

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 required for 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.