

**Terms of Reference for the
GREAT HALE AND LITTLE HALE JOINT BURIAL COMMITTEE**

Date: 1st April 2026

1. Legal Status

- (a) **The Great Hale and Little Hale Joint Burial Committee is established jointly by the Parish Councils of Great Hale and Little Hale**, to deliver the functions of the Parish Councils as Burial Authorities, conferred under section 214 and Schedule 26 of the Local Government Act 1972, including managing the Cemetery provided by the two Parish Councils
- (b) functions of burial authorities
- (c) The Committee is a Joint Committee of Great Hale Parish Council and Little Hale Parish Council established under section 101(5) of the Local Government Act 1972. The Committee has no separate legal personality and exercises delegated functions on behalf of the Parish Councils, which retain ultimate statutory responsibility
- (d) As a Joint Committee of the two Parish Councils, the Committee is subject to:
 - (i) Public Bodies (Admission to Meetings) Act 1960;
 - (ii) Local Government Act 1972;
 - (iii) Data Protection Act 2018;
 - (iv) Freedom of Information Act 2000 and
 - (v) Local Audit and Accountability Act 2014.
- (e) For the purposes of statutory compliance (Code of Conduct and Standing Orders), financial assets, insurance, AGAR and employment, the Lead Parish Council is Little Hale Parish Council

2. The statutory duties of the Burial Authorities remain with the Parish Councils and are exercised by the Committee under delegation.

The Principal Purpose of the Committee is to manage the Cemetery, by:

- (a) facilitating the reservation of plots (Exclusive Burial Rights), burials and interments of ashes, and permissions to erect memorials, including liaising with Funeral Directors, individuals and others to facilitate the above;
- (b) recommending the charges for the services above, for approval by the Parish Councils;
- (c) arranging for works in the Cemetery, such as grass cutting, and other vegetation management;
- (d) maintaining the statutory registers;
- (e) making recommendations to the Parish Councils regarding the extension of the cemetery and associated costs.

3. Members of the Committee

Each Parish Council is responsible for appointing four members of the Committee:

- (a) Members of the Committee must be local Government Electors in one of the Parishes, not be disqualified under section 80 of the Local Government Act 1972 to serve as a Parish Councillor, and may, or may not, be a current serving Parish Councillor on either Parish Council.
- (b) Four Members of the Committee, appointed by Great Hale Parish

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Council, will be electors of Great Hale Parish, and four Members, appointed by Little Hale Parish Council, will be electors of Little Hale Parish.

- (c) All appointed Members of the Committee have voting rights and are subject to the Lead Parish Council's agreed Code of Conduct.
- (d) Recommendations for appointments may be made by the Committee to the Parish Councils.
- (e) Membership will be reviewed and formally re-appointed at the Annual Meetings of the Parish Councils immediately following the normal Parish Council elections.
- (f) Appointments to fill a vacancy, or vacancies, may be made at an ordinary meeting of the appropriate Parish Council.
- (g) The initial Membership will be
 - From Great Hale (4 Members):
Maurice Edward **Barnatt** (being a Great Hale Parish Councillor)
Brian Alan **Broom** (being a Great Hale Parish Councillor)
Harry **Needham**
Adam **Cope**
 - From Little Hale (4 Members):
Michael **Priestley**
Peter **Nickols**
Ian **Bennett**
Steven John **Jenkins** (being a Little Hale Parish Councillor)

4. Information for new members

The Committee will make available to each member, on or before his or her first appointment:

- (a) a copy of the current version of the Terms of Reference; and
- (b) a copy of the latest Annual Report and statement of accounts.

5. Retirement and removal of Committee Member

A Committee Member ceases to hold office if he or she:

- (a) retires by notifying the Clerk in writing (but only if enough Committee Members will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) dies;
- (c) no longer meets the eligibility criteria for serving as a Parish Councillor; or
- (d) is not re-appointed, or is removed, by the relevant Parish Council, with reasons given to the Committee and the Member themselves. Reappointment is at the discretion of the appointing council (s), subject to statutory law.

6. Committee Decisions

Any decision may be taken either:

- (a) at a meeting of the Committee; or
- (b) by the Clerk (in consultation with the Chairman of the Committee) for genuinely urgent matters such as
 - (i) Risks to public safety, health, or property;
 - (ii) Legal, regulatory, or financial obligations with imminent deadlines;
 - (iii) Circumstances that, if not addressed promptly, could result in

significant detriment to the council, its functions, or the community
But not including:

- (i) setting fees,
- (ii) approving budgets,
- (iii) significant contracts or capital matters.

7. Delegation by Committee

- (a) The Committee may delegate aspects of its duties to its clerk, for example approval of memorials that clearly meet the Committee's regulations, reserving plots, making arrangements for burials and interments, issuing invoices and other actions to achieve the purposes, as set out in paragraph 6b above;
- (b) delegations must be recorded in writing;
- (c) financial limits apply in accordance with the lead Parish Council's Financial Regulations.

