



CALSTOCK PARISH COUNCIL

Terms of reference – Burial Committee

1. Members of the Burial Committee will be those elected to the committee at the Annual Meeting of the council held in May of each year or at an ordinary meeting of the council.
2. Meetings of the Burial Committee will be held at least twice a year.
3. Before November in each year the Burial Committee will be responsible for preparing a budget, for the following financial year, to maintain the cemeteries at Calstock and Albaston, the Albaston Cemetery Chapel and the stores and garages situated at Calstock Church.
4. After the budget has been approved by the full council the Burial Committee will have delegated authority to ensure that maintenance is carried out in accordance with the budget.
5. When preparing the annual budget, the Burial Committee will identify any items of capital expenditure required in relation to the cemeteries and associated buildings. After approval by the full council the Burial Committee will be responsible for ensuring these works are carried out.
6. The Burial Committee will review its scale of fees and charges bi-annually and make recommendations for amendment to the full council as appropriate.
7. The Burial Committee will prepare a list of regulations to be applied in the cemeteries to ensure that current legislation relating to burial grounds is applied and to ensure their proper management and maintenance. Once approved by the full council the Burial Committee will be responsible for ensuring these regulations are applied.
8. The Burial Committee will be responsible for carrying out a risk assessment on the cemeteries and ensuring those risks which cannot be eliminated are properly monitored.

SignedChairman

Date: 13 July 2021