**BURIAL GROUND COMMITTEE TERMS OF REFERENCE**

1. **MEMBERSHIP**
   1. The Parish Council may form a Burial Ground Committee consisting of a minimum of three members two thirds of which must be Sproughton Parish councillors
   2. These terms of reference will endure for the Council year until the next Annual Parish Council Meeting.
   3. Membership of the Committee will be decided at the Annual Parish Meeting or at an Ordinary Council meeting and endure for the Council Year unless amended by council.
   4. The Committee shall be allowed to appoint its own chair.
2. **MEETINGS**
   1. The Committee will meet as and when necessary upon the direction of the Parish Council, Burial Ground Committee Chair or as agreed by the Burial Ground Committee.
   2. The committee will meet normally in the Barley Room at Sproughton Tithe Barn
   3. Three Members are required for the Committee to be quorate.
   4. Meetings will be by summons and public notice as per Standing Orders 3.
   5. Burial Ground Committee Meetings will be public meetings subject to any variation appropriate under Standing Orders.
3. **DELEGATED POWERS**
   1. The Burial Ground Committee will have delegated power to act as the Parish Council on any non- financial matter relating to the Burial Ground. In addition to a supervision role this will include identifying maintenance issues and quotes, Reviewing Burial Ground Rules and Charges which must however be referred back to the Ordinary Council Meetings or R.F.O. for approval.
   2. The committee will assign a person to act as Burial Ground Administrator who will attend to daily matters such as records, applications, interments and billing in compliance with the Burial Ground Rules and charges in force. Any matter outside the published rules and charges must be referred back to the Burial Ground Committee, R.F.O. or Full Parish Council Meeting as appropriate and all fees collected must be forwarded to the R.F.O.
4. **SPROUGHTON PARISH COUNCIL STANDING ORDERS**
   1. The Sproughton Parish Council Standing Orders are the written rules of the Parish Council and apply in every respect that they relate to this committee. Where there is any conflict between these terms of reference and the Standing Orders the Standing Orders shall apply.
5. **SPROUGHTON PARISH COUNCIL FINANCIAL REGULATIONS:**
   1. The Sproughton Parish Council Financial Regulations are the written financial rules of the Parish Council and apply in every respect that they relate to this Committee. Where there is any conflict between these terms of reference and the Financial Regulations the Financial Regulations shall apply.