Frodsham Town Council
Cemetery Committee

Terms of Reference 2016-17

1 **Objectives:**

1.1 To manage the cemetery;
1.2 To consider future development of the cemetery; and
1.3 To establish a long-term strategy for the maintenance of the cemetery.

2 **Composition**

2.1 *Membership*: Committee will consist of:
- At least three Councillors appointed by the Community Committee;
- Other interested residents

2.2 *Chairmanship*: The Committee will elect a Chair & a Vice-Chair from its Councillor members at its first meeting each year

2.3 *Meetings*: The Committee will normally meet four times a year, in June, September, December and March. The Committee will call extra-ordinary meetings as necessary.

2.4 *Voting*: Only Councillors will have a vote.

2.5 *The Quorum* for a meeting will be a minimum of three Councillors.

3 **Rights & Powers**

3.1 The Committee will have limited delegated powers as provided under SO 13.c.

3.2 The Committee may spend monies subject to the following limitations:
- Extent of the Committee's budget,
- Timely publication of minutes of the Committee's meeting to enable FTC to 'call-in' as per methodology approved by FTC (Reviewed by P&P 10 March 2015, Item 3.2)

3.3 The Committee may make recommendations to the Council for consideration and approval.

3.4 The Committee may Convene Special Meetings in accordance with the Council's Standing Orders.

4 **Responsibilities**

4.1 To monitor and manage the approved budget.

4.2 To review the charges annually and make recommendations to the Council.

4.3 To consider the future development of the existing site.

4.4 To develop a Business Plan for the running of the Cemetery.

4.5 To develop a long-term Maintenance Plan for the Cemetery.

4.6 To build a reserve for the future maintenance costs when the cemetery is full.

4.7 To produce written estimates of proposed expenditure by the Committee for the next financial year for submission for approval no later than the Council's meeting in November of the current year

5. Budget:

5.1 Expenditure:

	2016-17 Budget
Running costs (breakdown below)	£2,833
Ground Maintenance (inc SLA)	£1,445
	£4,278

Other costs that need to be taken into consideration but are managed through P&P are:
Facilities Manager – third of costs (@ £9200pa).

5.2 Income:

Projecting the income from the cemetery is difficult but for 2016-17 projected income is £10,000.

Running costs breakdown		
Rates - CWAC	£1,300	
Scottish power	£84	£7x12
United Utilities	£240	£60 x 4
Maintenance/service - equipment	£435	
Markers/plaques/stencils/sundries	£150	
Waste	£624	£12 x 52
TOTAL	**£2,833**	