

JOINT BURIAL COMMITTEE OF CLAYBROOKE PARVA, CLAYBROOKE MAGNA AND ULLESTHORPE PARISH COUNCILS

Constitution

1. Background

The Joint Burial Committee is a joint committee of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils, formed under section 101 of the Local Government Act 1972¹ to administer the three councils functions as Burial Authorities under section 214 of the Local Government Act 1972. The Committee is the successor to the Claybrooke Joint Burial Board.

2. Name

The Joint Burial Committee of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils.

3. Area

The areas served by Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils in the county of Leicestershire.

4. Functions

The Joint Burial Committee will operate the Burial Powers of the three parish councils, as provided by section 214 of the Local Government Act 1972, subject to the provisions contained in this constitution.

The Joint Burial Committee shall prescribe a scale of fees, charges and rights for or in connection with burials as they think proper and shall keep a table showing the matters in respect of which fees or other charges are payable to them and such table shall be available for inspection by the public at all times.

5. Administration and Financial Duties

The Joint Burial Committee are responsible for the appointment of an administrative clerk to carry out administrative and burial functions on behalf of the Joint Burial Committee. To avoid conflicts of interest the role of appointed clerk cannot be held by a Parish Councillor of any of the three parish councils.

The clerk will also act as Responsible Financial Officer to the Joint Burial Committee to ensure that the accounting records of the three parish councils fully and accurately reflect their councils share of Joint Committee reserves, income, expenditure, assets and liabilities as per audit requirements. All financial transactions will be in accordance with the Financial Regulations approved by the Parish Councils with the exception that the clerk can authorise payments up to £600 without another signatory to pay the mowing invoices.

6. Composition

The Joint Burial Committee shall comprise of three parish councillors on from each Parish Council and appointed by their respective Parish Councils. Parish Councils may also appoint deputies from their existing Councillors, to serve on the committee in the event of the original Councillor's absence.

7. Terms of Office

The Annual Meeting of each Parish Council will review and confirm their council's appointed representative, and a named deputy, to the Joint Burial Committee.

8. Meetings

The Joint Burial Committee will meet on no fewer than four occasions in each year. The chairman must be elected on an annual basis and no chairman shall be elected to the role for a consecutive period exceeding three years. All meetings shall be held at such hour and on such day as may be determined by the Joint Burial Committee and will last for no more than 2 hours.

9. Attendance at Meetings

Meetings of the Joint Burial Committee will only be quorate when all three members of the Joint Burial Committee, or their named deputies, are present. The clerk to the Joint Burial Committee must be present at all meetings, if the clerk is unable to attend a meeting, the clerk to any of the three parish councils may act as a substitute.

10. Voting at Meetings

Unless otherwise provided by the Standing Orders of the Joint Burial Committee, voting at meetings of the Joint Burial Committee will be by show of hands or secret ballot. Decisions shall be made by simple majority vote. Any members may request that the voting in question is recorded to show whether each member present and voting gave their vote for or against the motion.

This Constitution of the Joint Burial Committee of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils was approved by:

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