



HOLMER AND SHELVICK PARISH COUNCIL

Burial Ground Working Group Terms of Reference **Adopted 08/02/21**

Purpose

The Working Group is responsible for overseeing the effective running and maintenance of Holmer & Shelwick Parish Council's burial ground. The Working Group shall support the Parish Council to carry out the following tasks:

- Monitor the appearance and condition of the Burial Ground, in particular ensuring compliance with the Parish Council's:
 - Burial Ground Regulations
 - Risk Management Policy
 - Memorial Safety Policy
 - Tree Management Policy
- Liaise with the appointed grounds maintenance contractor to ensure that any perceived shortcomings are addressed, and regarding any improvements which could be made.
- Investigate and endeavour to resolve any complaints from visitors and grave owners, liaising with the Parish Clerk and reporting to the Parish Council as appropriate.
- Review the Burial Ground Regulations and fees as often as is deemed appropriate and to submit any proposed amendments to the Parish Council for approval.
- To consider any issues relating to the development or expansion of the burial ground and to investigate and identify support and sources of funding.
- Ensure that the quotations or estimates for any non-routine expenditure are obtained for approval by the Parish Council.
- Support the Clerk in the general day-to-day running of the burial ground.
- To be responsible for the display of notices at the burial ground.
- Regularly report back to the Parish Council on progress, issues arising and outcomes.

Membership and Roles

Council members will be appointed to the Working Group every year at the Annual Parish Council meeting; the Working Group may co-opt non-council members if it so wishes, but such co-options will be subject to approval by the Parish Council at their next appropriate meeting.

At the first meeting, and annually thereafter, the Working Group will elect a Chairman.

Meetings will be supported by the Parish Council Clerk.

It is expected that all Working Group members abide by the principles and practice of the Parish Council's Standing Orders and Code of Conduct, including declarations of interest.

Powers

The Working Group cannot make decisions on behalf of the Parish Council. Their prime function is to make recommendations upon which the Council can base decisions.

The Burial Ground Committee shall report to the Parish Council at their meetings throughout the year as and when deemed necessary.

The Parish Council will provide the opportunity for the endorsement of Working Group reports via its meeting agenda.

Meetings

The committee will meet informally as often as is deemed necessary or useful.

At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.

Notices of meetings should detail the matters to be discussed with a clear agenda.

The Clerk will keep a brief record of meetings and circulate the meeting notes to the Parish Council in a timely fashion.

Finance

Any expenditure of the Burial Ground Committee shall be agreed by the Parish Council, and paid directly by the Parish Council.