

Terms of Reference for Parish Council Churchyard Extension Working Group

Evaluating the Usefulness of Ring-Fenced Funds for Cemetery Space

1. Introduction

This document outlines the terms of reference for a parish council working group established to evaluate whether the ring-fenced funds of £14,000 allocated for the cemetery are useful considering the current amount of space available.

2. Objectives

The primary objectives of the working group are to:

- Assess the current space available in the cemetery.
- Evaluate the projected future needs for cemetery space.
- Determine the appropriateness and sufficiency of the £14,000 ring-fenced funds.
- Provide a recommendation on whether to utilise the funds for the cemetery or reallocate them (and timescales)

3. Scope

The scope of the working group's activities includes:

- Conducting site visits to the cemetery to assess available space.
- Reviewing historical data and records related to cemetery usage.
- Consulting with relevant stakeholders, including local residents, the church and funeral service providers.
- Comparing the current and projected cemetery needs with the allocated funds.
- Exploring alternative uses or reallocation of the funds if deemed unnecessary for the cemetery.

4. Membership

The working group will consist of the following members:

- Chair: A member of the parish council appointed to lead the working group.
- Secretary: A member responsible for documentation and communication.
- Two additional members:

5. Roles and Responsibilities

- Chair: To lead meetings, coordinate activities, and ensure the group stays on task (Liz Hart)
- Secretary: To document meetings, prepare reports, and handle communications. (Liz Hart)
- Members: To actively participate in discussions, conduct research, and contribute to evaluations and recommendations.

6. Meetings

The working group will meet as necessary with the frequency determined by the chair based on the demands of the review process.

7. Reporting

The working group will present its findings and recommendations in a final report to the parish council within a specified timeframe. The report should include:

- An assessment of the current and projected cemetery space needs.
- An evaluation of the usefulness of the £14,000 ring-fenced funds.
- Recommendations on whether to use the funds for the cemetery or suggest alternative uses.

8. Timeframe

The working group is expected to complete its evaluation and submit the final report within two months of its formation.

9. Resources

The working group will have access to necessary resources, including:

- Parish council records and documents related to the cemetery.
- Consultations with local stakeholders and experts.

10. Review and Amendments

The terms of reference will be reviewed periodically and may be amended by the parish council if required to reflect changes in objectives, scope, or membership.