

BRANDON TOWN COUNCIL

New Cemetery Working Party

Terms of Reference

1. The Working Party will appoint a Chairman at their first meeting following the Annual Meeting of the Town Council in May each year.
2. In the event of the Chairman's absence from a meeting the members of the Working Party will elect a Councillor to act a Chair for that meeting only.
3. The Working Party will consist of a minimum of 5 members.
4. The Working Party will meet as and when required.
5. The Working Party is to research, formulate and recommend the construction, design and related works of the New Brandon Cemetery according to the signed agreements.
6. The Working Party will report to Full Council for recommendations to be ratified by a majority vote.
7. No contracts can be entered into, or instructions can be issued, without approval of the Full Council.
8. Members of the public maybe invited to serve on the Working Party as applicable.
9. Minutes of the last meeting to be presented to Full Council.
10. Terms of Reference will be reviewed by Full Council annually.