

**Aylsham Town Council**  
**Terms of Reference for the Churchyard Committee**

**1. Authority**

- The Churchyard Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

**2. Membership**

- The Committee will consist of no fewer than 4 Councilors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 elected members.
- The Churchyard Committee may co-opt members of the public onto the committee to assist its deliberation however co-opted members will have no voting rights.
- The Churchyard Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

**3. Records of Proceedings**

- The Committee will meet at least two times per annum
- Additional meetings will be arranged as required.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Churchyard Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

**4. Duties and Functions**

The purpose of the Committee is:-

- To ensure that the Closed Churchyard remains an area of peace and tranquility for the benefit of residents and visitors to Aylsham
- To ensure that all walls, paths and roadways within the area of the churchyard are kept in good condition and repaired in as timely a manner as possible bearing in mind the need to address the function of obtaining both facilities and conservation agreement
- To ensure the necessary inspections of gravestones, trees and other structures is undertaken
- To ensure the grounds maintenance is undertaken to the satisfaction of the council and users of the churchyard

- To maintain the War Memorial
- To maintain the church clock

#### **5. Other Matters**

- The Town Clerk will have the delegated responsibility for the day-to-day running of the closed churchyard
- The Town Clerk will have the delegated responsibility for the management of any projects relating to the churchyard
- The Town Council standing orders are applicable to all members and meetings of the committee

#### **6 Review**

- These Terms of Reference will be subject to review every two years. The next review will therefore be scheduled for February 2022

February 2020