Overton Community Council

**Terms of reference Cemetery committee**

**Membership:** Four members of the council (and shall meet 4 times a year).

**Purpose of the committee**

The Cemetery Committee will all matters relating to council cemetery and cemetery extension field.

**Aims and objectives**

The role of the Committee is to monitor and report to full council on issues relating to:

* Condition of the Cemetery
* Carry out three year headstone safety assessment
* Consider all matters referred to it by the Council
* Make recommendations to Council for approval

The Committee will have specific responsibility for all matters relating to:

* The management of the Cemetery
* The management of the Cemetery Extension
* Risk Management (headstones)

The Committee will ensure that all Cemetery Fees are regularly reviewed and any proposed increases are referred to Council for consideration.

**Quorum**

A minimum number of three Committee members is requiredfor decision-making purposes.

**Reporting and accountability**

The group will be a committee of the Council and as such will refer any matters to the council that are deemed significant enough to require full council consideration or approval.

**Review arrangements**

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.