

# FENSTANTON PARISH COUNCIL

## *Burial Board*

### TERMS OF REFERENCE

#### 1. Purpose and objectives

- 1 To manage and control the Parish churchyard and closed cemetery.
- 2 To set rules for the control of the burial ground
- 3 To set the fees for burials annually.
- 4 To award the contract for the cutting of the grass in the Church yard and cemetery.
- 5 To recommend the best possible outcomes for the residents and the environment of Fenstanton

#### 2. Membership

- 1 The Board should be appointed by the Council annually. At least 2 of those members should be Council members.
- 2 The Board is open to any other Councillor as observers
- 3 The Board shall, at its first meeting of the year, appoint a chairman for the forthcoming year.

#### 3. Decision making

- 1 The Board can authorise the purchase of equipment, within a limit of £200, subject to the availability of the money. Any purchases over this limit should be referred to a full Council meeting.
- 2 Such authorisations, referral or conditions shall be made by a consensus of those present at the meeting.
- 3 The Board shall be quorate if 3 or more members are present.

#### 4. Meetings

- 1 There shall be a minimum of 2 meetings per year of the Burial Board Committee
- 2 The first meeting of the year should be held as soon as necessary after the start of the annual cycle, in April, where a chairman shall be elected.
- 3 The decision to call a meeting shall be made by the Chairman of the Board or following instructions from the full PC meeting

#### 5 Reporting

- 1 The Board will report to the full council, either through the chairman of the committee or an attending member, at its next relevant meeting.

- 2 The report should consist of a brief report of the meeting, any decisions made and, where necessary, will request the advice and views of the full council

## 6 Review

- 1 The performance of the Board and its terms of reference should be reviewed and evaluated annually, against the performance and objectives set out above.

### Document History

Version	Action	By	Date
1.00	Draft prepared	Kevin Mitchell	06.10.20
1.01	Amended and Approved	F&C Committee	03.11.20
1.10	Approved	Fenstanton Parish Council	12.11.20

APPROVED by Fenstanton Parish Council 12.11.20