

Burial Ground Administration Working Group

Terms of Reference

Approved: 09 June 2021

PURPOSE OF THE WORKING GROUP

The working group is responsible for the creation of the Burial Ground processes, procedures and systems required for its administration by the Clerk and Council.

This working group acts in an advisory function, providing recommendations and advice. It cannot make decisions on behalf of the council.

Membership is decided by full council and minuted.

Terms of reference are agreed by full council.

RESPONSIBILITIES

1. To develop draft policies and procedures for approval by full council.
2. To develop draft pricing structure for approval by full council.
3. To investigate options for suitable administration systems, including computer systems, for approval by full council.
4. To liaise with St Michael and All Angels Church as necessary to ensure smooth functioning of the Burial Ground, reporting back to full council and advising of council decisions.
5. To liaise with other Burial Ground providers to improve administration processes.
6. To ensure that Burial Ground administration is lawful and appropriate, and report to full council.

REPORTING PROCEDURE

1. Reports to be produced to be presented at full council meetings.
2. Draft policies and procedures to be presented for comment and approval at full council meetings.