

# THE CONSTITUTION AND TERMS OF REFERENCE OF THE JOINT BURIAL COMMITTEE

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Monk Fryston Hillam and Burton Salmon Joint Burial Committee	Page 1 of 3
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## **1. History**

In 1874 the Hemsworth Family of Monk Fryston Hall gave the land for this Cemetery to the residents of the 3 parishes of Monk Fryston, Hillam and Burton Salmon only. The management and running of the Cemetery was to be undertaken by a Joint Burial Committee (Herein after called the committee). This document sets out the constitution and terms of reference for this committee and also sets out the relationship between the three Parish Councils and its Clerk.

## **2. Membership**

The committee shall have a membership of 6 parish councillors consisting of 2 councillors nominated annually by each parish council. The Chair shall also be elected annually from amongst these 6. At least 3 members need to be present to constitute a quorum.

2.1 The Joint Councils from whom this committee is formed shall be:-

- Monk Fryston Parish Council
- Hillam Parish Council
- Burton Salmon Parish Council

## **3. Member Council responsibilities**

- 3.1 Each member council shall appoint annually, two of its members to serve on the Committee.
- 3.2 Each member council shall ratify this Constitution and Terms of Reference.
- 3.3 Each member council shall consider and approve, if appropriate, any reasonable requests for funding associated with the running and operation of the Cemetery.
- 3.4 Each member council shall include Cemetery funding in its annual precept submission to the Selby District Council.

## **4. Responsibilities of the Committee**

- 4.1 The Committee shall be responsible for the operation and Management of Monk Fryston Cemetery.
- 4.2 The Committee be bound by all legislation that is applicable to Parish Councils
- 4.3 The Committee shall determine its own standing orders. In their absence the standing orders for Monk Fryston Parish Council shall apply.
- 4.4 Standing orders shall be approved annually.
- 4.5 The Committee shall determine its own financial regulations. In their absence the financial regulations of Monk Fryston Parish council shall apply.
- 4.6 Financial regulations to include fee scales shall be approved annually.
- 4.7 The Committee shall agree an annual budget to be approved by each member Parish Council.
- 4.8 The Committee is authorised to spend monies received from the respective Parish Councils and fees received.
- 4.9 The Committee shall appoint its own Clerk/RFO who will be a paid employee and not a Parish Councillor.



- 4.10 The Committee shall seek to increase the capacity of the existing cemetery and/or find additional land for burial purposes.

## 5. Responsibilities of Committee Members

- 5.1 Members of the Committee shall comply with the code of conduct of their respective council. In the absence of any code of conduct the code of conduct of Monk Fryston Parish Council shall apply.
- 5.2 Members shall comply with Standing Orders and Financial Regulations of the Joint Burial Committee

## 6. Responsibility of the Clerk to the Committee

- 6.1 The Clerk to the Committee (herein after called the Clerk) shall forward authorised copies of standing orders, financial regulations and annual financial accounts to the Clerks of the respective member councils.
- 6.2 The Clerk shall forward copies of all meeting minutes to the Clerks of the respective member councils.

## 7. Responsibility of the Clerk to each Parish Council

- 7.1 Each member parish council clerk shall provide the Clerk with a copy of their council's Code of Conduct.

### Document Distribution

1	Joint Burial Committee Members
2	Monk Fryston Clerk
3	Hillam Clerk
4	Burton Salmon Clerk

### Document Change History

Revision	Date	Author	Verified	Section	Change Description
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