

## **EAST FARNDON PARISH COUNCIL BURIAL GROUND COMMITTEE TERMS OF REFERENCE**

### **Purpose of Committee**

The committee is responsible for overseeing the effective running and maintenance of the burial ground, adjacent to St John the Baptist Church, East Farndon.

### **Meetings**

The committee will meet informally as and when it sees fit, and report any matters at Parish Council meetings.

### **Members**

The committee shall consist of at least 3 members. Council members will be appointed to the Burial Ground Committee every year at the Annual Parish Council meeting, and can include non-Council members.

The committee will elect a chairman who will be the main point of contact for the Councillors, and who will report to the Parish Council regarding the Burial Ground Committee's activities and plans, or any other relevant issues, as and when appropriate.

### **Function**

1. To monitor the appearance and condition of the Burial Ground, including the land as yet not used for burials, ensuring that it is:
  - a) Neat and tidy
  - b) Well-maintained with fixtures in a good state of repair
  - c) As far as practicable, secure
  - d) Free of any obvious and significant health & safety hazard
  - e) Maintained in accordance with Burial Ground regulations
  - f) Subject to an annual inspection of the headstones
2. To liaise with the Parish Clerk to ensure that any perceived shortcomings are addressed, and regarding any improvements which could be made.
3. To investigate and endeavour to resolve any complaints from visitors and grave-owners, liaising with East Farndon Parish Council as appropriate.
4. To review the Burial Ground fees annually at the Annual Parish Council Meeting in May.
5. To review the relevant Burial Ground regulations periodically and to inform the Parish Council of any changes.
6. To consider the medium/long-term development of the Burial Ground keeping the Parish Council fully informed so that appropriate financial planning can be put in place.
7. To ensure that the Clerk obtains quotations or estimates for any non-routine expenditure planned for the next financial year in time to be submitted to the Parish Council for approval by December of the previous year.
8. To liaise with the Clerk to ensure that s/he is fully aware of the Burial Ground Committee's requirements before quotations are received, and that any alternative quotations will be on a like-for-like basis.

9. To conduct or arrange annual inspection of fences, gates, paths, water facilities and the like and make recommendations to the Parish Council as to any repairs or improvements required.

#### **Administration**

1. The Chairman of the Burial Ground Committee shall be responsible for:
  - a) Acting as the point of contact for the general public with regard to the plots, making payments and the general administration for the Burial Ground
  - b) Maintaining all records as required for the good management of the Burial Ground
  - c) Ensuring all relevant receipts are recorded; banking will be made at all times to the Burial Ground Committee account
2. Any expenditure of the Burial Ground Committee shall be agreed by the Parish Council, and paid directly by the Parish Council.
3. The Burial Ground Committee shall report to the Parish Council at their meetings throughout the year as and when deemed necessary.
4. The Burial Ground Committee will be responsible for the maintenance of the Burial Ground at all times.
5. The Burial Ground Committee shall conduct all its business in accordance with Parish Council Standing Orders and Code of Conduct.