

## CEMETERY COMMITTEE

### Terms of Reference (Revised – Financial Regulations, Standing Orders & Legislation Aligned)

<b>Membership:</b>	5 Members
<b>Quorum:</b>	3
<b>Ex Officio Members:</b>	Mayor and Deputy Mayor

<b>1. Purpose of the Committee</b>
<p>To oversee the management, maintenance, development and long-term sustainability of the Council's Cemetery as a safe, dignified and well-maintained burial ground.</p> <p>The Committee shall operate in accordance with:</p> <ul style="list-style-type: none"><li>• Local Government Act 1972</li><li>• Well-being of Future Generations (Wales) Act 2015</li><li>• Environment (Wales) Act 2016</li><li>• Council Financial Regulations and Standing Orders</li></ul>
<b>2. Delegated Authority</b>
<p>The Committee may:</p> <ul style="list-style-type: none"><li>• Spend its annual Cemetery budget</li><li>• Approve routine maintenance, operational works and minor contracts</li><li>• Manage cemetery services and grounds maintenance standards</li><li>• Make recommendations to Full Council on capital works, policy or major projects</li><li>• Review and recommend cemetery fees and charges to Full Council for approval.</li></ul> <p>The Committee shall not:</p> <ul style="list-style-type: none"><li>• Dispose of land or alter cemetery boundaries</li><li>• Commit borrowing or long-term financial liabilities</li><li>• Authorise expenditure outside delegated budgets</li></ul>
<b>3. Core Functions</b>
<p><b>3.1 Cemetery Management</b></p> <ul style="list-style-type: none"><li>• Oversee burial operations and records</li><li>• Maintain cemetery infrastructure, paths and facilities</li><li>• Ensure safe, respectful and compliant service delivery</li></ul> <p><b>3.2 Biodiversity and Environmental Management</b></p> <ul style="list-style-type: none"><li>• Delivery of biodiversity enhancement measures</li><li>• Habitat protection and ecological management</li><li>• Integration of sustainability into grounds maintenance</li><li>• Delivery of the Council's Biodiversity Action Plan</li></ul> <p><b>3.3 Green Flag Status</b></p> <p>The Committee shall oversee the Council's participation in the Green Flag Ward Scheme, including:</p> <ul style="list-style-type: none"><li>• Maintaining and improving standards where required</li><li>• Monitoring compliance with Green Flag criteria</li><li>• Driving continuous environmental and visitor experience improvements</li><li>• Supporting application and reaccreditation processes</li></ul> <p><b>3.4 Maintenance and Improvement</b></p> <ul style="list-style-type: none"><li>• Approve routine maintenance and repairs within budget</li><li>• Oversee minor improvement works</li><li>• Ensure safe access and public amenity standards</li></ul>

<b>4. Financial Management</b>
<ul style="list-style-type: none"> <li>• Annual Cemetery budget delegated to Committee</li> <li>• All expenditure must comply with Financial Regulations</li> <li>• Capital or exceptional expenditure must be referred to Full Council</li> <li>• Budget to be managed sustainably over the long term sustainability</li> <li>• All cemetery fees and charges are subject to recommendation by Committee and approval by Full Council</li> </ul>
<b>5. Reporting</b>
<ul style="list-style-type: none"> <li>• Reports directly to Full Council</li> </ul>
<b>6. Reporting</b>
<ul style="list-style-type: none"> <li>• Reports directly to Full Council</li> <li>• All decisions and financial activity must be recorded and reported</li> <li>• Matters outside delegation must be referred to Full Council</li> </ul>
<b>7. Meetings</b>
Held as required under the Council's approved schedule or as business needs dictate.
<b>8. Review</b>
To be reviewed periodically or when legislation, governance frameworks or Council policy changes require amendment.

### Meeting/ Governance Clarity (Member Reference Summary)

#### Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Strategy & major policy	Approve	Recommend	Advise
Annual Cemetery budget	Set & Approve	Spend within limit	Administer
EMR creation/ change	Approve	Recommend	Advise
EMR spending (approved purpose)	Oversight	Approve within purpose	Process and record
Cemetery Operations	Policy oversight	Deliver service	Administer
Biodiversity Action Plan	Approve strategy	Deliver actions	Implement/ report
Green Flag Application	Approve participation	Deliver compliance	Support/ report
Maintenance and minor works	Approve capital works	Deliver within budget	Manage delivery
Burial fees and charges	Approve	Recommend	Prepare analysis and options

**Adopted: 06.05.26**

**Review Date: 19.05.27**