



Cemetery Working Group Terms of Reference

1. The Working Group will comprise a minimum of 3 and a maximum of 6 councillors plus the Chair ex officio, with a quorum of 3.
2. The Chairman will be elected at the first meeting following the Annual Parish Council Meeting.
3. Meetings will be held when required at a day and time agreed by all members.
4. A member of staff will attend and take the notes. These will be sent to the Clerk within 7 days of the meeting
5. The Working Group will:
 - 5.1 Ensure that the Cemetery Regulations are adhered to. If any changes to the regulations are required, they will be recommended to full Council for approval
 - 5.2 Monitor the work to grass, hedges and trees, carried out by the grounds maintenance contractor and check that this is in compliance with the contract
 - 5.3 Regularly review the general tidiness and appearance of the cemetery, taking regard of moles, grass cuttings, leaves and litter. Monitor that the bins are emptied regularly
 - 5.4 Ensure that the cemetery building is kept to a good standard and that any work required is brought to the attention of full Council

Adopted: 20th September 2023