

BARROWBY PARISH COUNCIL

BARROWBY BURIAL GROUND COMMITTEE **TERMS OF REFERENCE**

The Burial Committee will officially be known as The Barrowby Parish Council Burial Committee. It is a committee of Barrowby Parish Council under Section 13 of the Local Government & Housing Act 1989.

Legislation

Members of the Burial Committee are subject to the same Code of Conduct, Standing Orders and Financial Regulations as apply to the Parish Council.

Purpose of the Committee

The Committee is established to manage, maintain and improve the Burial Ground on behalf of the Parish Council, to apply the Burial Ground Policy as approved by the Parish Council, and where appropriate to make recommendations to the Burial Authority, Barrowby Parish Council.

Meetings

The Committee will meet as and when it sees fit, upon request of any of the Members, following the issue of a summons and agenda by the Clerk.

Role & Responsibilities

1. Responsibilities include the on-going maintenance, cleanliness and operation of the Burial Ground including maintenance of grassed areas, fences, paths, gates, signs and disposal of waste/litter.
2. The Burial Committee will produce a business plan for the operation and maintenance of the Burial Ground for the forthcoming financial year. The plan will be produced annually and submitted to the Parish Council by November in the preceding year. The document will guide budget allocation for the following financial year.
3. The Burial Committee will recommend the level of Burial Ground fees to be charged to the Parish Council for approval as part of the budget process.
4. The Burial Committee will review the Burial Ground Policy annually in October and make recommendations to Parish Council for amendments to be approved.
5. The Burial Committee will ensure that the Burial Ground is operated in accordance with the Burial Ground Policy and such legislation as is in force at the time and take such action as necessary to prevent or rectify any breaches discovered.
6. The Burial Committee will be responsible for advising the Clerk, as representative of the Burial Authority, regarding correspondence with grave holders and users of the Burial Ground.
7. The Burial Committee is responsible for carrying out routine risk assessments and ensuring that written records of such assessments are retained.
8. The Burial Committee is responsible for compliance with the Parish Council's insurance in respect of Burial Ground maintenance, grave digging, security and usage.
9. The Burial Committee is responsible for seeking guidance from the Council's insurers, through the Parish Council's RFO, in respect of any additional or unusual usage of the facility.
10. The Burial Committee will recommend to the Burial Authority the spending of such sums as it thinks fit on the improvement of the Burial Ground. The Burial Committee may undertake works of a minor nature or works required to maintain and operate the Burial Ground without reference to the Parish Council in accordance with the Parish Council's financial

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regulations up to a value of £250.00 excluding VAT. This does not include emergency repairs.

11. Any matters relating to staffing or management of contractors must be referred to the Parish Council's Clerk or Staffing Committee.
12. The Burial Committee must work in partnership with the police authority to deal with any anti-social behaviour or vandalism to the Burial Ground.
13. The assets of the Burial Ground belong to the Parish Council.

Finance

1. The Clerk will raise purchase/works orders and issue invoices on behalf of the Burial Committee and will be responsible for banking all income and reporting said income to the next meeting of the Parish Council.
2. The Burial Committee's proposed expenditure for each month will be included in the Parish Council agenda for approval. The Clerk will affect all payments on behalf of the Burial Committee.

Membership

1. Burial Committee Members will be re-elected annually at the Annual Parish Council meeting in May. Membership is restricted to Members of the Parish Council.
2. The Chairman and Vice-Chairman of the Parish Council will be "ex-officio" members.
3. The Parish Council may dissolve or alter membership of the Burial Committee.

Officers

The Burial Committee at their first meeting in each year, following the Annual Parish Council meeting, will elect from their number the following officers:

- Chairman

Minutes

Minutes of Burial Ground Committee meetings will be taken, circulated, made available on the website and a copy kept by the Clerk.

Reviewed May 2023

Next review date May 2024