

CEMETERY ADVISORY COMMITTEE

TERMS OF REFERENCE

Composition:

The Committee will consist of five Councillors.

Chairmanship:

The Committee will elect a Chair and a Vice Chair from the membership at the first meeting in each civic year.

Meetings:

The Committee will normally meet four times a year in June, September, December and March. The Committee will call extra-ordinary meetings as required.

Voting:

Each Councillor will have one vote with the Chair having the casting vote. The Quorum for a meeting will be a minimum of three Councillors.

Rights and Powers:

The Committee will operate under the Standing Orders and Financial regulations of Dronfield Town Council.

The Committee can make recommendations to the Council for consideration and approval.

Responsibilities

The Committee is responsible for the Dronfield Cemetery including to

1. Identify policies and actions to ensure safe working practices in the maintenance of the Cemetery Grounds, Cemetery Lodge, Office and Chapels.
2. Develop a long-term maintenance plan for the Cemetery.
3. To build a reserve for the future maintenance costs when the cemetery is full.
4. Review the schedule of Cemetery Charges on an annual basis and make recommendations to Council.
5. Review Cemetery Rules and Regulations on a regular basis.
6. Monitor and manage the approved budget.
7. Receive information on Burial statistics
8. Review risk assessments within the Cemetery
9. Receive details of complaints received.
10. Adjudicate on applications and other matters that are outside the current rules and regulations.