

# Frodsham Town Council Cemetery Committee

## Terms of Reference 2018-19

### 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;
  - Other interested residents
- 2.2 *Chairmanship*: The Committee will elect a Chair & 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 may spend monies subject to the following limitations:
  - Extent of the Committee's budget,
  - Amount of expenditure on any single transaction as per Spending Limits List (attached) subject to call-in procedure
  - Timely publication of minutes of the Committee's meeting to enable FTC to 'call-in' as per methodology approved by FTC.
- 3.2 The Committee may make recommendations to the Council for consideration and approval.
- 3.3 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>2018-19 Budget</b>	<b>Transaction Limit as % of Total</b>
Rents, rates & Services	£6,000	75%
Maintenance (inc SLA)	£1,400	50%
	<b>£7,400</b>	

#### 5.2 Income:

Projecting the income from the cemetery is difficult but for 2018-19 projected income is £10,000.