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## **Ingatestone and Fryerning Parish Council Churchyards and Environments Committee Terms of Reference**

These Terms of Reference were approved at Full Council on 4 April 2019

### **Prime Objectives**

1. To ensure that the recreational areas, closed churchyards and cemetery in the Parish both add to its appearance and, in the case of the former, provide above all, safe facilities for the residents, particularly the young. Provide for the burials needs of the Parish and, where possible, those outside its boundaries who wish to be buried in Fryerning. Ensure that all facilities and actions comply with existing and new legislation.
2. To ensure that the residents of Ingatestone and Fryerning enjoy a continually improving environment. Monitor the impact of the environment in the Parish of decisions and actions taken by all level of Government and ensure that they are not counter to this objective. Actively promote and protect the Rights of Way within the Parish.
3. The committee will meet monthly and consist of up to eight members. Three members of the committee will be required to be present in order to be quorate.
4. The objectives should be achieved within the constraints of the annual budget
5. Where funds exceeding £5,000 or contracts with a cumulative annual value exceeding £5,000 are required to be spent the Churchyard and Environments Committee will defer final decision to the Full Council as per Financial Regulations.

### **Key Tasks**

6. **Planning** - Prepare a set of key tasks annually to be approved by Full Council on which the budget for the year will be based.
7. **Financial** - Prepare an annual budget to an agreed timetable for approval by Full Council. Monitor performance against budget, ensuring that the Financial Regulations are observed. Explore the availability of grants from external agencies and utilise where possible.
8. **Contracts** - Specify the items required for inclusion in grounds maintenance and planting contracts and any other contract relevant to this committee. To refer each contract to Policy and Resources for contractual ratification in order to ensure the protection of the Parish Council in legal matters. (It is agreed that the Policy and Resources Committee have no other right to involvement in the content of contracts that fall under the responsibility of the other committees). When contracts are awarded, review their content before renewal. Regularly monitor the performance of contractors and act as appropriate. Contract procedures, as outlined in the Parish Council's Financial Regulations, should be followed.

9. **Ingatstone Churchyard (St Edmund and St Mary)** - Ensure that the plants, flowerbeds, grass, hedges, fences, trees and seats are appropriately maintained. Hold at least one committee meeting per year on site in combination with Fairfield with an invitation to the representatives of the Church Councils.
10. **Fryerning Cemetery** - Ensure that plants, flowerbeds, grass, hedges, fences, trees and seats are appropriately maintained. Ensure that the funeral directors and others follow Burial Regulations and that all necessary legal requirements are observed. Maintain burial records in accordance with statute. Review the charges on a bi-annual basis. Review the results of the annual inspections and initiate any corrective action required
11. **Playgrounds** - Review the facilities available annually within the Parish for the different age groups. Make recommendations for improvements that consider both new developments in equipment and changes in other Essex parishes. Arrange for an annual safety inspection by an outside agency. Review the results of the annual and weekly inspections and initiate any corrective action required.
12. **Fairfield** - Ensure that the playing fields, cricket pitch, hedges, trees, seats, fences and the pond are in good condition. Report deficiencies to the appropriate authority and monitor their action. Remedy any faults for which we are responsible promptly. Hold at least one committee meeting per year on site. Recognise and minimise the concerns of the residents surrounding Fairfield-
13. **Rights of Way** - Ensure that the designated Rights of Way in the Parish are open and walkable by the relevant categories of user. Report deficiencies to the appropriate authority and monitor their action.  
  
**Footpaths (Pavements)** - Identify potential hazards (particularly for the visually impaired, elderly and young) on the pavements and other related areas and initiate the necessary action to report the defects to the appropriate Authority.
14. **Litter** - Ensure that Ingatstone and Fryerning are regarded as amongst the tidiest villages in Essex. Support and promote litter reduction programmes.
15. **Trees** - Take regular professional advice on the state of trees for which the committee is responsible and take the necessary action. Ensure that the appropriate authorities are consulted where trees are involved that have protection orders or are in the Conservation Area. Identify further opportunities for planting trees.
16. **Village Competitions** – Where appropriate enter competitions for Best Kept Village, Best Kept Churchyard and Best Kept Playing Field.
17. **Christmas Trees** – to organise and erect the annual Christmas Tree display on the High Street, Ingatstone.
18. **Correspondence** - Answer all relevant correspondence as soon as possible and check that any resulting actions have been implemented on a timely basis.
19. **Miscellaneous** - Provide representatives for Brentwood and Essex meetings and committees. Prepare responses to consultation papers and requests for support on relevant issues. Provide representatives for seminars, briefings and training sessions. Support environmental projects within the Parish.