

THE BILLESDON AND ROLLESTON JOINT BURIALS COMMITTEE

TERMS OF REFERENCE

1. Purpose of the Committee

The Committee is empowered to manage and maintain the cemetery on behalf of Billesdon Parish Council and is duty bound to maintain the burial ground and preserve the lychgate.

2. Meetings

The committee will meet prior to the Parish Council Meeting.

3. The committee shall consist of at least 3 members to include a Lay member for Billesdon and a Lay member for Rolleston. Council members will be appointed to the Joint Burials Committee every year at the Annual Parish Council meeting and can include non-Council members.

The committee will elect a chairman who will be the main point of contact for the Councillors, and who will report to the Parish Council regarding the Burial Ground Committee's activities and plans, or any other relevant issues, as and when appropriate.

4. The Committee will put forward proposals for maintenance and improvements and any other capital expenditure for the agreement of Billesdon Parish Council when requesting funding for the following financial year.

5. To review the Burial Ground fees annually at the Annual Parish Council Meeting in May.

6. To monitor the appearance and condition of the Burial Ground and ensuring it is free of any obvious and significant health & safety hazard and maintained in accordance with Burial Ground regulations and subject to an annual inspection of the headstones

7. The Committee is duty bound to maintain the burial ground and preserve the Lychgate.

The Billesdon and Rolleston Joint Burials Committee terms of reference were reviewed and adopted by the council at its meeting held on Monday 01st November 2021.