



BOROUGHBRIDGE TOWN COUNCIL
 1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

Cemeteries and Council Assets Committee
Terms of Reference

The Cemeteries and Council Assets Committee: 'The Committee' is responsible for the following Cemeteries, Council Assets and Open Spaces:

Boroughbridge Cemetery, Wetherby Road

Aldborough Green

Aldborough Cemetery, Chapel Hill

Hall Square

Buttermarket, Hall Square

Back Lane Car Park and Toilet Block

Land and Buildings at Mill Lane

Fountain and Apron, St James's Square

Land at Aldborough Gate (Farming land and allotments)

1. Delegation

- a. The Committee will have delegated power to incur expenditure up to a maximum of £500 within the remit of the budget set by Full Council.
- b. Boroughbridge Town Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- a. The Committee shall consist of a minimum of THREE and a maximum of ELEVEN Councillors who shall be appointed by the Full Council. The Full Council is the 'Burial Board'.
- b. Any member of Boroughbridge Town Council may be a substitute to committee member to ensure a quorum. The quorum of the Cemeteries and Council Assets Committee will be THREE.
- c. If a member of the committee is unable to attend, the absent member may appoint a substitute.

3. Procedures

- a. The Committee will operate within Boroughbridge Town Council's Standing Orders, Financial Regulations and Local Government Law.
- b. At the first Meeting of the Committee following the Annual Meeting each year, the Committee shall elect a chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed membership. The Chairman may be re-elected.
- c. The minutes of the Committee's meetings shall be approved at the next Full Meeting of the Council.
- d. The Committee will submit a budget via the Finance Committee to the Council for the forthcoming financial year at the appropriate meeting in October.
- e. The Town Clerk as Proper Officer to the Council will provide administrative support for the Committee.

4. Meeting Dates

- a. The schedule of meetings shall be agreed at the first meeting of the Committee following election of the Chairman.
- b. The Committee shall meet quarterly on a Tuesday at 6.30pm in the Meeting Room, 1 Hall Square, Boroughbridge YO51 9AN unless otherwise agreed.

5. Committee Functions

For the above assets, the Committee has delegated responsibility to:

- a. Identify policies and actions to ensure safe working practices in the maintenance of the above-mentioned assets.
- b. Identify activities to be undertaken by any Officer, Employee or Contractor, who are engaged on work within these assets.
- c. Review the schedule of Cemetery Charges on an annual basis. Prices to be reviewed against Harrogate Borough Council charges.
- d. Review Cemetery Rules and Regulations on a regular basis.
- e. review Risk Assessments for above-mentioned assets.
- f. Implement policies and procedures in accordance with recommended practice.
- g. Commission, receive, consider and take action on reports received from other standing committees, council officers, working groups, external organisations, companies and or similar bodies in relation to the Cemeteries and Council Assets within the remit of the budget set by Full Council.
- h. To oversee the day-to-day management of the Cemeteries and Council Assets and to identify future usage of such assets as they become available.
- i. Terms of Reference to be reviewed regularly, preferably at the Annual Meeting of the Council each year.

Review Date: January 2025

Next review date: January 2026

Signed by The Chair.....

Reviewed May 2025