

## Everton Parish Council

### Terms of Reference – Cemetery Working Group

#### 1. Purpose

The Cemetery Working Group is established by Everton Parish Council to oversee the management, maintenance, and development of the parish cemetery, ensuring it operates in accordance with legal requirements, council policies, and community needs. They will work closely with the Burial Officer, EPC Clerk, who has overall accountability.

#### 2. Responsibilities

The key responsibilities of the Working Group are:

Monitor The Burial Officer:

- a. **Governance & Compliance:** Monitor cemetery compliance with relevant legislation, including burial laws, health and safety regulations, and environmental standards.
- b. **Record-Keeping:** Monitor the accurate records of burials, grave ownership, and memorial permits by the Burial Officer.
- c. **Budget & Finance:** Assist in preparing the annual cemetery budget, monitor expenditure, and recommend fees for burial plots and memorials.

Oversee:

- a. **Maintenance & Upkeep:** Supervise the maintenance of cemetery grounds, including landscaping, pathways, fencing, and memorials.
- b. **Policy Development:** Propose and review cemetery policies, including burial regulations, memorial guidelines, and sustainability initiatives.
- c. **Community Engagement:** Address concerns or suggestions from residents regarding cemetery matters.
- d. **Health & Safety:** Safe access and use of the cemetery.
- e. **Future Planning:** Assess long-term capacity and explore options for expansion or improvements.

#### 3. Membership

- a. The Working Group shall consist of a maximum of three members, including:
  - I. At least two elected Parish Councillors (one will act as Chair).
  - II. A co-opted member with relevant experience from the local community.
  - III. Burial Officer.
  - IV. Additional non-voting co-opted members (e.g., grounds staff) may be invited as needed.

#### 4. Meetings

- a. Meetings shall be held at least quarterly, with additional meetings as required.
- b. Minutes shall be recorded and reported back to the full Parish Council.
- c. Decisions requiring expenditure beyond delegated authority must be referred to the full council.

## 5. Operational Management

The operational management of the Cemetery is undertaken by the Friends of Everton and Scaftworth Cemetery.

## 6. Delegated Financial Authority

The Burial Officer will be allocated a budget at the commencement of each fiscal year, as approved by the full Parish Council. A limit of £100 delegated authority per individual spend is approved.

## 7. Conduct and Limitations

- a. The Council Representatives must act in line with the Parish Council's Code of Conduct.
- b. This ToR does not grant authority to make binding decisions or financial commitments on behalf of the Parish Council unless formally delegated.

## 8. Reporting

The Working Group shall provide regular updates to Everton Parish Council, including:

- a. Financial reports
- b. Maintenance updates
- c. Policy recommendations
- d. Any significant issues requiring council approval

## 9. Review

These Terms of Reference shall be reviewed annually by the Parish Council and amended as necessary.

Adopted by Everton Parish Council on: 7<sup>th</sup> of July 2025

Signed:



(Chair of Everton Parish Council)

Chair of the WG:

Members of the WG:

Councillor S Wiles

Councillor M Wright

Councillor G Waddington

Councillor R Troop (Future Land Acquisition)

Clerk to the Council and Burial Officer: Mr C Bryant