

CEMETERY AND ALLOTMENTS COMMITTEE

Terms of Reference

(Adopted on 8th December 2021)

The Cemetery & Allotments Committee is responsible to act on the Council's behalf with matters of matters relating to the Cemetery (including the approach road), Council allotments at both the Cemetery and Stonehill Road.

1. The Committee will be subject to reconstitution annually at the Annual Meeting of the Parish Council.
2. The Committee shall consist of not less than **five** councillors appointed by the Parish Council.
3. The quorum of the Committee shall be **three** Members.
4. The Committee will meet a minimum of four times a year.
5. The Committee will be responsible for the following:
 - Cemetery**
 - a) Dealing with all matters relating to cemetery up to and including boundaries, hedges, trees, gates and fences. This will include the grounds of the cemetery itself including footpaths, grave locations, and ensure a robust system of grave marking.
 - b) To review the burial fees charged by the Council and the regulations of the cemetery as necessary.
 - Allotments**
 - c) To oversee the general management of the allotments at the Cemetery and Stonehill Road.
 - d) To review the allotment fees charged by the Council and the Tenancy Agreements of the Allotments as necessary.
6. The Terms of Reference under which this Committee operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.
7. The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.