

Appendix 7 to Annual Parish Council Meeting 5th May 2021
BURIAL GROUND WORKING GROUP – TERMS OF REFERENCE

1. Membership

Members of the working group will be appointed every year at the Annual Parish Council meeting.

2. Leader

The leader of the working group will be appointed by the group. The leader will be the working party's main point of contact for Council staff, Council members and members of the public.

3. Powers

Working groups cannot make decisions on behalf of the Parish Council, and any recommendations made by working groups will be subject to approval by the Council or suitably authorised committees or members of staff.

4. Responsibilities and Areas of Operation

The working group will arrange informal inspections of Wysall Lane Burial Ground on a random basis, drawing any perceived shortcomings in neatness and tidiness, maintenance, security or health and safety to the attention of the Facilities Manager. The working group will provide advice to the Clerk and Facilities Manager in respect of Burial Ground problems or complaints.

The leader of the working group will liaise with the Bookings Clerk/Clerical Officer at the Council office regarding the design and wording of memorials, with a view to ensuring they are appropriate.