



THETFORD TOWN COUNCIL

TERMS OF REFERENCE – CEMETERY COMMITTEE

Role of the Cemetery Committee¹

To review fees;

To produce the cemetery budget and recommend to the Finance Committee;

To review monthly accounts report and variances for the cemetery;

To recommend transfers to and from reserves from the cemetery budget;

To review and recommend amendments to the rules and regulations;

To review and recommend a risk assessment for the cemetery;

To implement and enforce a memorial management scheme;

To ensure the cemetery rules and regulations are enforced to ensure maximum efficiency of maintenance;

To review and approve maintenance plans including building maintenance;

To maximise revenue from cemetery buildings to minimise the subsidised cost of providing burial services;

To approve quotes for expenditure, in the cemetery, of between £2,000 and £10,000;

To approve tenders between £10,000 and £25,000 for work in the cemetery;

To recommend tenders to Full Council for work in excess of £25,000;

To adopt three strategies each year for inclusion in the Council corporate plan;

To ensure the cemetery complies with legal restrictions regarding water pollution, the reopening of graves and health and safety issues;

¹ Unless otherwise stated the tasks are yearly

Adopted July 2018
Review due July 2019

To respond to complaints, in line with the complaints policy.

Role of the Chairperson

Election of Chair and Vice Chair will be on an annual basis;

To assist the Deputy Town Clerk in setting agendas;

To chair the Committee and ensure that council policies and procedures are correctly followed.

Role of the Deputy Town Clerk and Committee Secretary

To prepare agendas and minutes and ensure that these are circulated according to standing orders;

To work closely with the Chairperson ensuring that all necessary support is provided for the Committee;

To work with the Chairperson of the Committee, responding to correspondence and complaints.