

**WEST DEREHAM PARISH COUNCIL**  
**CEMETERY WORKING GROUP**  
**TERMS OF REFERENCE**

- 1) A minimum of 1 Councillors, maximum 3, will serve on this Working Group. The clerk will also serve on this working group.
- 2) The goal of the Cemetery Working Group is to review the current cemetery management and administration procedures and to bring to full council any recommendations.
- 3) For meetings, 2 members of the Cemetery Working Group will constitute a quorum and should the number of those present fall below the required quorum, the meeting shall be adjourned and business transacted at its next meeting.
- 4) Should a Councillor resign, a new council member of the Working Group will need to be approved by Council at its next full council meeting.
- 5) The objective and responsibilities of the Working Group for the cemetery, are as follows:
  - To research and propose any updates required to the cemetery plan (map) and its effective management
  - To research and propose any updates required to the Exclusive Rights of Burial process
  - To research and propose any updates required to the burial procedures and administration
  - To research and propose any updates required to the parish council procedures regarding memorial requests, including safety check procedures on existing memorials
  - To research and propose any other updates required to administrative processes that will enhance the overall cemetery management and administration
- 6) Based on these considerations the Working Group will make written recommendations where appropriate directly to Council for full approval.
- 7) The Working Group cannot take decisions nor commit to any financial expenditure without full consent and approval of the Parish Council.
- 8) The Working Group shall meet when necessary, with meetings being called by a Councillor on the Working Group, and will report back to Council at the next available full council meeting.
- 9) Notes from all meetings will be recorded by a member of the Council or the clerk.
- 10) The Working Group should exist for no more than 2 years from date of commencement.
- 11) These Terms of Reference shall be reviewed annually at the Annual Parish Council Meeting held in May.

Sharon Sweet - July 2022  
Clerk & RFO – West Dereham Parish Council

**Reviewed:** July 2022  
**Review:** May 2023