

LLANIDLOES BURIAL JOINT COMMITTEE

TERMS OF REFERENCE AND DELEGATED POWERS

LLANIDLOES BURIAL JOINT COMMITTEE:

Committee Membership:

10 Committee Members made up of **5** Llanidloes Town Council Members and **5** Llanidloes Without Community Council Members. (Quorum 5)

Present members:

LTC – Cllr P Davies, Cllr J Crisp, Cllr A Bennett, Cllr G McArthur, Cllr T Davies

LWCC – Cllr AK Davies, Cllr G Jones, Cllr W Morgan, Cllr GH Jones, Cllr GM Jones,

Members to be appointed following council elections, resignations and bereavement. Llanidloes Town Council (LTC) and Llanidloes Without Community Council (LWCC) nominate the members of the LBJC (Llanidloes Burial Joint Committee).

The Chair and Vice Chair are elected for the ensuing year annually at the Annual General Meeting (normally in June). LBJC elect Chair and Vice Chair – one from LTC and one from LWCC.

The current Chair is **Cllr P Davies** (LTC) and the current Vice Chair is **Cllr AK Davies** (LWCC) **(2018 – 2019)**.

The Committee meet monthly unless the members decide to miss a month in the quieter periods.

The Clerk minutes the meeting which are distributed, approved and adopted at the following meeting.

The Clerk gives the LTC Clerk copies of all minutes and accounts each month (or every two months – dependent on LBJC Meetings). LWCC distribute the paper work to the LWCC Clerk.

Delegated Powers:

Delegated authority is given to the LBJ Committee to make decisions with regard to the running of Dolhafren Cemetery, including the management of two members of staff – one Full Time Caretaker and one Part Time Clerk. The LBJ Committee make decisions with regard to the financing within an agreed annual budget.

Precept:

The LBJC discuss the annual precept figure required from both Councils at the October meeting. Following agreement of the amount the Clerk is instructed to write to both Councils with the Precept request by the end of January each year. The LTC pay their precept figure to the LBJC in one lump sum in May each year. The LWCC pay their precept figure over two instalments during the financial year.

Staffing:

The LBJC will review and draft all personnel and staff related policies for adoption by the Committee.

The Committee will arrange for annual Staff Appraisals to take place (June/July). Appraisals are to be undertaken by the Chair and one other member of the LBJC. The Clerk is present for the appraisal of the Cemetery Caretaker. The LBJC will visit the Cemetery either individually or on a Committee basis at least twice a year.

The Committee will be responsible for reviewing the effectiveness of the LBJC work standards and levels of service provided, considering the need for new services and keeping existing ones under review.

The Committee will keep under review, and update where necessary the LBJC's policies relating to recruitment and all employment matters including Health and Safety.

Finance:

The Clerk will produce and distribute Monthly Bank Reconciliation Accounts for the Committee to discuss and approve. The Clerk will produce monthly (or every other month) Income and Expenditure Accounts for the Committee to agree and adopt.

For all work carried out at the Cemetery (other than done by the Caretaker) the LBJC will seek three quotes.

The LBJC give the Caretaker delegated powers to spend up to £100 for necessary equipment etc. without seeking approval from the Clerk or the Committee.

The Clerk has the Delegated Powers to pay all 'expected' invoices without seeking approval from the Committee. Anything that is not classed as the norm the Clerk is instructed to seek approval from the Committee.

All banking and signing of cheques is done from 2 signatures out of the authorised 3 signatories. At present these signatories are the Chair, the Vice Chair and the Clerk.

Draft Prepared

Adopted

Update required

June/July 2019