



Barrowby Parish Council

Email: clerk@barrowbyparishcouncil.gov.uk

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

Terms of Reference Burial Ground Committee

1. Status

The Burial Ground Committee is a committee of **Barrowby Parish Council**, established under Section 101 of the Local Government Act 1972.

Barrowby Parish Council remains the **Burial Authority** and retains full responsibility for all statutory duties relating to the operation and management of the burial ground.

The Committee operates within the Council's:

- Standing Orders
- Financial Regulations
- Scheme of Delegation
- Code of Conduct.

2. Legislative Framework

The burial ground shall be managed in accordance with relevant legislation including but not limited to:

- Local Government Act 1972
- Local Authorities' Cemeteries Order 1977
- Burial Act 1857
- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Data Protection Act 2018.

Committee meetings will also comply with the requirements of the Public Bodies (Admission to Meetings) Act 1960.

3. Purpose

The Burial Ground Committee exists to assist the Parish Council in overseeing the management, maintenance and future development of the burial ground.

The Committee will:

- monitor the condition and maintenance of the burial ground
- review operational and safety matters
- oversee implementation of the Burial Ground Policy
- make recommendations to the Parish Council where appropriate.

The Committee acts in an advisory and oversight capacity. Final decisions remain the responsibility of the Parish Council as Burial Authority.

4. Membership

Members of the Burial Ground Committee will be appointed annually at the Annual Meeting of the Parish Council.

Membership shall consist of Parish Councillors only.

The Parish Council may amend the membership or dissolve the Committee at any time.

5. Chairman

The Committee will elect a Chairman at its first meeting following the Annual Meeting of the Parish Council.

6. Quorum

The quorum for meetings of the Committee shall be three members.

7. Meetings

Meetings will be held as required.

Meetings will:

- be called by the Clerk
- have an agenda issued in advance
- be conducted in accordance with the Council's Standing Orders.

8. Responsibilities

Maintenance and Operation

The Committee will oversee the ongoing maintenance and operation of the burial ground including:

- grassed areas
- fences and boundaries
- paths and access routes
- gates and signage
- waste management.

Strategic Planning

The Committee will prepare a **business plan for the operation and maintenance of the burial ground** for the forthcoming financial year.

The plan will:

- be prepared annually
- be submitted to the Parish Council by **November in the preceding year**
- inform the Parish Council's budget setting process.

Burial Fees

The Committee will recommend burial fees and charges to the Parish Council annually.

Policy Review

The Committee will review the Burial Ground Policy annually and recommend amendments where necessary.

Compliance

The Committee will monitor compliance with:

- burial ground regulations
- relevant legislation
- Parish Council policies.

Advice to the Clerk

The Committee may advise the Clerk regarding:

- grave holders

- burial ground users
- operational matters affecting the burial ground.

Safety and Risk Management

The Committee will assist in monitoring safety within the burial ground including:

- periodic inspection of the site
- reporting hazards
- recording safety concerns where appropriate.

The Parish Council, as Burial Authority, is responsible for ensuring memorials within the burial ground are safe. Memorial safety inspections will be undertaken in accordance with the Council's Burial Ground Policy and relevant safety guidance.

The Committee shall also review, at an oversight level, the adequacy of burial ground registers, records and grave plans; review relevant burial ground risk assessments; and monitor the memorial inspection programme, including whether inspections, record keeping and follow-up actions are being carried out appropriately. Operational responsibility for maintaining records remains with the Clerk.

Insurance

The Committee will ensure activities within the burial ground comply with the Parish Council's insurance arrangements.

Any unusual or additional activities must be referred to the Clerk / Responsible Financial Officer.

Improvements

The Committee may recommend improvements to the burial ground and advise the Parish Council regarding proposed expenditure.

Minor operational works may be undertaken by the Clerk in accordance with the authority and limits set out in the Council's Financial Regulations.

Emergency works necessary to ensure public safety may be authorised by the Clerk in accordance with the Council's Scheme of Delegation.

Staffing and Contractors

Any matters relating to staffing or employment will be referred to the Clerk or the Parish Council's Staffing Committee.

Security

The Committee will work with appropriate authorities where necessary to address vandalism or anti-social behaviour.

9. Finance

Financial administration remains the responsibility of the Clerk / Responsible Financial Officer.

The Clerk / RFO will:

- issue invoices
- bank income
- maintain burial registers and records
- maintain grave plans and associated burial administration records
- report burial income to the Parish Council.

All financial transactions must comply with the Council's Financial Regulations.

10. Minutes

Minutes of Burial Ground Committee meetings will:

- be recorded by the Clerk or nominated officer
- be circulated to members
- be reported to the next Parish Council meeting
- be retained as the Council's official record.

11. Review

These Terms of Reference will be reviewed annually by **Barrowby Parish Council**.

Document control

- **Owner:** Burial Ground Committee
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Burial Ground Committee meeting for formal adoption at Parish Council May 2027