



Valley Community Council Ynys Wen Cemetery Committee Terms of Reference

1. The Cemetery Committee is constituted to be responsible for the Ynys Wen Community Cemetery.
2. The Committee shall identify policies and actions to ensure safe working practices in the maintenance of the Cemetery grounds.
3. The Cemetery Committee has no decision-making powers but instead makes recommendations to Valley Community Council for agreement.
4. The Committee will review the Schedule of Cemetery Charges on an annual basis.
5. The Committee will review Cemetery Rules and Regulations on a regular basis.
6. The Committee will Conduct Risk Assessments within the Cemetery and these will be presented at the next full Council Meeting each year.
7. The committee will commission, receive, consider and take action, including incurring expenditure, as necessary in relation to the Cemetery subject to this being agreed by the Full Council and within the budget of the cemetery.
8. The Committee will oversee the day to day management of the cemetery and respond to any issues regarding the cemetery.
9. Membership numbers are limited to five serving Community Councillors. The presiding Community Council Chairman each year shall automatically be a member of the Committee. All other serving Councillors may request to be appointed to the Committee.
10. The quorum necessary for the transaction of business shall be three, one of whom must be the Chair of the Committee or his/her nominee in the event of enforced absence.
11. Meetings will be held twice annually in February and October and an invitation will be extended to local funeral directors and shall be open to the public.
12. The Clerk to the Council shall act as the Secretary of the Committee. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance.
13. Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next full Community Council meeting.
14. Items to be discussed at the meeting are limited to those that are included on the agenda for the meeting. The agenda shall be circulated by email to all Committee members in advance, giving three clear days' notice, also stating venue, time and date of the meeting.
15. At the Annual Meeting of Valley Community Council membership of the Cemetery Committee is reviewed and voted on annually together with these Terms of Reference for the Cemetery Committee.
16. The Chair of the Cemetery Committee will be appointed at the full Council Annual General Meeting held in May of each year.