

MARKYATE PARISH COUNCIL



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Clerk to the Council: Mrs J Bissmire

Terms of Reference for Markyate Cemetery Committee

Premise

The purpose of this committee is to take overall responsibility for the Cemetery for Markyate Parish Council.

The committee structure is designed to enable cemetery business to be more easily conducted and discussed than could be achieved at a full council meeting. Where appropriate, this Committee will make recommendations to full Council and will abide by any decisions there made.

Membership

A Chairman and Vice Chairman is to be elected annually by the Committee and shall hold office until the next Statutory Annual Meeting of Markyate Parish Council.

The Committee shall comprise three appointed councillors to a maximum of ten, to include non-members.

Key Elements

Identify policies and actions to ensure safe working practices in the maintenance of the Cemetery Grounds, Quiet Area and Garden of Remembrance.

Identify activities to be undertaken by the Cemetery Officer, Employee or Contractor, who are engaged on work within the cemetery grounds or pasture.

Review the schedule of Cemetery Charges on an annual basis.

Review Cemetery Rules and Regulations on a regular basis.

Conduct Risk Assessments within the Cemetery.

Implement policies and procedures in accordance with recommended practice.

Commission, receive, consider and take action, including incurring expenditure, on reports received from other standing committees, council officers, working groups, external organisations, companies and / or similar bodies in relation to the Cemetery and / or remit of the Committee within the budget set by full Council.

To oversee the day to day management of the Cemetery.

Detail

The Committee has power, under Standing Orders, to resolve issues of expenditure that are within the Agreed Budget for that Committee. Any proposed expenditure outside the Agreed Budget must be dealt with by a Recommendation to full Council.

Items for discussion may be raised by any Councillor either through a meeting or via the Clerk's Office.

From time to time, it may be necessary for this Committee to discuss an item that has not been included in the Key Elements as defined to date. Such an item may subsequently have its responsibility assigned to this or another committee.

As defined with Standing Orders, this Committee may form Working Parties and Sub-Committees. All such Working Parties and Sub-Committees shall have membership open to all Councillors.

Defined items of responsibility are:

Finance

General finance matters including expenditure, investments and raising of funds.