



West Mersea  
Town Council

## CEMETERY

### TERMS OF REFERENCE

#### Membership

1. The Mayor is ex-officio member with voting rights on all committees.
2. A minimum of Five Councillors will serve on the committee.
3. The Chair of the committee will be elected annually by the full Council at the first meeting in the new financial year and must be a Councillor.
4. The Chair of the committee will be responsible for the committee's budget.
5. The committee may co-opt members from the community to serve for the year in order to assist and advise with any aspects of the committee's business.
6. A quorum of a minimum of 3 members must be present to hold a meeting.
7. The committee must report at each full Council meeting.
  - a. These reports may take the forms:
    - i. Decisions made by the committee
    - ii. Financial statement
    - iii. Recommendations to be ratified by the full Council.
8. Only council members have a right to vote on any proposal put to the Committee, unless a non-council member is properly and legally and co-opted to such. A properly co-opted member will have voting rights.
9. If the minimum amount of 5 Councillors are not present to vote on any financial proposal it must be delayed until next available meeting.
10. Only Councillors are allowed to vote on financial decisions and all 5 Councillors must be in unanimous agreement or the financial decision must go to full council.
11. All meetings to be minuted and the minutes circulated to committee members before presentation to the full Council.
12. All correspondence including emails must be copied to the West Mersea Town Clerk, Group Chairman, Mayor and Deputy Mayor in all cases.

#### Chairing meetings

The committee will appoint a Chair. 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**

1. Cemetery maintenance
2. Burials and Interments
3. Cemetery records and Burial registers.
4. Financial details of Cemeteries and associated activities

## **Duties and Functions:**

### **Cemetery Maintenance**

To ensure the maintenance and upkeep of Firs Road, Feldy View, and Barfield Road cemeteries and the closed cemetery at 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

## **Confidentiality**

1. Respect for all members attending the meeting must be upheld at all times.
2. No swearing or shouting.
3. Confidential information that needs to be discussed at the next meeting should be given to the Chairman in writing prior to any meeting so that a confidential section of the meeting can be included on the Agenda (where the public may be asked to leave) at least 7 days' notice is required.
4. Complaints should be put in writing to the Chairman and in the case of the complaint being about the Chairman should be sent directly to the Town Clerk.
5. Raise hand to speak and wait for the person speaking to finish.

## **Budget**

Councillors may spend up to allocated amounts listed below:

- i. A budget to be set and allocated by full council at start of financial year.
- ii. The committee must keep to the Cost Centre agreed annual budget and ensure no overspend should receipts fall. Expenditure may be increased provided approval is given by Full Council.
- iii. The committee Chairman must be present for each financial decision to ensure clarity. Chairman is fully responsible for the Budget.

## **Urgency Provision**

- In the event that an urgent or immediate response is required to a matter within the terms of reference of the committee, the Town Clerk is AUTHORISED following consultation with the chairman or in their absence the Mayor/Deputy Mayor to take such action as is necessary to respond to the situation and to report back to the next available meeting.

## **Progress Tracker**

1. Progress tracker to be used and kept up to date.

Date: 1 December 2016

Minute reference: 6381

Reviewed and updated: 16 May 2019

Minute reference: 19/110

Reviewed: 25 June 2020

Minute reference: 20/138

Next review: June 2021