

Cemetery Committee Term of Reference

1. Purpose & Responsibilities

- 1.1 To be responsible for oversight of, and safe and efficient management of Heckington Cemetery.
 - 1.1.1 To identify policies and actions to ensure safe working practices within the cemetery and to continually review health and safety and risk management both for employees and members of the public.
- 1.2 To work with the Clerk to ensure compliance with relevant legislation.
 - 1.2.1 The Clerk has overall responsibility for management of records and documentation.
- 1.3 To develop proposals for the maintenance or improvement of Heckington Cemetery where required.
 - 1.3.1 To develop a long-term maintenance plan for improvements to the cemetery to ensure that it provides a well-organized space for burials, interments and for mourners to grieve in comfort and peace.
 - 1.3.2 To assist the RFO to obtain quotes and tenders for contract work,
- 1.4 To be responsible for the provision of budget proposals with the assistance of the RFO to present to the Parish Council in September of each year to include a review of all cemetery fees on an annual basis.
- 1.5 To review cemetery rules and regulations as least annually.
- 1.6 To ensure the completion of regular, routine monument/memorial inspections and the implementation of any recommendations arising from the testing.
 - 1.6.1 To liaise with the Finance Committee in relation to any grant applications for the maintenance of historic memorials.
- 1.7 To liaise with living relatives of the deceased to ensure that their views and recommendations are taking into account in managing the cemetery.
- 1.8 To undertake any ad hoc duties as requested by the Parish Council.

2. Membership

- 2.1 The Cemetery Committee shall be comprised of a maximum of five Councillors as determined by the Parish Council at the Annual Parish Council meeting. This does not preclude changes to membership throughout the year.
- 2.2 The Cemetery Committee shall elect from its number a Chair who will serve until the next Annual Parish Council meeting in May.

3. Meetings

- 3.1 The Cemetery Committee will, as a minimum, meet four times a year. Additional meeting may be convened as required by the Committee.
- 3.2 Meetings will be conducted in accordance with Heckington Parish Council's Standing Orders and will be convened within the prescribed statutory framework. For clarity, the agenda must be published 3 clear days before the meeting, the meeting will be held in public unless there is a legitimate reason that it should not be and minutes will be produced.
- 3.3 The meeting may be convened at a day and time convenient to the committee.

4. Working Group

- 4.1 The Cemetery Committee may appoint a working group of volunteers. Any activities must be risk assessed and insurance coverage must be confirmed.

5. Conduct of Conduct

- 5.1 The adopted Code of Conduct will apply to all Council members and to non-council members.

6. Voting

- 6.1 Cemetery Committee members may vote on all matters unless they have a Disclosable Pecuniary Interest, and a dispensation has not been granted by full Council.

7. Expenditure

- 7.1 The Cemetery Committee does/does not have delegated authority in relation to expenditure (without the prior approval of the Parish Council/up to the limits set in the budget).

8. Regulatory matters

- 8.1 All activities and recommendations made by this committee must comply relevant legislation.
- 8.2 No activity or recommendations should undermine or invalidate the Council's insurance.

9. Terms of Reference

- 9.1 The Terms of Reference for the Cemetery Committee will be set and approved by the Parish Council. The Cemetery Committee may not independently alter the approved Terms of Reference after their formal adoption without the approval of the Parish Council. It may request an amendment via the normal process.

Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
2 June 2025	V1.0	New policy – Adopted by the Cemetery Committee in June 2025. Yet to be adopted by the Parish Council	September 2025 (by the Parish Council)

