Ranskill and Torworth Joint Burial Committee

Terms of Reference

The Ranskill and Torworth Cemetery is managed by a committee comprising representatives of Ranskill Parish Council (RPC) and by Torworth Parish Council (TPC).

The JBC is a sub-committee of RPC to which TPC is invited to participate and contribute to the management of the cemetery. The joint committee between RPC and TPC will comprise three members from RPC and two members from TPC, who shall be appointed annually from each Parish Council. Members who are no longer a member of their respective Parish Council shall no longer be a member of the JBC. The Clerk to the RPC will also be the Clerk of the JBC. The Chair of RPC will be the Chair of JBC.

The quorum for all meetings shall be the Chair plus at least one member from RPC and one member from TPC.

RPC will be entitled to recover from the JBC costs of undertaking functions on behalf of JBC acting as the host authority.

The Terms of Reference will be reviewed after twelve months of its implementation and annually thereafter.

The purpose of the Terms of Reference is to detail the functions delegated to the JBC within the standing orders and financial regulations of RPC.

The JBC will: -

- Carry out management and maintenance of the Ranskill and Torworth Cemetery.
- Will hold an annual AGM.
- Meet at least four times per year at a venue that is accessible to the public.
- Manage a dedicated bank account, the signatories will be the Clerk of the JBC, as well as one elected member from each parish council.
- Review and set the Cemetery fees and the Rules and Regulations for the use of the Cemetery.
- Recommend a budget necessary to discharge the burial authority functions and in January of each year, advise both the PCs their respective share of the budget.
- Consult both PCs in the case of capital projects or exceptional maintenance projects in excess of £1,000 at the Ranskill and Torworth Cemetery.
- To ensure that both PCs are kept informed about major decisions and developments affecting the management of the Ranskill and Torworth Cemetery.