Churchyard Maintenance Working Group:

St Michael and All Angels Churchyard and new Burial Ground Volunteer Working Group

Terms of Reference

Adopted: 11 August 2021
Last approved: 12 May 2026

PURPOSE OF THE WORKING GROUP

GENERAL

1. The Parish Council will appoint the Working Group and determine the composition, roles and functions.
2. The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.
3. In applying the Terms of Reference, the Group is empowered to consult, insofar as it might consider it necessary or desirable, with the full council.

COMPOSITION

The working party shall comprise of up to 12 volunteer members (but this can be revised upwards) with one being a nominated Parish Councillor.

POWERS

The working party cannot make decisions on behalf of the Parish Council, and any recommendations made by the working party will be subject to approval by the council if the nominated Parish Councillor sees fit. Any activity undertaken by volunteer members of the working part within the designated area, is undertaken at their own risk.

ROLES AND FUNCTIONS

1. The objective of the working party is to identify potential works (in addition to those undertaken by the council's maintenance contractor) it believes is required within the Churchyard and new Burial Ground area, around St Michael and All Angels Church, Leafield.
2. To agree (with the nominated Parish Councillor, and if required the full Parish Council) that the additional works are necessary and practical.
3. To agree to meet on a bi-monthly basis on site, to a schedule put forward by the nominated Parish Councillor, to undertake any pre-agreed works as noted in the points 1 and 2 above.
4. Volunteer members to supply, and be responsible for, their own working tools whilst on site undertaking any works.

REPORTING PROCEDURE

1. The nominated Parish Councillor will provide an update at each regular public meeting of the Parish Councillor, after the working party has met.