

# QUENIBOROUGH PARISH COUNCIL

## GENERAL PURPOSES & CEMETERY MANAGEMENT COMMITTEE

### TERMS OF REFERENCE 2023

#### 1. **Members**

Five Parish Councillors appointed annually at the Annual Council Meeting to include the Chairman and Vice Chairman. The Cemetery Clerk will also be required to attend.

#### 2. **Quorum**

The quorum of the Committee shall be three Members.

#### 3. **Voting**

Only the above may vote and participate at a meeting. In the case of an equal vote, the Chairman shall have a second or casting vote.

#### 4. **Procedures**

- a) The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders when adopted.
- b) At the annual site meeting in June the Committee shall elect a Chairman for the forthcoming year from amongst the Committee membership. The Chairman may be re-elected.
- c) The Committee shall meet on a quarterly basis. The Clerk and/or Chair is to be responsible for calling a General Purposes & Cemetery Committee meeting.
- d) The Committee will submit its minutes of meetings for ratification to the next meeting of the Parish Council.
- e) The Clerk to the Council shall provide administrative support for the Committee.

#### 5. **Admission of the Public and Press**

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason on the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion

#### 6. **Responsibilities**

- a) To have responsibility for the safe and efficient operation of the Cemetery and Parish Office.
- b) To ensure compliance with relevant legislation.
- c) To review the Cemetery charges on an annual basis.
- d) To review the Cemetery rules and regulations on an annual basis.
- e) To ensure the completion of regular Monument Safety Testing and the implementation of any recommendations arising from the testing.
- f) To ensure that cemetery records are maintained accurately.
- g) To monitor grounds maintenance activities within the Cemetery.

- h) To develop proposals for the development or improvement of the Cemetery and request necessary funding as part of the Council's budgetary process.
- i) To identify policies and actions to ensure safe working practices in the maintenance of the Cemetery Grounds and Parish Office.
- j) To identify activities to be undertaken by the Groundsman/Handyman or external contractors, who are engaged on work within the cemetery grounds.
- k) Conduct Risk Assessments within the Cemetery.
- l) Implement policies and procedures in accordance with recommended practice.
- m) To oversee the day-to-day management of the Cemetery and Parish Office and to identify future usage of assets as they become available.

#### **7. Meeting Duration**

The General Purposes & Cemetery Management Committee meetings will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances, the meeting may be extended with a vote taken by Members.

#### **8. Specific Delegated Powers**

- a) The Committee will monitor, review and propose changes to the regulations to the full Parish Council.
- b) The Committee will consider the long-term direction, use and capacity of the Cemetery and propose new strategic direction to the full Parish Council. The Committee will also consider the long-term maintenance of the Cemetery and Garden of Remembrance.
- c) To ensure that the Clerk/Cemetery Clerk has effectively documented procedures in place to take day to day operational decisions on the management of the Cemetery and Parish Office.
- d) To annually review the procedures and fees.
- e) To act on all day-to-day matters not within the remit of any other committee of the Parish Council.
- f) To advise and make recommendations to the Council regarding the financial policy and management of the Council.
- g) To be responsible to the Council for the policies for recruitment, training and development, promotion, resignation, dismissal, retirement and conditions of service of staff.
- h) To deal with matters of importance which would normally be referred to the Council, but which are agreed by the Chairman of the Committee to require decisions as a matter of urgency. Such decisions are to be reported to the next meeting of the Council.
- i) To take such action as it may consider necessary, including the negotiation of any legal proceedings, in pursuance of the management and protection of property, for which the Council has responsibility, and the maintenance of their good order.

#### **9. Terms of Reference**

- a) To review the Terms of Reference of the General Purposes & Cemetery management Committee on an annual basis at the Annual Parish Council Meeting.
- b) The next review of these Terms of Reference will be reviewed in May 2025