

LATIMER AND LEY HILL PARISH COUNCIL BURIAL GROUND COMMITTEE

TERMS OF REFERENCE

Objective: The Burial Ground Committee is responsible for overseeing the effective running and maintenance of the Tylers Hill Burial Ground, adjacent to St George's Church, Tylers Hill, Chesham.

1. Membership

Council members will be appointed to the Burial Ground Committee every year at the Annual Parish Council meeting. The Burial Ground Committee may co-opt non-Council members if it so wishes, but such co-options will be subject to approval by Latimer and Ley Hill Parish Council at the next full Council meeting.

The Burial Ground Administrator will be co-opted each year to the Burial Ground Committee.

2. Chairman

The committee will elect a chairman who will be the main point of contact for the Councillors, and who will report to the Parish Council regarding the Burial Ground Committee's activities and plans, or any other relevant issues, as and when appropriate.

3. Meetings

The committee will meet informally as and when it sees fit, forwarding notes from meetings to the Clerk to the Parish Council for circulation.

4. Powers

Advisory committees cannot make decisions on behalf of the Parish Council. Their prime function is to make recommendations upon which the Parish Council can base decisions.

5. Responsibilities and Areas of Operation

- a) Monitor the appearance and condition of the Burial Ground, including the land as yet not used for burials, ensuring that it is:
 - i. neat and tidy
 - ii. well maintained with fixtures in a good state of repair
 - iii. as far as practicable, secure
 - iv. free of any obvious and significant health & safety hazards
 - v. maintained in accordance with Burial Ground regulations
 - vi. yearly inspection of the headstones
- b) Liaise with the Parish Clerk to ensure that any perceived shortcomings are addressed, and regarding any improvements which could be made.
- c) Investigate and endeavour to resolve any complaints from visitors, liaising with the Burial Ground Maintenance Staff, Latimer and Ley Hill Parish Council and/or the Finance Committee as appropriate.
- d) Obtain and review regular updates on the use of plots from the Burial Ground Administrator.

- e) Review the Burial Ground fees annually at the Annual Parish Council Meeting in May. The fees for the next financial year to be submitted to the Finance Committee by February of the previous year.
- f) Review the Burial Ground regulations periodically and submit any proposed amendments to the Finance Committee for approval.
- g) Consider the medium/long-term development of the Burial Ground keeping the Parish Council fully informed so that appropriate financial planning can be put in place.
- h) Ensure that the Clerk obtains quotations or estimates for any non-routine expenditure planned for the next financial year in time to be submitted to the Finance Committee and/or Latimer and Ley Hill Council for approval by December of the previous year.
- i) Liaise with the Clerk to ensure that s/he is fully aware of the Burial Ground Committee's requirements before quotations are received, and that any alternative quotations will be on a like-for-like basis.
- j) To conduct or arrange annual inspection of fences, gates, paths, water facilities and the like and make recommendations to the Parish Council as to any repairs or improvements required.

6. Administration

- k) The Burial Ground Administrator will be the point of contact for the general public with regard to the plots, making payments and the general administration for the Burial Ground.
- l) All records as required for the good management of the Burial Ground shall be maintained by the Burial Ground Administrator.

7. Finance

- m) The Parish Council Responsible Financial Officer shall ensure that all relevant payments and receipts are recorded. Banking will be made at all times to the Latimer and Ley Hill Parish Council account.
- n) The Burial Ground Committee shall have the delegated power to authorise the expenditure of its own budget, providing the expenditure is kept within the agreed budget. All expenditure over and above the agreed budget shall be agreed by the Finance Committee and/or Latimer and Ley Hill Parish Council.
- o) The Burial Ground committee shall report to the Parish Council at their meetings throughout the year as and when deemed necessary.
- p) The Burial Ground Committee will be responsible for the maintenance of the Burial Ground at all times.

- q) the committee shall conduct all its business in accordance with Parish Council Standing Orders and Code of Conduct.