

# **PALGRAVE PARISH COUNCIL - Cemetery Committee**

## ***Terms of Reference – Revised TOR adopted by Palgrave Parish Council (the ‘Council’) on 13 July 2023, Minute number 07.13.08 a***

1. The Cemetery Committee (the ‘Committee’) will make the final determination as to whose remains can be interred or otherwise disposed of in the Parish Cemetery; consider all matters relating to the management, administration and operation of the Cemetery and make recommendations on any reserved matters to the Council.
2. Members of the Committee will be appointed each May at the Annual Meeting of the Parish Council.
3. The Committee shall comprise not less than four members to include:  
The Vice-Chair of the Council, who shall act as Chair of the Committee  
Two other Parish Councillors  
The Person from time-to-time appointed by the Council as Cemetery Administrator  
The Parish Clerk is not a committee member, but will attend to record the minutes and issue agendas etc.  
NB: The Chair of the Council will stand in for the Vice-Chair (VC) in the event that the VC is unable to attend.
4. The Quorum for the Committee will be three. In the absence of the Chairman the Committee will elect a Chairman for the meeting from amongst those present.
5. The Committee may at its discretion co-opt any other person in an advisory capacity. Such person(s) shall have voting powers along with other members of the Committee.
6. The Role of the Cemetery Administrator is as follows:  
To ensure that all statutory certificates and register entries are promptly and accurately completed and submitted as appropriate; that all enquiries and correspondence are diligently addressed and queries resolved; that a register of all applications and signed legal documents is maintained and kept in a secure location and computer files maintained securely.
7. The Committee will:
  - a) By reference to the original Resolution applying residential qualification and the current Cemetery Regulations, the Committee shall have absolute discretion to determine whether the remains of any person may be interred or otherwise disposed of in the Parish Cemetery;
  - b) Keep under review the Cemetery Regulations, Fees and Charges and make recommendations to the Council on any proposed amendments or revisions as may be considered necessary or appropriate;
  - c) Keep under review any changes to applicable law, national standards, in the advice provided by recognised bodies, or in the light of experience and consider any changes to policies and procedures relating to the Cemetery management, administration and operation as may become necessary;
  - d) Adopt or devise such policies and procedures as may be necessary from time to time for compliance with legislation and as guidance to ensure proper management of the Cemetery and its assets and income;
  - e) To maintain an overview of advice and guidance on Health & Safety matters relating to Cemetery operations;
  - f) To develop an annual work plan aimed at maintaining and improving the site, including organising volunteers to carry out such work. No later than December each year, make recommendations to the Council on any specific work and general maintenance requirements at the Cemetery for the following financial year and at any other time when more urgent works or maintenance actions are deemed necessary.
  - g) Provide reports on the condition of the cemetery and its environs to the Parish Council on a regular basis; arrange for minor works to be carried out, subject to approval by the Parish Council and ensure that all work is carried out with reference to policies on Health & Safety, Security and the Environment.

These Terms of Reference will be reviewed every four years at the first meeting following Elections to the Council and prior to appointments being made to it.