

**CEMETERY AND COMMON COMMITTEE
TERMS OF REFERENCE**

1. The Committee will consist of a minimum of four Councillors and is to hold meetings and operate within the terms of the Standing Orders of Shedfield Parish Council.
2. The Committee will elect a Chair and Vice Chair from the members of the Committee. In the absence of the Chair/Vice Chair at a meeting the Committee will elect any member to act as Chair for that meeting.
3. The Terms of Reference of the Committee will be reviewed at least annually.
4. The purpose of the Committee is to:
 - Discuss and decide aspects of maintenance to an appropriate standard of both the Common and Cemetery.
 - Retain and protect its Common land and Cemetery grounds.
 - Review Cemetery charges.
 - Ensure that the services offered are well managed, in conjunction with the Parish Clerk.
 - Report on any adverse activities.
 - Provide support and guidance on all matters relating to the Cemetery grounds and Common, including security, health and safety.
 - Monitor the access points.
5. Members of the Committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.
6. Other Councillors may attend meetings but in a non-voting capacity.
7. A quorum shall be not less than three Councillors. If the Chairman is not present, then the Vice Chair presides.
8. Minutes of Meetings will record those present, apologies for absence, declarations of interest, the date and any decisions made, action points or recommendations to Full Council. The Minutes will be circulated to all members of the Committee and to other Councillors as soon as possible after the meeting.
9. The Committee will consider matters as set out in its Terms of Reference, or as requested, by taking advice as appropriate.
10. Members of the Committee to inspect the Common at least every three months.
11. The Committee will regularly verify the accuracy of the register of Cemetery & Common assets, acquisitions and disposals, reporting all changes to Finance.
12. The Committee will verify the accuracy of the Risk Assessment Register on an annual basis, in the spring.
13. The Committee will consider and make recommendations on risk management and insurance arrangements with regards to vandalism and other premises-related matters.
14. The Committee will approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
15. The Committee will arrange for any clearance of litter under the Environmental Protection Act 1990.
16. The Committee will prepare longer-term financial plans having regard to the long-term management plan and to obtain grants when possible.

Shedfield Parish Office, Upper Church Road, Shedfield, Southampton, Hampshire SO32 2JB

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17. The Committee will submit a budget proposal for the next financial year for the Finance Committee to consider.
18. The Committee will monitor spending against budget and ensure that expenditure remains within the prescribed limits.
19. Any decisions which require a spending commitment over and above the agreed budget provision must be referred to the Finance Committee.

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