

WILLINGTON PARISH COUNCIL

TERMS OF REFERENCE

BURIAL COMMITTEE

These terms are supplementary to, and do not override, the Town Council's Standing Orders &/or Financial Regulations.

This Committee is appointed under s.101(2) of the 1972 Act.

Membership of the Burial Committee

4 Members of the Council

Meetings

1. The Committee will meet quarterly unless otherwise required, and shall be called by the Committee Chairman in consultation with the Clerk, who may determine the number and time of its meetings.
2. This Committee Meeting will be called in line with WPC's Standing Orders and Financial Regulations, and public and the press will have the right to attend.
3. All Members of this Committee shall be appointed at the Annual Council Meeting, and remain as a Committee Member until the Annual Meeting of the following year, unless this is preceded by resignation.
4. Any changes in membership of this Committee after the Annual Parish Council Meeting will be subject to approval at the next Parish Council Meeting.
5. Election of the Committee Chair will be determined at the Annual Council Meeting.
6. The Clerk or other appropriate officer will record meetings.
7. Standing Orders on rules of debate and all other matters shall apply.
8. Quorum shall be a minimum of one third of total members of the Committee or no less than three.

Purpose and Powers of this Committee

1. **Cemetery and Garden of Remembrance.** The Parish Council owns and operates the cemetery and Garden of Remembrance under the Local Authorities Cemeteries Act Order 1977.
2. **Regulations.** The Committee will monitor, review and propose changes to the regulations to the Full Parish Council.
3. **Strategy.** The Committee will consider the long-term direction, use and capacity of the burial ground and propose new strategic direction to the Full Parish Council. The Committee will also consider the long-term maintenance of the cemetery and Garden of Remembrance. All strategy changes will require a Resolution of the Parish Council to enact.
4. **Maintenance.** The Committee will be responsible for directing the maintenance of the cemetery and Garden of Remembrance within a

schedule agreed by the Committee in order to maintain a good standard of appearance both in the cemetery and Garden of Remembrance.

5. **Management.** The Committee will be responsible for directing the operation of the Cemetery and Garden of Remembrance with the use of the Parish Council's Procedures. Procedures must comply with the Regulations of the cemetery and Garden of Remembrance and support the operation with the need to ensure the safety, dignity and ongoing use of the cemetery and Garden of Remembrance.
6. **Day to day decisions.** To ensure that the Clerk has effectively documented procedures in place to take day to day operational decisions on the management of the cemetery and Garden of Remembrance. All procedures will be referred to the Parish Council for approval via resolution, without the need to call a Committee meeting. To include;
 - Keeping records of all burials and interment of ashes and their locations.
 - To liaise with funeral directors appertaining to all interments.
 - To meet with funeral directors on the day of the funeral and collect the relevant documentation for forwarding onto the Registrar of Deaths.
 - To facilitate the purchase of plots
7. **Memorials.** To ensure that all gravestones and trees are in a safe condition.
8. **Inspections.** To organise annual tree inspections and five yearly memorial testing of memorials and gravestones.
9. **Procedures and Fees.** To annually review the procedures and fees.
10. **Projects.** To determine how to spend money within the budget of the Burial Committee on projects agreed by the Committee and where necessary, by the Parish Council.
11. **Minutes.** Minutes of the Burial Committee must be presented to the Parish Council.
12. 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 an Extraordinary Meetings if necessary.

Reporting and Accountability

The Committee will only have the power to make decisions as outlined above. All other recommendations will be ratified at the next full meeting of the Parish Council.

Other matters may be considered by Full Council that are deemed significant enough to require it's consideration or approval.

Review arrangements

The appointment of the Committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the Committee as required.