

Friends of Heathlands Cemetery

Draft Standing Orders

- Friends of Heathlands Cemetery [the Group] will act as an advisory body to Yateley Town Council
- Yateley Town Council will recognise Friends of Heathlands Cemetery as the key stakeholder in respect of any issue relating to the management and use of Heathlands Cemetery. The Group will also be considered as a formal consultee about any issue that may have an impact on the management and use of the Cemetery.
- The Town Council will provide the Group with practical support in terms of free hire of buildings for meetings, communication support and printing and stationary. The Group may also request additional funding from the council for any work that the Group undertakes.

Constitution of the Group

- The Group will consist of
 1. 2 Town Councillors
 2. 7 Representatives of families with links to Heathlands
 3. 1 member of the clergy.
- The family representatives will be elected by families who have links with Heathlands. To ensure a spread of representatives on the group no more than one member of a family may act as a member of the Group at any given time.
- Members of the Group will serve for periods of 1 year ending in May each year. In May the Group will hold an AGM at which members of the Group will be elected
- The Town Council will confirm its representatives to the group. Town Councillor representatives may nominate a substitute to attend meetings as long as the substitute is a member of the Town Council.
- There is no restriction to the number of years a person may be a member of the Group subject to being elected at the AGM or confirmed at the Town Council AGM
- The Groups meetings will be held in public and a minimum of 7 day's notice will be given before any meeting takes place.
- The quorum for a meeting to take place will be 4 people of which at least one person must be a Town Council representative
- The Group will elect at each AGM a Chair and a Secretary.
- Decisions and recommendations by the Group will be made by a simple vote recorded in the minutes of the meeting. Members of the Group may have their individual vote recorded in the minutes if they so wish.
- The minutes will be available to the public.