

MARKYATE PARISH COUNCIL



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Clerk to the Council: Mrs V Tilley

Terms of Reference – Cemetery Committee

Purpose

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

The committee structure is designed to enable council 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 decision there made.

Membership

Membership of the Cemetery Committee shall consist of a minimum of four members with the Chair and Vice Chair of the Parish Council being members to a maximum of ten, to include non-councillors. A Chair and Vice Chair of the Committee are to be elected annually by the Council and shall hold office until the next Statutory Annual Meeting of Markyate Parish Council.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to committee and sub-committee meetings.

If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting or on such other day as the Chair shall arrange.

3 Members of the Cemetery Committee will constitute a quorum.

Responsibility

Identify policies and actions to ensure safe working practices in the maintenance of the Cemetery.

Identify activities to be undertaken by the Council Officers or Contractors, 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.

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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.

The Committee has power, under Standing Orders, to resolve issues of expenditure that are within the limits agreed in the Financial Regulations. Any proposed expenditure outside these limits must be dealt with by a Recommendation to full Council.

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

As defined within 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.

Meetings

Meetings shall be called by the Chair of the Committee and the Clerk as and when deemed necessary.

Minutes of all meetings shall be recorded by the Clerk, or any member nominated at the meeting.

Review of Terms of Reference

These terms of reference are to be reviewed annually at the Statutory Annual Meeting of Markyate Parish Council.