

Name of Working Group	Cemetery Working Group
Membership Who should be part of the group, and what rights do they have in decision-making?	Open to any interested Councillor Deputy Town Clerk, Outdoor Services Manager and one other Council officer
Purpose Why does it exist? What does it seek to achieve?	To review the existing policy and workings of the Town Council's cemetery, to pre-consider potential problems and find ways to mitigate or avoid them, to consult with stakeholders on any changes and submit a final report to the Environment Committee for consideration for adoption.
Task and finish/ongoing? If task and finish, please define the date or output that marks the groups closure	Task and finish – to be reviewed by the Environment Committee in April 18
Meetings Does the group meet in person or virtually?	In person
How often should it meet, and should it meet in the day time or evening?	Once every six weeks in the evening.
Reporting How should the business be reported and to whom?	Reporting to the Environment Committee. Environment Committee to have a standing item on the agenda to receive an update report provided by officers and to consider any issues arising if not considered elsewhere on the agenda
Minutes published Are minutes required, and who should they be sent to?	No, but agreed actions to be circulated to working group members
Public attendance Can the public attend, can they participate and are there any rules around this?	Attendance at the invitation of the Town Council members or officers working group members. Unless otherwise agreed by Councillors at the start of the meeting, members of the public may speak at any point