

**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:

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

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.

<b>Running costs breakdown</b>		
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
<b>TOTAL</b>	<b>£2,833</b>	