

CONSTITUTION OF WHALLEY, WISWELL AND BARROW JOINT BURIAL COMMITTEE

THE COMMITTEE

This is a committee of Whalley Parish Council (The Parish Council) known as Whalley, Wiswell and Barrow Joint Burial Committee (the Committee) and is authorised with burial authority under the Local Government Act 1972 section 214. Powers are issued by virtue of the said Act and the Local Authorised Cemeteries Order 1977 as amended by the Local Authorities Cemeteries Order (Amendment) 1986.

PURPOSE

The purpose of the Committee is to manage and oversee the proper administration and maintenance of the Whalley, Wiswell and Barrow Cemetery, situate, Clitheroe Road, Whalley, near Clitheroe, Lancashire, (the Cemetery), until such time as the Cemetery is no longer able to accommodate new interments and the powers responsibilities herein become vested in the local Borough Council.

OR

These powers are revoked, terminated or become obsolete.

REPRESENTATION

The Committee shall consist of a maximum of eight (8) members (the Members) of whom five (5) shall be elected by the Parish Council, one (1) nominated by Wiswell Parish Council and two (2) nominated by Barrow Parish Council.

A valid quorum for voting purposes is 3 (three) Members, which must include the Chairman or Vice-Chairman.

Representatives may be elected, using the Parish Council rules, at the annual general meeting of the parish council or appointed using co-optive powers of any other time in order to ensure the maximum number of Members is maintained.

The term of office of each Member is to be 1 (one) year from the 1st June in the year of election. Should the Member be co-opted to the Committee then the term is to be 1 (one) year starting from 1st June after the last parish council annual meeting of the parish which they represent.

POWERS OF THE COMMITTEE

The Committee shall have the powers;

- (a) Of the Parish Council except the power to borrow money or other valuable instruments or to employ staff or to precept for a rate.
- (b) To make the normal day to day and relevant decisions as to the exercising of its purpose.
- (c) To collect and make payments in exercising of its purpose on behalf of the Parish Council.
- (d) To appoint contractors as appropriate.
- (e) To determine procedures and exclusions as to the exercising of its purpose.
- (f) The Committee will operate under the Parish Council's financial regulations through a designated separate account for all income and expenditure. A budget must be prepared and sent to the Parish Council by 31st October for the following financial year.

RESPONSIBILITIES

The Committees' responsibilities are;

- a) To diligently pursue the purpose of the Committee.
- b) To deal respectfully as to the purpose of the Committee
- c) To ensure that the Committee's administrative and financial affairs are monitored and managed in a proper manner.
- d) To cooperate in a proper manner with the Parish Council as to the governance of the Committee and its pursuance of the purpose.
- e) To convene and properly administer no less than four (4) Committee meetings, with a formal agenda in accordance with the purpose, per calendar year and both draft and signed minutes to be submitted to the Parish Council, Wiswell Parish Council and Barrow Parish Council.

ASSETS AND LIABILITIES

The assets and liabilities of the Committee shall be held and borne in the ratio that the number of Council Tax Band D equivalent properties' in the Parish Council, Wiswell Parish Council and Barrow Parish Council bear to each other as are in force at the commencement of each financial year during the subsistence of the Committee.

TERMINATION OF MEMBERSHIP

A Members' term of office Will terminate;

- a) One (1) year from the 1st June after last being elected.
- b) One (1) year from the 1st June after last being co-opted.
- c) If the Member ceases to be a Member of the Parish Council, the Wiswell Parish Council or Barrow Parish Council.

TERMINATION OF THE COMMITTEE

The Committee shall terminate and cease to have any powers as provided by this constitution:

- a) If less than 3 (three) Members are currently appointed to the Committee.
- b) If the relevant higher authority takes vested control of the Committee and its powers.
- c) The purpose becomes obsolete.
- d) By consent of the Parish Council under delegated powers from the relevant higher authority.