

Burial Authority (BA)

- Composition: Four elected members,
Mayor, Deputy Mayor (ex-officio, voting)
- Chairmanship: Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
- Non-members: Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
- Quorum: 3 members
- Meetings: Quarterly 2nd Wednesday of the month.
- Timing: 2 p.m. or following Burial Board
- Venue: Guildhall
- Reports to: Full Council
- Administration: Town Council
- Remit: Management and operation of Churchtown Cemetery

Terms of Reference & Matters Delegated to the Committee:

1. The provision and management of a burial and cremated remains service.
2. The improvement, maintenance and management of the grounds in Churchtown Cemetery
3. To consider such matters as may be delegated by the Council from time to time
4. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the P & R Committee
5. To consider and submit to the P & R Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5 year forecast
6. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years.
7. The virement of funds within the committee's total budget must be authorised by the P & R Committee

8. All aspects of Health and Safety that fall within the remit of the committee
9. Making recommendations to the Council on all matters not within existing policy
10. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility

Matters not delegated to the Committee:

Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy