

# WTC Cemetery Advisory Group: Terms of Reference – 2023/24

Adopted at Full Council on 11/05/2023 (WTC/FC/ACM/05/2324)

## 1. Objective

This Advisory Group is constituted to discuss and make recommendations to Full Council under the scrutiny of the WTC Parks & Public Realm Committee.

**It is NOT a Standing Committee of the Council and, as such, holds no delegated powers. Therefore strategic development and any decision in relation to the Cemetery rests with Full Council or WTC Parks & Public Realm Committee depending on whether it is within the scope of Policies and/or budget.**

## 2. Membership

Membership shall consist of five WTC Councillors and three other members – one of which must be a representative of Marbury Parish Council (and two invited residents). A quorum is three members.

All members of the Advisory Group will have an equal vote, where necessary and the Chairman of the Committee will be appointed at the first Advisory Group Meeting of the Civic Year (who should be a member of the Advisory Group's parent Committee).

## 3. Areas of Responsibility

This Advisory Group will undertake regular reviews on Cemetery matters as set out below and make recommendations to Full Council under the scrutiny of the WTC Parks & Public Realm Committee:

- Recommend actions incurring expenditure within the budget / following year's budget.
- Monitor and assess any maintenance and repair works needed.
- Make recommendations on the Cemetery grounds, including rolling maintenance.
- Monitor the Rules and Regulations pertaining to Interments and Memorials.
- To consider the future development of the existing site and make appropriate recommendations.
- To review the charges annually and make appropriate recommendations.
- To monitor the stability of the memorials and risk assess, making appropriate recommendations.
- To ensure that the Town Council complies with health and safety regulations.

Operational management of Whitchurch Cemetery falls under the remit of the Proper Officer and day-to-day administration is completed by the Accounts Officer. Any recommendations of the Advisory Group will be subject to the approval of the Council, suitably authorised Committees, or suitably authorised members of staff. The Advisory Group will be governed by the Town Council's Standing Orders, Financial Regulations and Code of Conduct. Councillors not on the Advisory Group are able to attend meetings and participate as permitted by the Chairman of the Advisory Group. The Group is free to call on external 'expertise' should it feel it necessary to fulfil its obligations.

## 4. Meetings

The Advisory Group Chairman may call meetings when considered necessary or when requested to do so by either Full Council or WTC Parks & Public Realm Committee.

All meetings of the Advisory Group will be minuted by a member. Council Officers will be kept informed of the schedule of meeting and a copy of all reports and minutes should be forwarded to the Proper Officer for information. The minutes will be presented to its parent Committee and Full Council and form part of the minutes of the Council meeting at which they are presented.

## 5. Review

The terms of reference of the Committee are to be reviewed annually.