

KIRKBY FLEETHAM WITH FENCOTES PARISH COUNCIL

BURIAL AUTHORITY MEETING TERMS OF REFERENCE

GENERAL

1. The Burial Authority Committee is appointed by and is solely responsible to Kirkby Fleetham with Fencotes Parish Council.
2. Meetings of the committee shall be held in each year on such dates and times and at such place as the Parish Council may direct.
3. The Chairman of the Council may convene an extraordinary meeting of the Burial Authority Committee at any time.
4. Membership shall comprise of all members of the Parish Council and on invitation, representation from the Parochial Church Council.
5. No business of the Burial Authority may be transacted at a meeting unless at least a quorum of the whole membership of the committee are present; and in no case shall the quorum of a meeting be less than three.
6. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.
7. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

BUSINESS

8. Business on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
9. Separate motions require a proposer and seconder. Voting on individual questions shall be by a show of hands.
10. The business of the burial authority meeting shall include:
 - a. Recommendations to the full Council for any perceived changes required to burial ground regulations;
 - b. To review income and expenditure accounts relating to the Parish Cemetery and make recommendations to the full Council on any changes required to charges;
 - c. Review the management, administration and maintenance of the Parish Cemetery;
 - d. Publication of the duties, responsibilities and monthly rota for the Parish Cemetery maintenance checks.

POWERS

11. The primary powers of the Burial Authority include, but are not limited to the following:
 - a. In accordance with council policy and operating with the Clerk/RFO, this committee has responsibility for all matters relating to the Parish Cemetery, Todd Lane, Great Fencote;

- b. The Burial Authority Committee shall be able to constitute working groups to study any aspect of the Committee's sphere of activity;
- c. Review and publication of the rules and regulations pertaining to the burial ground;
- d. If requested by the Clerk to offer advice upon the day to day running of the Parish Council's burial ground including the allocation of plots, the maintenance of plots and to confirm expenditure upon the Parish Cemetery up to the limit of the Clerk's delegated authority;
- e. To make recommendations to full council in relation to burial fees;
- f. To ensure that statutory and other provisions governing or affecting the running of the Parish Cemetery are observed;
- g. To conduct Health and Safety inspections of the Parish Cemetery at regular intervals and present reports to the full council;
- h. To be pro-active in improving the aesthetic and amenity quality of the Parish Cemetery and to ensure that the Burial Ground remains an area of peace and tranquillity for the benefit of residents.
- i. To conduct or arrange annual inspection of the Parish Cemetery's infrastructure and make recommendations to the full council as to any repairs or improvements required.

DELEGATION OF POWER

- 12. Day to day management and administration of the Parish Cemetery is delegated to the Burial Authority Clerk.
- 13. The Clerk to be authorised to sign Burial documentation.
- 14. The Clerk to be authorised to sign applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground provided such applications comply with the Burial Authorities Regulations.
- 15. To maintain proper records in connection with interment annals.
- 16. Matters of an urgent nature requiring settlement before the next meeting of the Burial Authority Committee may be dealt with by the Burial Authority Clerk in conjunction with the Parish Chairman and one other Burial Authority member.

OUTPUTS

- 17. Written minutes will be taken to record the Committee decisions. The draft minutes will be circulated to the members and reported to the next Parish Council meeting.
- 18. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution at the subsequent Burial Authority meeting and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 19. Once the minutes are confirmed as an accurate record of the proceedings, they are to be hosted onto the Kirkby Fleetham with Fencotes Parish Council website.

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