

## **Axbridge Town Council**

### **Cemetery, Allotments and Open Spaces Advisory Group**

#### Chairman and Group membership:

Chairman: to be elected by the group at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

2 (minimum) other councillors

People with experience or expertise in cemetery related matters may be co-opted onto the committee (with the agreement of council).

#### Remit

The group will:

#### **Cemetery**

Maintain the upkeep of the Cemetery to a high standard by carrying out general maintenance work, such as keeping the path clear of overhanging growth, burning of dead flowers and general tidying

Keep an up to date copy of the cemetery plan (usually held by the Chairman)

Liaise, if necessary, with undertakers or stone masons (usually carried out by the Chairman)

Ensure that safety checks are carried out on the headstones every two years.

Discuss and consider any cemetery related correspondence or issues, as appropriate.

Note: the Clerk deals with the administration relating to the Cemetery, including the finances.

#### **Allotments**

Maintain the upkeep of the general allotment field to a high standard by arranging for general maintenance work to take place, using the Town Maintenance Contract where possible.

Make recommendations to Council on repairs and improvements necessary to maintain the general allotment field, as appropriate, with recommendations being put to Council to agree the works and provide/obtain appropriate funding.

Ensure that all allotment holders are working their allotments and keeping them in a clean and tidy state, as per the tenancy agreement

Monitor water usage

Monitor and review the level of allotment rents and the associated expenditure.

Respond to general correspondence and raise issues with Council when appropriate

To work with the Clerk to:

Ensure that the allotments register is kept up to date and that invoices are sent and rent received as appropriate

Ensure that all tenants sign a tenancy agreement

Monitor the waiting list for allotments

### **OPEN SPACES**

Respond to general correspondence and raise issues with Council when appropriate

Adopted: