



BANWELL PARISH COUNCIL CEMETERY & MEMORIALS WORKING PARTY TERMS OF REFERENCE

General

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

Cemetery

- To oversee the allocation of plots for burials and cremations (delegated to the Clerk).
- To maintain the current position and alignment of burial and cremation plots.
- To recommend to council the appointment of a Cemetery Orderly and revise the job specification, as necessary.
- To approve memorials before payment and installation, six months after interment for full burial (delegated to the Clerk)
- To ensure the area is kept tidy and free of rubbish and weeds.
- To ensure all hedges, trees and pathways are well maintained.
- To ensure all buildings and walls are in a good state of repair.
- To carry out an annual Memorial Safety check on the headstones.
- To consider and recommend for approval or refusal to the Parish Council, any memorials that may be unusual to, or not considered to be in keeping with other memorials in the cemetery.

Memorials

To annually monitor the condition of the War Memorial and the memorial stones in the parish by completing an inspection.

Finance for recommendation to Full Council

- To annually set rates for burials, cremations and memorials.
- To annually prepare estimates for the budget for submission to the Council.
- To prepare a list of proposed special projects to be referred to the Council.