

FOWLMERE



PARISH

COUNCIL

Burial Board Committee

TERMS OF REFERENCE

ADOPTED 21/09/2021
by FULL COUNCIL

Fowlmere Parish Council Burial Board Committee - Terms of Reference

Membership

1. Membership of the Committee shall be at least five, but no more than eight councillors.
2. Membership of the Committee shall be determined at the first meeting of the Parish Council after the Annual Village Meeting.
3. The Committee shall appoint a Chairman and vice-Chairman by election from members of the Committee at the first meeting in any Civic year.
4. Members must comply with all aspects of the Council's Code of Conduct and Standing Orders.

Quorum

5. The quorum necessary for the transaction of business shall be three (3).

Frequency of Meeting(s)

6. The Committee will hold at least 2 (individual) meetings per year. Typically in the new year (Jan or Feb) and around mid-summer.
7. Where decisions are required to be expedited, these decisions may take place within the body of a Full Council meeting as long as a quorum of Burial Board Committee members is present.

Public Participation

8. The Committee will adjourn for up to 15 minutes to allow for questions from attending members of the public. This time may be extended at the Chairman's discretion.

Delegated Powers

9. Matters pertaining to the application of the cemetery terms and conditions are fully delegated and as such decisions made will be recorded as RESOLVED.
10. Matters of maintenance, upgrade and improvement are delegated as long as they remain within stated budget limits set by the Finance Committee. Decisions that are within budget will be recorded as RESOLVED. Decisions that require funds additional to the set budget will be recorded as RECOMMENDED and brought to the attention of the next Finance Committee meeting to seek approval.
11. Matters pertaining to the updating of the cemetery terms and conditions are only part-delegated and decisions made will be recorded as RECOMMENDED and brought before Full Council to seek approval.

Responsibilities of the Clerk

12. The sale, transfer and record keeping of all burial plots.
13. Marking out of burial plots.
14. All correspondence with funeral directors, purchasers and agents thereof.
15. Publishing of agendas and minutes of all meetings.
16. In the Clerks absence (for annual leave etc.) the responsibilities of the Clerk shall pass to the Chairman and Vice Chairman of the Committee.

Review of Terms of Reference

17. The terms of reference are set by the Full Council and shall be reviewed at least once a year.

Review Date	By Whom	Version	Date Adopted by Council
16/7/19	Council	v.1	16/7/19
25/6/20	Council	v.2	21/7/20
12/7/21	Committee	v.3	21/9/21