

Tarporley Parish Council Cemetery Committee Standing Orders

There will be a cemetery management committee to manage the council owned Glebe Land cemetery located adjacent to St Helen's Church in accordance with the following.

1. The cemetery management committee will consist of 4 councillors
2. The committee will elect a chairman on an annual basis
3. The quorum for meetings will be 3 and if the chairman is not present then those present will elect a chairman for the meeting.
4. The committee will determine the rules, fees and budget and present them to the Parish Council for approval
5. The committee will meet to review the rules, fees and budget at least once per year, other meetings may be called by the Clerk in consultation with the chairman or as in paragraph 6 below. .
6. The committee will delegate the routine management and day-to-day application of rules and fees to the Clerk. The Clerk to refer any difficulties with the application of the rules or fees for determination by the committee or in the case of urgency to be determined by the Clerk in consultation with not less than 3 members of the committee or if not available with any 3 councillors. Any such determination to be recorded in the next minutes of the committee.
7. All minutes will be placed before the council for noting and the committee will report on its activities to the council once per year.
8. These Standing Orders (except those which are obligatory by law, as ruled by the Clerk) can be suspended, revoked or altered by resolution of the Parish Council. They shall be reviewed annually and reconfirmed at the annual meeting.

Signed.....

Dated.....

Approved without amended May 2009