

Tarporley Parish Council Cemetery Committee Standing Orders (March 2018)

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 from its membership at its meeting
3. The quorum for meetings will be 3.
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 on an occasional basis; and meetings may be called by Committee members, the Council or 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 unless a full burial is pending. If a full burial is pending then time may not permit a Cemetery Committee meeting and any difficult application of the rules or fees will be determined by the Clerk (or in their absence a councillor) in consultation with not less than 3 members of the committee or if committee members are not available then with any 3 councillors. For the case of eligibility no absolute rules for determining eligibility for burial under the exception of having a close connection with the civil parish of Tarporley are in force and individual Councillors must use their own judgement and take in to account such available information about the deceased as they think appropriate. In some instances it may be appropriate to meet the representatives of the deceased or request a written statement. All decisions under this paragraph will be final with each case being judged on its merits and without precedent, a record of the decision will be kept.
7. All minutes will be placed before the council for noting and the committee will report on its activities for the annual report. Arrangements must be made to certify minutes for presentation to the full Council within 3 months of any Cemetery Committee meeting other than for a meeting that is held solely to certify minutes.
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.....