

Cemetery Advisory Group – Terms of Reference

1. Purpose

The purpose of the Cemetery Advisory Group is to assist the Parish Council in its consideration of matters relating to the maintenance and enhancement of the Cemetery, by obtaining views from members of the Freshford community. These views will be presented to the Parish Council to help the Parish Council in its decision making.

The Cemetery Advisory Group has no delegated powers.

2. Membership

Membership will consist of up to 4 PC councillors and up to 6 Freshford Residents.

Members will be subject to annual appointment by the Parish Council at the Annual Meeting of the Parish Council.

If a vacancy occurs due to resignation or other reason the Parish Council, as soon as is possible, will appoint a person to serve on the Advisory Group at a meeting of the Parish Council.

The proposed initial membership of the Cemetery Advisory Group is:

- PC Councillors - Annabel Menheneott (Lead), Jean Hawker, Elli Bate
- Residents – Rachel Moore, Roland Birchby, Margaret Dodge, Vora Peck, Janet Norris, Loulou Brouard

3. Responsibilities and Extent of Powers

The responsibility of the Cemetery Advisory Group is to consider matters at the request of the Parish Council in relation to plans for and the maintenance of the cemetery. These considerations will be provided to the Parish Council via a written report.

The Cemetery Advisory Group cannot make decisions on behalf of the Parish Council, any recommendations made by the Group will be considered by the Full Council and decisions are solely made by the Full Council.

Where there is a difference of views, then all views will be presented to the Parish Council for consideration. The Parish Council will take these views into account within its decision making.

4. Process

The Parish Council will circulate any items for consideration to all members of the Cemetery Advisory Group. It will be up to members of the Group to decide the best way of considering any item and to convene informal meetings when required. Formal agendas and minutes are not required.

Any reports for consideration by the Parish Council will have been circulated to all members of the Cemetery Advisory Group.

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5. Review

These Terms of Reference will be reviewed annually at the Annual Meeting of the Parish Council.