

Milton Parish Council Cemetery Advisory Committee

Terms of Reference

Membership

- **Membership of the Committee shall be determined at the Annual Meeting of the Council**
- **The Committee shall appoint a Chairman by election from members of the Committee at the first meeting following the Annual Meeting of the Parish Council**
- The Committee may invite any other person interested in furthering the work of the Committee to participate in meetings. Such persons shall not have voting rights.

Quorum

The quorum necessary for the transaction of any business shall be **three**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned **or if continued no decision can be made**. Business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

Objectives

The object of the Committee shall be:

- Review and amend the Cemetery Policy and Procedure as and when this is required
- Support the Clerk in implementation of the Policy and Procedure

Powers

- The Committee will recommend proposed amendments to the Parish Council.

Committee

- The Committee hereinafter constituted shall direct the policy and general management of the affairs of the committee.
- Minutes shall be kept and shall enter therein a record of all proceedings and resolutions of the Committee.
- Should there be a case of equality in the votes, the Chair or appointed person will have the casting vote.

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