

# Frodsham Town Council Cemetery Committee

## Terms of Reference 2019-20

### 1 Objectives:

- 1.1 To manage the cemetery.
- 1.2 To consider future development of the cemetery.
- 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 3 Councillors and the Chair of FTC as ex-officio member (with no voting powers unless formally appointed to the Committee by Council).
- 2.2 *Chairmanship*: The Committee will elect a Chair at its first meeting each year following the Annual Meeting.
- 2.3 *Meetings*: The Committee will normally meet four times a year, in June, September, December and March. The Committee may call extra ordinary meetings as necessary.
- 2.4 *The Quorum* for a meeting will be a minimum of three Councillors.
- 2.5 *The Councillors Code of Conduct* will apply to all members of the Committee.
- 2.6 *The conduct of meetings* (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

### 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 (see table).
- 3.2 The Committee may make recommendations to the Council for consideration and approval.

### 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 long-term maintenance plan for the cemetery.
- 4.5 To build a reserve for the future maintenance costs when the cemetery is full.
- 4.6 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>2019-20 Budget</b>	<b>Transaction Limit as % of Total</b>
Rents, rates & Services	£6,000	75%
Maintenance (inc SLA)	£2,000	50%
	<b>£8,000</b>	

<b>CAPITAL/PROJECT BUDGET</b>	<b>2019-20</b>
Burial ground	£45,000

#### 5.2 Income:

Projecting the income from the cemetery is difficult but for 2019-20 projected income is £10,000.