



Cemetery Advisory Group: Terms of Reference 2022-23 (Adopted at Full Council 16/06/22)

1. Objective

This Advisory Group is constituted in order to discuss and make recommendations to the Full Council.

2. Membership

Membership shall consist of seven WTC Councillors along with one Marbury Parish Council representative and two other invited Whitchurch residents. The Chairman of the Group will be chosen at the first meeting. A quorum shall consist of three members.

3. Areas of Responsibility

This Advisory Group will undertake regular reviews on Cemetery matters as set out below and make recommendations to Full Council:

- Recommend actions incurring expenditure within the budget.
- Recommend expenditure for the following year's budget
- Monitor and assess any maintenance and repair works needed.
- Make recommendations on landscape and trees in the Cemetery grounds
- Monitor the Rules and Regulations pertaining to Interments and Memorials.
- To consider the future development of the existing site.
- To review the charges annually and make recommendations to the Council.
- To monitor the stability of the memorials and risk assess
- Recommend a rolling programme of maintenance and major projects.
- Ensure that the Town Council complies with health and safety regulations.

The day-to-day administrative management of the facility will be the responsibility of the Accounts Officer, the strategic overview to Full Council, within budget & policy, and the operational management to the Proper Officer.

4. Meetings

The Advisory Group Chairman may call meetings when considered necessary. All meetings of the Advisory Group will be minuted by a member.

5. Review

The terms of reference of the Advisory Group are to be reviewed annually.