

West Mersea Town Council

Terms of Reference

Cemetery Committee

Membership

- I. The Mayor is ex-officio member with voting rights.
- II. A minimum of three Councillors will serve on the Committee.
- III. The Chair of the Committee will be elected annually by the full Council at the first meeting in the new financial year.
- IV. The Committee may co-opt members from the community to assist with any aspects of the Committee business.
- V. The Committee to report at each full Council meeting.
- VI. These reports may take the form of recommendations to be ratified by the full Council.
- VII. All Committee members, other than co-opted members, have a right to vote on any proposal.
- VIII. All meetings to be minuted and the minutes circulated to Committee members and the full Council once approved.

Chairing meetings

In the absence of the Committee Chair or Vice Chair at any meeting, the Committee will appoint one of its members to chair the meeting.

Principal Objectives

Oversee and deal with issues relating to:

- i. Cemetery maintenance
- ii. Burials and Interments
- iii. Cemetery records and Burial registers.
- iv. Financial details of Cemeteries and associated activities

Terms of Reference

Cemetery Maintenance

To ensure the maintenance and upkeep of Firs Road and Feldy View cemeteries and the closed cemeteries at Barfield Road and St Peters and St Paul's Churchyard.

Burials and Interments

To ensure suitable provision of burials and interments to residents and non-residents.

Cemetery records and Burial registers

To ensure accurate details are held for all burials and interments compliant with legislation, and to ensure preservation of historical records.

Financial details of Cemeteries and associated activities

To oversee financial arrangements relating to the Cemeteries

The powers and tasks of the Committee will be generally as shown below:

Councillors, Officers and Staff owe one another a duty of care, mutual trust and respect that should be reflected in all their communications and behaviour. Any adopted policy, regulation or legislation must be adhered to at all times, including but not limited to the West Mersea Town Council Standing Orders and the Code of Conduct.

1. Make recommendations to full Council to:
 - a) Increase on effectiveness in representing residents and delivering services.
 - b) Enhance our reputation by building public awareness and a positive perception of West Mersea Town Council.
 - c) Anticipate increased power and responsibility implied in the Localism Bill and other forthcoming statutes as appropriate.
2. To consider any other issue that the Committee may consider relevant.