



COMPTON PARISH COUNCIL

CONSTITUTION AND TERMS OF REFERENCE FOR COMPTON PARISH COUNCIL CEMETERY COMMITTEE

Scope: The committee shall establish and keep under review regulations (“Regulations”) for the appearance and running of the cemetery, and will oversee all aspects of the care and upkeep of the Cemetery, liaising with Watts Gallery to agree and prioritise a rolling scheme of works and to ensure work is of a satisfactory standard.

The Parish Council Clerk will deal with all aspects relating to burials, which includes the administration of cemetery data, purchase and recording of plots, liaising with families, undertakers and grave diggers. The Parish Clerk will promptly report to the Chair of the Committee any departures from the Regulations relating to the purchase, appearance or proposed usage of plots, who shall decide whether to call an emergency meeting of the committee to consider whether to approve the departure. The Parish Clerk will report administrative updates to the Cemetery Committee and will inform Watts Gallery of dates where funerals will take place. Grave owners and their families are responsible for the upkeep of individual graves, in accordance with cemetery regulations as set down and upheld by the Cemetery Committee.

Composition: A Chair, appointed by the Parish Council, a Parish Councillor, the Clerk to the Council, two members of Watts Gallery, and up to three other members, appointed by the Committee, who may be members of the public, or councillors, as required. The Chairman of the Parish Council is an ex-officio member.

Meetings: As required, but a minimum of 2 meetings per annum, which shall be biannual

Functions: To administer the care and upkeep of the Cemetery, in line with the Cemetery Rules and Regulations

To report back to Watts Gallery Trust and the Parish Council on a regular basis, via the minutes of each meeting. To consult with the Parish Council on all decisions that materially affect the Cemetery.

To advise Watts Gallery of funeral dates and burial information that may affect access or parking

To advise Watts Gallery of work required in the Cemetery *and to take action as required, within budget.*

To ensure that work carried out in the Cemetery is done with regard to best practice and in line with Health and Safety regulations and to standards agreed in the scheme of works.

To supervise the care, upkeep and safety of gravestones, plaques, seats, and all other memorials

To take decisions on applications for the purchase of a grave site, where necessary.

To take decisions on applications by residents for memorials, plaques, tree planting and all other memorials, when required, and to ensure that the applications comply with the relevant provisions in the Regulations, and to defer applications by non-residents to the Parish Council.

To liaise with and advise the Watts Gallery on possibilities for fund raising and grant applications

To liaise with the public on visits (where not organised by the Gallery) on all matters pertaining to the Cemetery, and to take decisions accordingly, with reference to the Parish Council where appropriate for burial matters and to Watts Gallery, where appropriate for other matters.

To receive regular reports from Watts Gallery on status and progress of maintenance and conservation works and include such details in reports to Parish Council.

November 2023