

FELTON CEMETERY JOINT COMMITTEE

Terms of Reference

- 1 Background:** Felton Cemetery Joint Committee (the Committee) is a committee of the three parish councils of Felton, Newton on the Moor & Swarland, and Thirston, formed under section 101 of the Local Government Act 1972 to administer these councils' functions as Burial Authorities.
- 2 Name:** Felton Cemetery Joint Committee
- 3 Territory:** The areas served by the parish councils of Felton, Newton on the Moor & Swarland, and Thirston, in the county of Northumberland.
- 4 Functions:** The Committee will operate the Burial and Cremation functions of the three parish councils, as provided by Section 214 of the Local Government Act 1972, subject to the provisions contained in these Terms of Reference. The Committee shall also be responsible for the upkeep of the war memorial situated at Riverside, Felton.
- 5 Lead authority:** Felton Parish Council shall perform the role of lead authority, in relation to the legal liabilities, financial accountability, contracts and other matters of the Committee, on behalf of the three parish councils.
- 6 Composition:** The Committee shall consist of the following number of councillors, nominated by their respective councils:

Felton	2 members
Newton on the Moor & Swarland	2 members
Thirston	1 member
- 7 Terms of Office:** Every municipal year, the Annual Meeting of each parish council will review and confirm their council's representation on the Committee.
- 8 Meetings:** The Committee will meet on no fewer than four occasions in each municipal year. One of these meetings will be an Annual Meeting, to be held each year normally in May or June, at which the Committee members will elect a Chairman and a Vice Chairman from among their members.
- 9 Rules:** The Committee will comply with all procedural requirements that apply to committees of parish councils. In addition, the Committee may adopt its own rules or standing orders, which shall not be in conflict with those of the lead authority.
- 10 Attendance at meetings:** Meetings of the Committee will be quorate when no fewer than three members are present.
- 11 Finance:**
 - (i) The full financial records of the Committee shall form part of the accounts of the lead authority, which shall be examined or audited according to any statutory requirements and Proper Practices.
 - (ii) Before the end of October each year the Committee will prepare a budget for the following financial year, showing (inter alia) what financial contribution is requested from each of the parish councils.
 - (iii) The three parish councils will each contribute to the budget of the Committee, in direct proportion to the number of electors on the electoral register of each of the parishes of Felton and Thirston, and of the former parish ward of Swarland.
 - (iv) The Committee may take financial decisions in accordance with its agreed budget and its standing orders/financial regulations. Before making any significant departure from its budget, the Committee shall consult the three parish councils.

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- (v) The Committee will review and may amend the scale of Cemetery fees and salaries for ground maintenance and cemetery work carried out by Felton Parish Council employees not later than 31 March each year.
- 12 Property:** Unless otherwise agreed and specified, the property of the Committee will be held jointly by the three parish councils
- 13 Employees:** The Committee is the line manager for the following employees of the lead authority:
- (i) any employee engaged in grounds maintenance at the Cemetery;
 - (ii) any employee engaged in grave works, including in relation to casks of ashes;
 - (iii) any employee engaged in standby provision in relation to grave works;
 - (iv) the Cemetery Clerk; and
 - (v) the Parish Clerk of the lead authority, when engaged in work relating to the Cemetery.
- 14 Delegation:** The Committee may delegate to an officer such aspects of its day-to-day decision-making as it considers appropriate, in accordance with section 101 of the Local Government Act 1972. The terms of delegation must be clearly documented in the Committee meetings' minutes.
- 15 Remembrance Day Arrangements:** The Committee is responsible for Remembrance Day arrangements for the ecclesiastical parishes of Felton and Thirston. The Committee may, at its discretion, invite representatives from the church and local groups to participate in Committee meetings where Remembrance Day arrangements are to be discussed.
- 16 Review and Amendment:** The three parish councils will review and may agree to amend these Terms of Reference as required.
- 17 Dissolution and changes in arrangements:** Dissolution of, or significant changes to, these arrangements will be subject to the consent of the principal local authority (Northumberland County Council), as required by paragraph 4 of schedule 26 of the Local Government Act 1972.

Adopted by Felton Parish Council at its Meeting on 4 June 2018

Adopted by Newton & Swarland Parish Council at its Meeting on 28 August 2019

Adopted by Thirston Parish Council at its Meeting on 10 May 2018