
GOXHILL PARISH COUNCIL



Cemetery Terms of Reference

1. Authority - The Cemetery Committee is appointed by, and solely responsible to Goxhill Parish Council. The committee's duties are defined and agreed by the full council, which may vote, at any time, to modify the committee's powers.
2. Membership - The committee will consist of no fewer than three elected parish councillors, and at its first meeting will elect a chairman to preside over future meetings. A quorum will have a minimum of three elected members.
3. Records of proceedings - The committee will meet quarterly, and minutes of the meeting will be circulated to the full Council with recommendations. The minutes will be published on the parish council's website.

Responsibilities

- The committee will be responsible for monitoring the general upkeep of the cemetery and the carrying out of monthly inspections using an inspection sheet provided by the Proper Officer. All completed inspection sheets to be filed at the council office and anything deemed unsafe to be reported to the Proper Officer as a matter of urgency
- The committee has the authority to approve any works up to the value of £5,000 in accordance with the Parish Councils Financial Regulations, however if the spend exceeds the committees agreed budget, any additional spend needs to be agreed by the full council
- For any works over the value of £5,000 it is the responsibility of Cemetery Committee to examine quotes and make a recommendation to the full council
- The committee will check any actioned work is completed to a satisfactory standard prior to any payment being made

Terms of reference adopted: 6th July 2023 (minute reference: 2307/9)