



# Cemetery and Allotments Working Group Terms of Reference

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## 1. General

To meet at the discretion of the Chairman of the Cemetery & Allotment Working Group to deal with matters pertaining to the efficient management of the responsibilities listed below, and to report to the Parish Council via meeting notes.

## 2. Allotments

- (a) To maintain the fence and hedges alongside the allotments in a sound and animal proof condition.
- (b) To ensure that allotment plots are clearly demarcated and maintained in good order.
- (c) To maintain the unlet plots in a tidy condition.

## 3. Cemetery

- (a) To allocate plots for burial and cremations.
- (b) To maintain the current position & alignment of burial plots and cremation plots.
- (c) To appoint, with authorisation of the full Parish Council a Cemetery Orderly and revise the job specification, as necessary.
- (d) To ensure the area is kept, by the Cemetery Orderly, tidy and relatively free of rubbish and weeds.
- (e) To approve memorials before payment and installation, six months after interment for full burial.
- (f) To ensure all hedges and pathways are well maintained.

## 4. Buildings

To maintain all buildings in a good state of repair, complying with safety regulations, and maintaining security.

## 5. Finance

- (a) To set rates for burials, cremations, memorials and allotments annually.
- (b) To prepare annually for submission to the Council estimates for the precept.
- (c) To monitor income & expenditure throughout the year.
- (d) To make a list of proposed special projects that are to be referred to the Council.
- (e) To review the adequacy of the insurance cover for Council property and employees.
- (f) To ensure that purchasing and contracts shall be in accordance with regulations 6 – 9 of the Finance regulations.
- (g) To spend funds within annual allocated budget.
- (h) To report details of requested budgets by end of November each year. The report should include the remaining balance and any plans for its use.