ST AGNES PARISH COUNCIL
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Cemeteries & Allotments Sub-Committee
Terms of Reference
Adopted 10th June 2024

Authority
The Cemeteries & Allotments Sub-Committee is appointed by and is solely responsible to St Agnes Parish Council's Asset Management Committee (AMC). The Sub-Committee's duties are defined and agreed by the AMC who may vote at any time to modify these.

Membership
- There will be five elected members (voting).
- The Chair and Vice Chair of the AMC are ex-officio members of the Sub-Committee (non-voting, per Standing Orders).
- There will be no appointed substitute members for the Sub-Committee.
- Members of the Sub-Committee are established by the AMC at its first meeting of the municipal year. Any vacancies arising on the Sub-Committee shall be filled by the AMC only.
- Only Councillors appointed by the AMC are entitled to vote or move or second a motion.
- At its first meeting of the municipal year, the Sub-Committee shall elect a Chair.
- Councillors appointed to the Sub-Committee must be willing to commit to undertake any relevant training as soon as they are elected to the Sub-Committee. The AMC recognises that a stable membership of the Sub-Committee is desirable and as such membership of the Sub-Committee should be seen as a long-term commitment.
- Any member of the Council who is not on the Sub-Committee is able to attend but must leave the room whenever the press and public are excluded.

Quorum
Quorum will be three members.

Frequency of meetings
Scheduled meetings bi-annually and ad-hoc meetings as required. Meetings to be held weekday mornings.

Public Participation
There will be a public participation item at meetings of the Sub-Committee. Each member of the public will be allotted a maximum of three minutes each and the total amount of time for the session shall not exceed 15 minutes. This will be the only item on the agenda on which the public can participate. A member of the public is anyone that is not a member of the committee or ex officio.

Record of meeting
Written minutes will be taken to record the Sub-Committee's decisions and will be noted at a following AMC and Full Council meetings.

Review of terms of reference
The Sub-Committee may review their Terms of Reference annually and make recommendations to the AMC. Only the AMC may resolve to make changes to the Terms of Reference.

General terms

1. That powers be exercised in accordance with any policy adopted or resolutions made by the Parish Council and the AMC.
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval.
4. Day to day management of Council matters rests with the Parish Clerk and other Officers as delegated to by the Parish Clerk.
5. Urgent/emergency issues may be dealt with as they arise by the Parish Clerk and other Officers as delegated to by the Parish Clerk in consultation with the Chair of the Sub-Committee.
6. All members will attend training relevant to the work of the Sub-Committee, including site visits as identified and facilitated by the Council and/or AMC.

Delegated powers

1. To monitor and manage the daily maintenance of the Council's cemeteries and allotments sites and approve the instruction of contractors and/or surveys as required, up to a maximum value of £1,500. To refer larger amounts to the AMC for consideration and approval.
2. To make decisions to improve the functioning of the Council's cemeteries and allotments sites; to include, but not limited to, grant funding applications, zero cost initiatives, improve public engagement and organise events and activities and publicity.
3. To ensure the Council's compliance with relevant legislation, including Health and Safety and professional bodies best practice.
4. To prepare, approve and over-see the application of all official documentation pertaining to the Council's cemeteries and allotments sites; to include, but not limited to, Terms & Conditions, Tenancy Agreements and Notices to Quit.
5. To make decisions regarding allotment mitigating circumstances application.
6. To review and make recommendations to Full Council of any fees charged for services associated with the Council's cemeteries and allotments.
7. To consider and approve applications for cemeteries fee reduction for parishioners and non- parishioners.
8. To receive reports on income generated by the Council's cemeteries and allotments sites.
9. To consider any reports from the Sexton and other contractors/interested parties and make recommendations to the AMC and/or Full Council where necessary.
10. To consider and make recommendations to the AMC regarding any residents' associations.
11. To make recommendations to the AMC/Full Council which will improve the Council's property/land holding and income, to include, but not limited to, pet cemeteries.
12. To consider and approve cemeteries and allotments site plans and layout, to include service installation e.g., water and electricity if required.
13. To spend within Council budgets and in accordance with Council guidance, on above points 1-12, unless otherwise stated.
14. To establish working groups from its membership for specific time-limited tasks as required.
15. To respond on behalf of the AMC/Council to consultative processes on matters within the Sub-Committee's remit.
16. To participate in budget discussions as part of Full Council budget setting process for the purposes of forecasting and recommending budgets for the Council's Cemeteries and Allotments sites each financial year.
17. To receive reports from residents and other groups as appropriate.
18. To consider such matters as may be delegated by the AMC/Full Council from time to time.