STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Terms of Reference - Cemetery Working Group

1. **Membership**

   The Parish Council shall appoint members of the Working Group and membership will be reviewed annually at the Annual Meeting of the Parish Council. At least 2 members of the Working Group will also be members of Stilton Parish Council. Non councillors and staff can also be members. Working group membership is to be limited to a maximum of 12.

2. **Leader**

   The Parish Council, subject to review, shall appoint the Leader of the Working Group annually. The Leader will be the Working Group's main point of contact for council staff, council members and members of the public.

3. **Powers**

   Working Groups cannot make decisions on behalf of the Parish Council, and any reports presented by Working Groups (involving recommendations) will be subject to approval at full meetings of the Parish Council.

4. **Responsibilities and Main Aims**

   - The purpose of the group is to help bring the mapping of all 3 areas up to date, ensure the data for Exclusive Rights of Burial/memorial holders are detailed on the Cemetery software.

   - The Working Group shall also carry out research for the Parish Council (to be reported at full council meetings).

   In particular the Working Group shall focus on:

   - Updating the maps to the Cemetery, New Churchyard and Garden of Remembrance;

   - Inputting data onto the Parish Council's Scribe Cemetery Software;

   - Updating user forms for purchasing Rights of Burial, interment and Rights to erect a memorial;

   - Contribute to regular risk assessments and monitor maintenance issues;

   - Consider long-term use and capacity of burial provision in the village as available space depletes;

   - How the burial provision and grounds could be improved for users.

5. **Document Review**

   Reviewed: 12 May 2026 (agenda item PC107/26)
   Next review date: May 2027