

Swanton Morley Parish Council
Burial Ground & Churchyard Sub Committee
Terms of Reference

1. Membership

- 1.1. Membership of the group will consist of a minimum of two members of the Parish Council. It is also desirable to have one member of the Parochial Church Council on the Committee.
- 1.2. Members of the public may be co-opted onto the Committee, although a quorum is not dependant on public representation.
- 1.3. The Clerk will attend to support and administrate the committee.
- 1.4. The Chairman will be elected by the Sub Committee.

2. Purpose

- 2.1. As a Sub Committee of the Parish Council to co-ordinate the actions required to oversee the day to day management of, and ensure the maintenance and safety of the Churchyard and Burial Ground.

3. Quorum

- 3.1 At least three members of the group shall constitute a quorum.

4. Meetings

- 4.1 The group will meet at least four times a year, with meetings lasting for a maximum of 2 hours.

5. Expenditure

- 5.1. All expenditure must be approved by the Parish Council.

6. Terms of reference

- 6.1 The group will be responsible for the following matters:

A. Burial Ground & Churchyard Safety

- To identify key areas for improvement of health and safety and to develop action plans to deal with these issues.

B. Management of the Burial Ground and Churchyard

- To ensure the Burial Ground and Churchyard are adequately maintained.
- To ensure the Parish Council's policies regarding burials, interment of ashes and the installation of memorials are reviewed, adhered to and accurate records maintained.
- To ensure that fees relating to burials, interment of ashes and memorials are reviewed annually and to monitor their collection when due.

C. Reporting

- The Sub Committee will report regularly to the Parish Council on the work and overall progress of the Committee.

D. General

- Every committee of the Parish Council shall operate under the relevant Standing Orders of the Council, specifically according to Standing Orders Paragraph 16 a) b) c) d) e) f) (*but omit "except that a quorum shall be half the Committee"*) g) h). All members must abide by the Standing orders, follow the Code of Conduct and make Declarations of Interest, as appropriate. Members of the public who are co-opted onto the Committee do not need to sign a Register of Interests.
- All copies of documents and correspondence to and from the committee shall be vested with the Clerk and circulated to all Parish Councillors.