8. Meetings of the Committee

- (a) Meetings will be held at least twice a year, in April and November;
- (b) Other meetings may be called by the Chairman and Clerk or any Committee member;
- (c) At least three clear days' notice must be given of each meeting, with the agenda published in accordance with the Local Government Act 1972;
- (d) As a Joint Committee of the Parish Council, members of the public are entitled to attend, but may be excluded for certain items, under the Public Bodies Act 1960;
- (e) The quorum for the Committee is three;
- (f) Chairing of meetings - The Committee will appoint one of their number to chair their meetings, and may similarly appoint a Vice-Chair to deputise, and may at any time revoke such appointments. If no-one has been so appointed, or if the persons appointed are unwilling to preside or are not present within 10 minutes after the advertised start time of the meeting, the Committee members present may appoint one of their number to chair that meeting;
- (g) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote;
- (h) Notwithstanding any other provision of these Terms of Reference, no meeting of the Committee shall be quorate unless at least one member present is a serving councillor of either Great Hale Parish Council or Little Hale Parish Council;
- (i) In addition, no decision or recommendations involving expenditure or financial commitment; the setting or amendment of fees or charges; or approval of contracts or contractors, shall be taken unless at least one serving parish councillor of either Great Hale Parish Council or Little Hale Parish Council who is an appointed member of the committee is present at the meeting at the time the decision is made.

9 Minutes

- (a) The Committee must draft minutes of its meetings including details of the
 - (i) attendance;

- (ii) proceedings and resolutions made;
 - (iii) decisions made otherwise than in meetings;
 - (iv) up to date details of all financial decisions, transactions to date and approval of the end of year accounts.
- (b) The Committee is responsible for approving its minutes;
- (c) The minutes are published in accordance with Parish Council transparency requirements and made available to the public.

10 Accounting records, accounts, annual reports and returns, asset registers and Banking arrangements

- (a) The Committee must comply with the Financial Regulations adopted by the Lead Parish Council with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns.
- (b) The Committee maintains its own banking arrangements including savings accounts and investments.
- (c) The Cemetery and other significant physical assets, such as the War Memorial, are owned by Great Hale Parish Council and Little Hale Parish Council. They are recorded in each Council's Asset register on a 50:50 basis. Any liabilities arising from the land ownership will be attributable to the Parish Councils on a 50:50 basis. An application to register the Cemetery land with the Land Registry is being made in 2026.
- (d) Other minor physical assets, previously recorded by the Burial Board, will be recorded in the Asset Register of the Lead Parish Council
- (e) The Committee's financial assets, held at the time of establishing the Joint Burial Committee in 2026, are transferred to the Parish Councils and held by the Lead Parish Council but are reserved and may only be used for the purposes of the Committee as set out in section 2 above. The financial assets of the Benjamin Ward Trust are accounted for separately, see section 11.
- (f) The Committee will provide reports of its financial transactions for periods ending 30th April, 30th June, 31st August, 30th October, 31st December and 28th February and for the full year at the year end to 31st March, to both Parish Councils.
- (g) The accounts will be presented for Audit to the Lead Parish Council as soon as possible after 31st March each year, for inclusion in the AGAR of the Lead Parish Council.
- (h) The Lead Parish Council will employ a Clerk to administer the work of the Committee, and maintain the statutory records, the records of decisions, the minutes of the Committee's meetings and its financial records. The Lead Parish Council will be responsible for payroll, pensions, HR, and indemnities. Associated costs will be met from the Cemetery accounts.

11 Charity Trusteeship

The Parish Councils, through the Joint Burial Committee, are beneficiaries of the Benjamin Ward Trust (registered as the Great Hale and Little Hale Joint Burial Board Benjamin Ward Trust, Charity number 501760) which derived from the will of the late Benjamin Ward. Under the terms of the will, the income from the

Charity's assets is to be used to 'keep tidy the Cemetery of Great Hale and Little Hale', in particular the graves and memorials of Mr Ward's parents, sister and himself.

The Charity's financial assets, valued at £4,305.77, are currently held in the investment account with the Cambridge and County Bank. Income is received annually in January, accounted for separately and gifted to the Parish Councils' Cemetery Account.

The Trustees of the Charity are named as Peter Nickols, Ian Bennett and Harry Needham.

12 Rules

The Committee members may from time to time make such reasonable and proper rules and regulations as they may deem necessary or expedient for the proper conduct and management of the Cemetery, but such rules must not be inconsistent with any provision of these terms of reference, nor with any rules established by the two Parish Councils, under the Local Authorities Cemeteries Order 1977. Statutory byelaws remain the responsibility of the two Parish Councils.

13 Amendments to the Terms of Reference

These terms of reference can only be amended by resolution agreed by both Great Hale Parish Council and Little Hale Parish Council.

These terms of reference were adopted by

Great Hale Parish Council at its meeting on 2nd March 2026

Signed

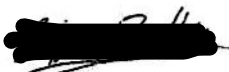


N Turner Chairman Great Hale Parish Council

and

Little Hale Parish Council at its meeting on 3rd March 2026

Signed



S Poulton Chairman Little Hale Parish Council