

PILTON PARISH COUNCIL

Burial Ground Working Group (BGWG) Terms of Reference

Purpose:

To check the Pilton Burial Ground monthly for maintenance issues including stability of gravestones, arboreal maintenance, clearance of debris and general maintenance issues. To make recommendations to Pilton Parish Council (PPC) on maintenance requirements and to liaise with the Burial Ground grounds man to implement PPC decisions.

A - Responsible for:

1. Reporting to and implementing the decisions of PPC that relate to the BGGWG.
2. Reporting to PPC any requirements for equipment required to fulfil maintenance of the Pilton Burial Ground.

B - Membership:

1. At least one Parish Councillor, who will be nominated by PPC at the Annual Council meeting.
2. Non-councillors may be invited to join the BGGWG by PPC at any time or at the Annual Council meeting, to provide relevant knowledge and expertise.
3. Quorum shall be three or one third of the membership, whichever is greater.
4. Membership of the BGGWG may be changed at any meeting of PPC.

C - Meetings:

1. Meetings as and when required.
2. The first meeting of BGGWG shall nominate a Chair and a note taker.
3. The BGGWG is a non-decision making body however decisions can be made by consensus or by majority of those appointed members present prior to referring proposals to Full Council for approval.
4. All recommendations will be referred to the PPC Clerk for approval by PPC.

Adopted: May 2023 | Reviewed: May '24