

FENSTANTON PARISH COUNCIL

BURIAL BOARD

TERMS OF REFERENCE

1. GENERAL

- 1.1 Membership shall be a maximum of six. Lay members permitted within the six. Minimum of four parish councillors. Chairman may be lay person. The Committee members to sit for four years with a review annually if necessary.

2. FUNCTIONS

- 2.1 To manage and control the Parish churchyard and closed cemetery.
- 2.2 To set regulations for the control of the burial ground.
- 2.3 To set the table of fees for burials annually.
- 2.4 To undertake a risk assessment on two yearly inspection to include closed area, memorials, trees and footpath. Where safety of the public is at risk a member of the Burial Board will liaise with the Clerk to undertake temporary or permanent action.
- 2.5 To liaise with the Finance & Constitution Committee on budget and unexpected cost items.
- 2.6 To liaise with General Purposes Committee on any additional requirements for grass and hedge cutting.
- 2.7 To maintain the memorial plot and war memorial in good order using when necessary the Parish Council appointed groundsman.
- 2.8 To undertake periodic audits of all burial registers with the Clerk to check availability of plots and to ensure map of plots is up to date.