

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 and will be subject to reconstitution annually at the Annual Meeting of the Parish Council. At least two of those members should be Council members.
2 The Board is open to any other Councillor as observers
3 The Board shall, appoint a chairman for the forthcoming year at the Annual Parish Council Meeting.

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 three or more members are present.

4. Meetings

1 There shall be a minimum of two 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.
3 The decision to call a meeting shall be made by the Clerk when Burial business requires discussion or following instructions from the full PC meeting

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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

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1.00	Draft prepared	Kevin Mitchell	06.10.20
1.01	Amended and Approved	F&C Committee	03.11.20
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