

**Cemetery and War Memorial Committee – Terms of Reference**

The following was **AGREED** by full council on 23<sup>rd</sup> October 2018, minute reference EOM 1819/101.

The **Cemetery and War Memorial Committee** will become a stand-alone quarterly committee with devolved responsibilities for the running of Edgewell Cemetery and spending power within the budget set by the full council.

It was also **AGREED** to increase membership of the **Cemetery and War Memorial Committee** to six members.

It was **AGREED** that the committee would discuss and agree their remit, which would be brought back to the full council as a recommendation.

**Proposed Remit**

Appointed by	<b>Full Council</b>
Number of Members	<b>6</b>
Membership Renewed	<b>Annually at AGM</b>
Minimum number of meetings	<b>4 per annum</b>
Delegated authority for decisions	<b>Yes</b>
Delegated authority for own budget	<b>Yes</b>
Can appoint Sub-Committee	<b>Yes</b>
Can include non-council members	<b>Yes</b>

**Areas of responsibility**

1. To keep under review the provision of existing burial and interment facilities for the residents of Prudhoe & Mickley at Edgewell Cemetery.
2. To assess available options for future provision of burial and interment facilities, through development of the existing cemetery or acquisition of additional land for cemetery use.
3. To assess and budget for future maintenance and development within Edgewell Cemetery and with regards to the Lychgate War Memorial.
4. To approve tenders and contracts for all aspects of maintenance and ground works associated with the cemetery and the Lychgate War Memorial, in accordance with the Town Council's financial regulations and within the budget agreed by full council.
5. To review and agree bi-annually the structure of fees for services provided in the cemetery.
6. To prepare an annual budget for recommendation to Full Council.
7. To oversee the day to day maintenance of the cemetery except where delegated to the Town Clerk.
8. To agree the cemetery rules and regulations.