

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:

	2018-19 Budget	Transaction Limit as % of Total
Rents, rates & Services	£6,000	75%
Maintenance (inc SLA)	£1,400	50%
	£7,400	

5.2 Income:

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