

Wigton Burial Joint Committee

Terms of Reference

1. Background: the Wigton Burial Joint Committee (the Committee) is a committee of the three parish/town councils of Waverton, Wigton and Woodside, formed under section 101 of the Local Government Act 1972 to administer these councils' functions as Burial Authorities. The Committee has been formed following the dissolution of Wigton Joint Burial Board, in accordance with Schedule 26, paragraph 2 of the 1972 Act.
2. Name: the Wigton Burial Joint Committee
3. Territory: the areas served by the parish councils of Waverton, Wigton and Woodside, in the county of Cumbria.
4. Functions: the Committee will operate the Burial and Cremation functions of the 3 parish councils, as provided by Section 214 of the Local Government Act 1972, subject to the provisions contained in these Terms of Reference.
5. Lead authority: Wigton Town Council shall perform the role of lead authority, in relation to the legal liabilities, financial accountability, contracts, management of staff and other matters of the Committee, on behalf of the three councils.
6. Composition: the Committee shall consist of the following number of councillors, nominated by their respective councils:

Waverton	2 members
Wigton	5 members
Woodside	2 members
6. Terms of Office: every year, the Annual Meeting of each council will review and confirm their council's representation on the Committee.
7. Meetings: the Committee will meet on no fewer than 4 occasions in each year. One of these meetings will be an Annual Meeting, to be held each year normally in June or July, at which the Committee members will elect a Chairman and a Vice Chairman, from among their members. Staff do not attend these meetings unless asked to do so by the Chair.
8. Rules: the Committee will comply with all procedural requirements that apply to committees of parish councils. In addition, the Committee may adopt its own rules or standing orders, which shall not be in conflict with those of the lead authority. Each member has one vote and if a vote is tied the Chair may use a second, or casting vote.
9. Attendance at meetings: meetings of the Committee will be quorate when no fewer than four members, including one representative from each of the 3 councils, are present.

10. Finance: (i) the full financial records of the Committee shall form part of the accounts of the lead authority, which shall be examined or audited according to any statutory requirements and Proper Practices.
(ii) before the end of October each year the Committee will prepare a budget for the following year, showing (inter alia) what, if any financial contribution is requested from each of the parish councils.
(iii) the parish councils will if required, each contribute to the budget of the Committee and in direct proportion to the number of electors on the electoral register of each parish.
iv) the Committee may take financial decisions in accordance with its agreed budget and its standing orders/financial regulations. Before making any significant departure from its budget, the committee shall consult the three parish councils.
11. Property: unless otherwise agreed and specified, the property of the Committee will be held jointly by the 3 parish councils.
12. Delegation: the Committee may delegate to an officer such aspects of its day-to-day decision-making as it considers appropriate, in accordance with section 101 of the Local Government Act 1972. The terms of delegation must be clearly documented in the Committee meetings' minutes.
13. Alterations: the 3 parish councils may agree to alter these Terms of Reference from time to time.
14. Dissolution and changes in arrangements: dissolution of, or significant changes to, these arrangements will be subject to the consent of the principal local authority (Allerdale Borough Council), as required by paragraph 4 of schedule 26 of the Local Government Act 1972.

Roles of the Committee – To be added to the list

To produce a business plan for the 3 Councils to show Short/Medium/Long Term goals

To inspect the Cemetery grounds and buildings

To prepare a draft budget for the approval of the 3 Councils

Ensure that Memorial Inspections are undertaken