



TERMS OF REFERENCE FOR WEDMORE PARISH COUNCIL'S CEMETERY COMMITTEE

MEMBERSHIP

- Up to 8 Councillors to include the Chair or Vice Chair of the Committee.
- Chair, Vice Chair and membership of the Committee will be decided at the Parish Council Annual Meeting.

QUORUM

- A Quorum will be 3 Councillors to include Committee Chair or Vice Chair.

MEETINGS

- The Committee will meet annually, or additionally as required, at the Cemetery or in the Parish Rooms, if this is not possible will meet via Zoom or similar.
- The Clerk will minute all meetings of the Committee and the minutes will be submitted to Councillors for adoption at the next full Parish Council meeting.

PURPOSE.

- The Committee is established to consider all Cemetery matters in accordance with Wedmore Cemetery Regulations.

POWERS AND RESPONSIBILITIES

- To oversee the day to day running of the cemetery and consider planned maintenance matters which are to be brought to the full council for agreement.

- To annually review the fees and propose any changes needed to the full council for approval as appropriate.
- To prepare annually a budget for costs incurred, to be submitted to the Finance committee no later than the end of October.
- To ensure a grounds person is employed as necessary to maintain the grounds following an agreed maintenance schedule prepared by the Cemetery committee and carried out within budget. Un budgeted costs should be approved by the council before proceeding
- The Chair of the committee or a representative should check the cemetery on a weekly basis to ensure standards are met.
- The Clerk is responsible for recording accurate details of each interment in the appropriate register and informing the appropriate Registrar of Births, Deaths and Marriages of the date of the interment.
- To attend as necessary any relevant training sessions as offered by S.A.L.C. (and to read all relevant documentation to ensure the Committee is aware of current legislation and regulations).
- To always consider Wedmore PC commitment to / and contents of the Green Charter in the committees' decision making process.

Date of Issue 18 November 2021

Date of next review November 2023