



Cemetery and Cemetery Extension Working Group

Terms of Reference

Adopted at the Full Council meeting held on 13 June 2024

The role of the working group is to supervise the management and maintenance of the cemetery at Ewhurst Lane and progress the creation of a new cemetery on St Francis Field. **There are no delegated powers to enter into contracts or make payments without full council approval. Payments may not be refunded for work carried out prior to Full Council approval.**

1. Membership

- 1.1 The working group shall consist of at least three members of the Council.
- 1.2 Going forward the Full Council will elect members to the Working Group at the Annual Meeting of the Parish Council each May.
- 1.3 The working group will elect a chairman at its first meeting. The chair will ensure that continued progress is made.
- 1.4 Meetings quorum will be at least three members.
- 1.5 Residents and appropriate experts may be asked to assist.

2. Meetings

- 2.1 The group is required to hold meetings as necessary or at least quarterly.
- 2.2 The group meetings are informal.
- 2.3 The Clerk shall attend any meetings if requested.

3. Objectives

- A The management of Northiam Cemetery, Ewhurst Lane, ensuring that any expenditure is within budget.
- B Cemetery Extension, St Francis Field
To provide an outline plan for the creation of a natural burial ground, detailing the various stages with indicative costs.
The plan must be achievable within the funds available from the Donsmead Infrastructure payment (S106). If additional funds are required then grants or additional funds will have to be sought.

4. Reporting to Full Council

- 4.1 The Group will report to the Full Council as necessary but at least quarterly.

4.2 Requests to fund work will include the latest financial position of funds available and put forward quotes as per the financial regulations.