



Cemetery Working Group

Terms of Reference

Adopted by Stokenchurch Parish Council on 3rd September 2025

1. Purpose

The Cemetery Working Group is established by the Parish Council to support the effective management, compliance, and strategic oversight of the parish cemetery. The group will investigate issues, review procedures, and make recommendations to the Parish Council on matters relating to cemetery operations, maintenance, regulations, and community concerns.

2. Status

- The Working Group is an informal advisory body.
- It holds no delegated authority and cannot make decisions on behalf of the Parish Council.
- All recommendations must be submitted to the Parish Council for consideration and approval.

3. Objectives

The Working Group will:

- Review cemetery regulations, burial procedures, and fee structures.
- Assess maintenance needs, safety standards, and groundskeeping arrangements.
- Monitor compliance with legal and environmental obligations (e.g. record-keeping, memorial safety, wildlife protection).
- Explore opportunities for improved signage, accessibility, and community engagement.
- Recommend updates to operational policies and long-term planning for cemetery capacity and infrastructure.

4. Membership

- Membership shall consist of Parish Councillors and, where appropriate, co-opted members with relevant expertise or interest.
- The Working Group shall appoint a Chair from among its members.
- The Parish Clerk may attend meetings in an advisory capacity.

5. Meetings

- Meetings will be held as required and convened by the Chair.
- Notes of meetings will be recorded and shared with the Parish Council.
- Recommendations will be presented in writing to the Parish Council for formal discussion.

6. Reporting

- The Working Group will report to the Parish Council through written recommendations and meeting notes.
- The Parish Council will consider all recommendations and determine any actions to be taken.

7. Review

- These Terms of Reference shall be reviewed as required by the Parish Council.