



Glynneath Town Council

Terms of Reference

Cemetery Committee

Membership:	6 (six) ; as determined by Full Council 6 councillor members
Chairperson / Vice Chairperson:	To be elected by the membership of the Committee
Quorum:	3 (three) – <i>Refer to Standing Orders</i>
Meetings:	To be held as and when needed.
Areas of Responsibility:	Waun Gron Cemetery, Glynneath
Remit of the Committee:	• To oversee the general management of the Cemetery • To monitor the Cemetery budget and take decisions to spend within this approved budget in line with the Council's Financial Regulations • To make recommendations to Council as and when required in relation to expenditure that falls outside the approved budget or exceeds the thresholds set in the Financial Regulations • Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council • To work towards improving the area identified and as and where required, make such recommendations to Full Council • To work in partnership with all the appropriate funding bodies to help to provide for, improve and upgrade the area identified • To review the Cemetery Regulations and Schedule of Fees annually, and make appropriate recommendations to Council • To monitor the capacity of the present site • To arrange an inspection of the stability of the memorials on a three-year rolling cycle • To maintain a programme of maintenance • To ensure that the Town Council complies with health and safety regulations.
Participation of non-members:	Non-Members may attend and observe proceedings where the meeting is open to members of the public. Non-Members may speak at the discretion of the Chairperson of the Committee. Non-Members may not vote at any Committee meeting.