



PINCHBECK PARISH COUNCIL

CEMETERY COMMITTEE

TERMS OF REFERENCE

1. Objectives

- 1.1 The purpose of the Cemetery Committee is to oversee the management, maintenance, and development of the existing cemetery and to facilitate the construction and establishment of a new cemetery.
- 1.2 The objectives of the Cemetery Committee include ensuring the respectful and efficient operation of the existing cemetery, planning and implementing the construction of the new cemetery, and providing a peaceful, accessible, and well-maintained final resting place for the community.

2. Membership

- 2.1 Appointed annually by the Parish Council, the Committee shall consist of a minimum of five members of the Parish Council.
- 2.2 The members of the Cemetery Committee should have a good understanding of cemetery management, and relevant regulations, and be able to contribute effectively to the committee's work. The Committee may include co-opted residents or other stakeholders.
- 2.3 Non-council members co-opted by the Parish Council onto the Committee will not have voting rights.

3. Responsibilities for Cherry Holt Lane Cemetery

- 3.1 Management and Maintenance: the Cemetery Committee shall oversee the day-to-day management and maintenance of the cemetery, ensuring that it is kept in a clean, safe, and in a respectful condition.
- 3.2 Burial and Interment: the Cemetery Committee shall establish and enforce guidelines and procedures for burial and interment, ensuring compliance with legal requirements.
- 3.3 Records and Documentation: the Cemetery Committee shall oversee the accurate recording of burials, interments, and related documentation, ensuring the proper recording and management of cemetery records.
- 3.4 Fees and Charges: the Cemetery Committee shall establish and review fees and charges for cemetery services, ensuring they are fair, transparent, and in line with the costs of cemetery management and maintenance.
- 3.5 Community Engagement: the Cemetery Committee shall engage with the local community, addressing their concerns, providing information, and seeking feedback to ensure the cemetery meets the needs and expectations of the community.

4. Responsibilities for the construction of Blue Gowt Lane Cemetery

- 4.1 Planning and Design: The Cemetery Committee shall develop a comprehensive

plan and design for the new cemetery, ensuring that it meets the legal requirements, addresses the needs of the community, and provides a peaceful and well-organized space for burials and interments.

- 4.2 Regulatory Compliance: the Cemetery Committee shall ensure that the construction of the new cemetery complies with all relevant regulations, including planning permissions, environmental impact assessments, and health and safety requirements.
- 4.3 Budgeting and Financial Management: the Cemetery Committee shall prepare and manage a budget for the construction of the new cemetery, ensuring that financial resources are allocated effectively and transparently.
- 4.4 Project Management: the Cemetery Committee shall oversee the construction process, including the selection and management of contractors, monitoring progress, and ensuring that the project is completed on time and within budget.
- 4.5 Stakeholder Engagement: the Cemetery Committee shall engage with stakeholders, including residents, community groups, and relevant authorities, to gather input, address concerns, and ensure that the new cemetery meets the needs and expectations of the community.

5. Reporting.

- 5.1 The Cemetery Committee shall report its activities and recommendations to the Parish Council on a regular basis, providing updates on the management of the existing cemetery and the progress of the new cemetery construction project.

6. Meetings

- 6.1 The Cemetery Committee shall meet regularly, as determined by the chairperson, to fulfil its responsibilities.
- 6.2 The Committee shall elect a chairperson at the first meeting held after the Annual Meeting of the Parish Council.
- 6.3 Proper notices of meetings shall be posted with the correct period of notice given.
- 6.4 No business may be transacted at a meeting unless at least three Committee Council members are present.
- 6.5 Meeting agendas, minutes, and relevant documents shall be circulated to committee members and made available to the Parish Council as required.
- 6.6 A note-taker shall be appointed in the absence of the clerk.

7. Review and Amendment

- 7.1 These Terms of Reference shall be reviewed periodically by the Cemetery Committee and may be amended with the approval of the Parish Council, as necessary, to ensure their continued effectiveness and relevance.