



TATWORTH AND FORTON PARISH COUNCIL

TERMS OF REFERENCE
CEMETERY COMMITTEE

Approved by Committee

14 August 2025

Minute No 32/25

Adopted by Full Council

4th September 2025

Minute No 165/25

1. AIM

1.1 To make recommendations on behalf of Tatworth and Forton Parish Council on all matters relating to the Cemetery Policies as well as overseeing all matters relating to the council's Cemetery and St John's Churchyard.

2. OBJECTIVE

2.1 To safeguard maintain and where possible enhance Tatworth Cemetery and St John's Churchyard for both the current and future generations.

3 CEMETERY COMMITTEE – TERMS OF REFERENCE

3.1 The Cemetery Committee is constituted as a Standing Committee of Tatworth and Forton Parish Council. The Committee composition shall comprise of five* Councillors as voting members with four members of the Committee constituting a quorum.

3.2 The Chairman to be elected annually by the Committee.

3.3 Members of the Parish Council who do not sit on the Cemetery Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.

3.4 The Committee's role is to take care and control of Tatworth Cemetery and St Johns Churchyard.

3.5 The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the committee. The Committee shall approach the Finance Committee for any budget changes or increased funds should it become necessary to discharge its duties, however funds may not automatically be granted.

3.6 The Committee will initiate and approve tenders/quotes for all aspects within the remit of its role in accordance with Financial Regulations.

3.7 The Committee will provide annual risk assessments for the cemetery in line with the insurance requirements.

3.8 All correspondence shall be conducted through the Parish Clerk.

3.9 Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to members of the Parish Council.

3.10 Any policy decisions recommended by this committee will be resolved by the full Parish Council.

* Please note the Chairman and Vice Chairman of the Full council are ex-officio members of all committees and entitled to vote.