

PORLOCK PARISH COUNCIL

BURIALS AND MEMORIALS COMMITTEE

TERMS OF REFERENCE



PURPOSE: The purpose of the committee is to oversee the management and maintenance of all activities relating to burials and memorials at Hawkcombe Cemetery, St Dubricius Church and other memorials within the Parish under the council's responsibility.

COMMITTEE MEMBERS:

Cllr. James Adlington (Chair),
Cllr. Stephen Colson,
Cllr. Duncan McCanlis,
Cllr. Don Heath,
Non Cllr. Richard Growden
Non Cllr.

1. GENERAL

1. The committee is a standing committee appointed by and is solely responsible to Porlock Parish Council.
2. The committee's duties are defined and agreed by the council, which may vote, at any time to modify the committee's duties, add or remove members or dissolve the committee or sub-committee.
3. All committee members must abide by these terms of reference and council's:
 - a. Standing orders,
 - b. Code of conduct,
 - c. Financial Regulations,
 - d. Policies and procedures,
 - e. Civility & respect pledge.
4. The objectives of the committee include ensuring the respectful and efficient operation of the burials and memorials at Hawkcombe cemetery, planning and providing a peaceful, accessible, and well-maintained final resting place for the community as well as the ongoing maintenance of other memorial sites under council responsibility in the Parish.
5. The committee will consist of no fewer than three councillors. A quorum will be a minimum of three council members.
6. The committee may consist of two non council members to assist its deliberation. The involvement of public members is to help ensure engagement with the see that all matters are handled and communicated sensitively.

2. MATTERS FOR RECOMMENDATION TO COUNCIL

1. The committee's terms of reference.
2. Spend over £2,000 (excluding VAT).
3. Changes to the council's cemetery regulations, ensuring compliance with legal and statutory requirements.
4. Changes to the council's burial services and fees charged.
5. Amendment to or adoption of process and procedures regarding burial and memorial activities including but not limited to ; memorial inspections and risk assessments.
6. Proposals regarding future occupancy at Hawkcombe cemetery.

3. MATTERS FOR DELEGATION TO THE COMMITTEE

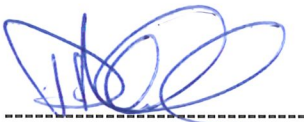
1. Adherence to the council's cemetery regulations ensuring compliance with legal and statutory requirements.
2. Review council's cemetery regulations, services, tariffs, procedures and process in relation to burials and memorials, at least once a year.
3. Determine the requirement for and election of a committee vice chair from its council members.
4. Co-option of non-council members onto the committee.
5. Monitor its functions, receipts and payments.
6. The appointment of a sub-committee or working group to study and make recommendation on any aspect of the committee's sphere of activity.
7. Spend over £200 but under £1,000 (excluding VAT) in line with budget.
8. Compile its annual draft budget and a three-year forecast for future maintenance, replacement or upgrading of items for which it is responsible.
9. Submission of a draft budget to the Financial & HR committee for consideration in line with council's budget process and timelines.
10. Oversee all works pertaining to burials and memorials as set out under the council's financial regulations and/or by resolution of the council.
11. Evaluate memorial and burial contractors. Monitor all aspects of the work performed by them ensuring that the work is compliant with PPC policies & procedures and regulatory requirements.
12. Determine the frequency, schedule and completion of safety and memorial inspections and risk assessments.
13. Monitor and review future occupancy of Hawkcombe Cemetery.
14. Monitor the accurate recording of burials, interments, and related documentation, ensuring the proper recording and administration of records.
15. Ensure the services offered are well managed, reflect the standards expected and are conducted as laid out in the council's cemetery regulations.

4. MEETING PROTOCOL

1. Shall meet twice yearly as a minimum. This will normally be once every six months in a public place.
2. The Chair of the committee or two council committee members may convene an extraordinary meeting of the committee at any time.
3. Non council members (public members) have no voting rights.

5. DUTIES OF THE CLERK AND RESPONSIBLE FINANCIAL OFFICER

1. Issue a meeting agenda and summons within the required timeframe (3 clear working days) in consultation with the committee chair.
2. Manage the work of officers in respect of committee decisions. In the absence of the Clerk & RFO the committee chair may instruct parish office staff to undertake work within the committee's remit.



Duncan McCanlis
Porlock Parish Council Chair

Dated 10th December 2025



Johnathan Jones
Clerk & Responsible Financial Officer