

DUFFIELD PARISH COUNCIL

Terms of Reference for the Cemetery Committee

The Committee is responsible for carrying out the policies relating to the Cemetery for the Parish of Duffield.

The Committee shall make recommendations to the Council in respect of the following items:

1. Identify policies and actions to ensure safe working practices in the maintenance of the Cemetery Grounds, Garden of Remembrance, All Saints Chapel, Parish Council Committee Room, Cemetery Lodge, Allotments and Copse , Council Owned Pasture, Equipment and other assets not herewith listed as located in the Cemetery Grounds and Pasture Land.
2. Identify activities to be undertaken by the Cemetery Superintendent and any Officer, Employee or Contractor, who are engaged on work within the cemetery grounds or pasture.
3. Review the schedule of Cemetery charges on a bi-annual basis.
4. Review Cemetery bylaws on a regular basis.
5. Review Health and Safety within the Cemetery and implement policies and procedures in accordance with recommended practice.
6. Exercise any function specifically referred to it by the Parish Council or any other Standing Committee
7. Commission, receive, consider and make recommendations on reports received from other standing committees, council officers, working groups, external organisations, companies and or similar bodies in relation to cemetery policy.
8. Direct instructions to the Cemetery Superintendent, staff and contractors will be made by the Clerk,
9. The terms of employment and remuneration of the Cemetery Superintendent are outside the remit of this committee.
10. To oversee the day to day management of the Cemetery, Allotments and Cemetery buildings and to identify future usage of such assets as they become available.