

BARNETBY LE WOLD PARISH COUNCIL

TERMS OF REFERENCE: THE CEMETERY WORKING PARTY

	SIGNED	DATED
Created by M. Hoggard (Acting Clerk)		
Reviewed/Approved (Chair)		
Minute ref.		
Review Date: May 2025		

COMPOSITION, ATTENDEES, QUORUM & REPORTING

1. The Cemetery Working Party is a Sub-Group of Barnetby Parish Council and reports directly to Barnetby Parish Council.
2. All members of the Working Party are appointed by Barnetby Parish Council.
3. The Working Party shall consist of no more than three Councillors who will work closely with the Clerk/RFO.
4. Reports of any discussions will be received by Barnetby Parish Council.
5. The Working Party will meet as necessary. Where possible, and without compromise to the balance of skills, the composition of the Committee should be such so to achieve a reasonable balance in terms of gender, age and ethnicity.
6. The Parish Council's Code of Conduct regulations apply to this Working Party.

RESPONSIBILITIES

1. Working with the Clerk/RFO to review safe operation of the cemetery.
2. Working with the Clerk/RFO ensure that cemetery charges are reviewed annually at the ACM.
3. Working with the Clerk/RFO ensure that cemetery rules are reviewed annually at the ACM.
4. To monitor grounds maintenance within the cemetery and raise any concerns.
5. The Cemetery Working Party has **no power to authorise** any expenditure.