

Bardney Group Parish Council

Cemetery Terms of Reference

Terms of Reference for the BGPC Cemetery Committee

Adopted and approved 10 th August 2023 (Minute Ref. 86-22/23)

Terms of Reference

1. The Cemetery Committee will be a non-executive Committee of BGPC.
2. The Cemetery Committee will consist of minimum of 3 members; these are to be appointed at the beginning of a new council term (election).
3. The Cemetery Committee will meet as required, but at least once a year.
4. Meetings shall normally be held at Bardney Village Hall, Bardney.

Role of the sub-committee

1. To understand the procedures involved for the arrangement of a burial, what documents are required to be sent and received, to complete all legal requirements and complete the necessary register.
2. To monitor the condition of the burial ground and to report all defects to the clerk.
3. To produce reports for review at Full Council meetings as necessary.
4. To deal with other matters as requested from time to time by the Full Council.

Powers of the Committee

1. To complete all actions required for the arrangement of a burial in the absence of the Clerk.
 2. To raise urgent issues with the Clerk for dealing with.
 3. To raise issues with the Full Council.
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