

Bourton on the Water Parish Council (“the Council”)

Burial & Allotment Committee Terms of Reference

The Burial & Allotment Committee has the power to make decisions on behalf of the Council as set out below, and to spend/manage the Committee’s annual budget as approved by Council.

Number of Seats:	5
Chairman:	To be elected from the committee
Quorate:	Minimum of 3
Term of Office:	1 year
Meeting frequency:	Monthly
Budget:	As determined annually by Council

RESPONSIBILITIES

- a) To exercise the Council’s statutory powers and duties in relation to the provision and maintenance of burial grounds and cemeteries, including closed churchyards
- b) To exercise the Council’s statutory powers and duties in relation to the provision and maintenance of allotment sites
- c) To be pro-active in improving the aesthetic and amenity quality of the burial grounds and allotment sites
- d) To support, promote and encourage conservation and sustainability, wherever possible

DUTIES AND POWERS

- e) To manage, monitor and spend sums in the approved Committee budget subject to the Committee’s minuted decision
- f) With due regard to Health and Safety legislation, to identify and assess any risks associated with the Committee’s remit and, where needed, identify mitigating actions
- g) To make the relevant decisions on behalf of the Council, for the overall responsibility of the above, and when appropriate, to refer matters to full Council for approval
- h) Power to authorise correspondence that will not, in itself, result in council expenditure or bind the council to any course of action, except for that already provided for in the annual budget or which is already approved.
- i) To present minutes to Council each month for information/consideration/approval
- j) To consider and agree projects/activities on an annual basis
- k) To prepare by October in each year project and budget proposals for the following financial year, for Council’s approval