

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

TERMS OF REFERENCE

The purpose of the Terms of Reference is to establish the functions delegated to the Joint Burial Committee of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils.

The Joint Burial Committee (JBC) of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils' is established as a Joint Committee of the Claybrooke Parva Parish Council (CPPC), Claybrooke Magna Parish Council (CMPC) and Ullesthorpe Parish Council (UPC) under S102 of the Local Government Act 1972.

The JBC shall comprise of one member from each of the Parish Councils who shall be appointed annually from each Parish Council. Members who are no longer a member of their respective Parish Council shall no longer be a member of the JBC. The JBC shall also have an administrative clerk/ Responsible Financial Officer (RFO) appointed from one of the Parish Councils. The clerk cannot be a Parish Councillor for any of the three parishes.

The Chair of the JBC shall be elected by its members annually at the annual meeting and shall not be in place for more than 3 consecutive years.

The quorum for all meetings shall be three members. If one member cannot attend their nominated substitute from within each Parish Council, appointed at the Annual meeting of the Parish Council, will attend in their place.

The JBC will meet at least four times per year. The Terms of Reference will be reviewed annually.

1. Terms of Reference

The JBC shall:

- i) Discharge the CMPC, CPPC and UPC burial authority functions at the cemetery in Claybrooke Parva within the budget approved by all three Parish Councils as set out in: - Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970 and Local Government Act 1972 - Local Authorities Cemeteries Order 1977 (SI 1977 No 204); any other legislation relevant to burials and cremations and CMPC, CPPC and UPC's Standing Orders and Financial Regulations - Guidance from the ICCM and SLCC.
- ii) Review and set the Claybrooke Parva Cemetery fees.
- iii) Recommend the budget necessary to discharge the burial authority functions and in no later than December of each year, advise CMPC, CPPC and UPC of their respective share of the budget requirement in proportion to their respective electorates.
- iv) Agree those authorised to make electronic and cheque payments for the JBC account(s).
- v) Review and set the Rules and Regulations for the use of the Claybrooke Parva Cemetery.
- vi) Manage and keep in repair the Claybrooke Parva Cemetery.
- vii) Report at least quarterly to all Parish Councils on its activities, or on request from either Parish Council. The report to include updated accounts.
- viii) Manage the work of the Clerk who shall work under the direction of the JBC and in doing so the JBC shall follow JBC policies and procedures.
- ix) Comply with Parish Council standing orders and financial regulations.
- x) Comply with the Local Government Transparency Code 2015, for the purposes of best practice, and publish all documents, including agendas, minutes, financial accounts, and policies and procedures, on an accessible website unless decided by the Committee not to do so.

2. Matters reserved to Claybrooke Magna, Claybrooke Parva and Ullesthorpe Parish Councils

- i) Equal joint ownership of the cemetery.
- ii) To consider and approve proposals from the JBC for capital projects or exceptional maintenance projects (in excess of £1,000) at the Claybrooke Parva Cemetery.
- iii) To keep under review the need for additional land for burials on the advice of the JBC, whether or not adjacent to the existing Claybrooke Parva Cemetery.
- iv) To consider and approve the budget recommended by the JBC and to make provision in their precept requirements for the forthcoming financial year.
- v) To determine the Clerk /RFO's to the JBC honorarium.

3. Matters delegated to the Clerk to the Joint Burial Committee

- i) To undertake the day-to-day administration of the Claybrooke Parva Cemetery within approved budgets and subject to specific direction of the JBC and in accordance with Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970 ; The Local Government Act 1972; The Local Authorities Cemeteries Order 1977 (SI 1977 No 204) and any other legislation relevant to burial and cremations PC Standing Orders and Financial Regulations Guidance from the ICCM and SLCC.
- ii) To prepare the budget for approval by the JBC.
- iii) To ensure all payments are made by the due date and comply with Claybrooke Magna Parish Council's Standing Orders and Financial Regulations.
- iii) To prepare the Claybrooke Parva Cemetery Fees for approval by the JBC.
- iv) To prepare the JBC agenda and notices.
- v) To prepare reports to and minutes of meetings of the JBC.
- vi) To prepare reports for CMPC, CPPC and UPC following recommendations made by the JBC that require a decision.
- vii) To liaise with the grounds maintenance and other contractors regarding the maintenance of Claybrooke Parva Cemetery.
- viii) To comply with the requirements of the Local Government Transparency Code.
- ix) To ensure that all parish councils are kept informed about major decisions and development affecting the management of Claybrooke Parva Cemetery.

4. Matters delegated to the RFO

On the instruction of the JBC:

- To make all day-to-day appointment arrangements

As RFO:

- to ensure that all income and expenditure complies with Claybrooke Magna's Parish Council's Standing Orders and Financial Regulations
- to appoint contractors on behalf of the JBC
- to submit the JBC accounts for internal and/or external audit as required.
- to work with the Clerk and RFOs of UPC, CMPC and CPPC to ensure effective communication between the three councils and the JBC.
- To alert the JBC to planning applications relevant to Claybrooke Parva Cemetery. To facilitate the JBC's submission of comments to Harborough District Council as required.

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