c. Any changes in membership of the committee after the Annual Parish Council meeting will be subject to approval at the next Parish Council meeting.
- d. The quorum of the committee will be any three members of the committee.
- e. All committee members will be able to vote on Resolutions of the committee.

3. Chairman

- a. Councillors on the committee will elect a chairman. This post will always be filled by a councillor.
- b. Election of a new chairman will take place at the first meeting following the Annual Parish Council Meeting, and thereafter only if the incumbent resigns.

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4. Powers of the Committee

- a. The committee is intended to act as a forum for discussing and proposing changes to the Strategy, Regulations and Management of the burial ground and churchyard to the Parish Council.
- b. Strategy and Regulations changes will always require a Resolution of the Parish Council to enact.
- c. The committee will direct the Clerk under the maintenance schedule agreed by the Parish Council.
- d. The committee will direct the Clerk on the management of the burial ground following the agreed regulations and by establishing Standing Orders. All Standing Orders will be referred to the Parish Council for approval via resolution.
- e. Minutes of the burial committee must be presented for review to the Parish Council committee meeting following the committee.
- f. The committee is not empowered to authorise any expenditure and has no budget responsibility.
- g. The committee will ensure that any decisions or rulings which might be considered controversial or may result in adverse publicity for the Council are referred to the Parish Council as appropriate at the earliest opportunity and by means of extraordinary meetings if need be.
- h. Meets once a year, unless otherwise required.

Amended and adopted – 10 May 2018, minute item 11a