



VALLEY COMMUNITY COUNCIL

Ynys Wen Cemetery Committee

Terms of Reference

Reviewed	Approved	Adopted
31/03/2026	15/04/2026 Minute ref: 317/2526	15/04/2026

These Terms of Reference set out the remit, membership, working arrangements and reporting route for the Ynys Wen Cemetery Committee established by Valley Community Council.

1. Purpose of the Committee

The Ynys Wen Cemetery Committee (“the Committee”) is established by Valley Community Council to oversee, review and monitor matters relating to Ynys Wen Cemetery and to make recommendations to Full Council.

2. Status of the Committee

The Committee is an advisory committee of the Council unless and until Full Council expressly delegates any specific function to it in writing.

3. Powers

The Committee shall have no general decision-making powers. It may consider matters relating to the cemetery, inspect and review conditions, and make recommendations to Full Council for approval.

The Committee shall not enter into contracts, incur expenditure, vary fees, approve works, or amend policy except where Full Council has specifically approved or delegated such authority.

4. Scope of Responsibility

The Committee shall consider and make recommendations to Full Council on matters including:

- a. the management, maintenance and appearance of Ynys Wen Cemetery;
- b. health and safety matters relating to the cemetery;
- c. risk assessments and risk control measures;
- d. cemetery rules and regulations;
- e. the schedule of cemetery fees and charges;
- f. memorial safety, boundary issues, access, signage and site condition;
- g. complaints, operational concerns and any issues raised by the Clerk, councillors, funeral directors or members of the public;

- h. proposed maintenance works, repair works and improvement schemes;
- i. budget requirements relating to the cemetery; and
- j. any other cemetery matter referred to it by Full Council.

5. Health and Safety / Risk

The Committee shall monitor health and safety matters relating to the cemetery and review cemetery risk assessments on a regular basis. Risk assessments and any recommended actions shall be reported to Full Council.

6. Fees and Charges

The Committee shall review the Schedule of Cemetery Charges at least annually and make recommendations to Full Council.

7. Rules and Regulations

The Committee shall review the Cemetery Rules and Regulations regularly and make recommendations to Full Council where amendments are considered necessary.

8. Operational Oversight

The Committee may oversee day-to-day cemetery issues through the Clerk and may consider routine operational concerns, but all substantive decisions, non-routine works, financial commitments and policy matters shall remain subject to approval by Full Council unless formally delegated.

9. Membership

Membership of the Committee shall be limited to a maximum of five serving Community Councillors, unless Full Council resolves otherwise.

The Chair of the Council may be appointed to the Committee as part of that membership.

Membership shall be reviewed annually at the Annual Meeting of the Council.

10. Chair of the Committee

The Chair of the Cemetery Committee shall be appointed by Full Council at the Annual Meeting of the Council, or as soon as practicable thereafter if required.

10.1 If the Chair of the Committee is absent from a meeting, the members present shall appoint one of their number to act as Chair for that meeting, and the member so appointed shall preside for the duration of the meeting.

11. Quorum

The quorum for a meeting of the Committee shall be three members.

12. Meetings

Ordinary meetings of the Committee shall normally be held twice annually, ordinarily in March and September, or at such other times as Full Council or the Committee may determine.

Additional meetings may be called where necessary.

In exceptional circumstances, an urgent meeting may be called on shorter notice in accordance with the Council's Standing Orders and legal requirements.

13. Notice of Meetings and Agenda

Items to be discussed at a meeting shall be limited to those included on the agenda.

The agenda and notice of the meeting shall be issued to Committee members giving at least three clear days' notice.

Notice of the meeting shall be given and published in accordance with statutory requirements and the Council's agreed meeting arrangements, including details of access to the meeting.

14. Public Attendance and Participation

Committee meetings shall be open to the public and press except where the Committee properly resolves that confidential or exempt business should be excluded in accordance with the law.

The Committee may invite attendance by funeral directors, contractors, officers, advisers or other persons where this would assist its consideration of cemetery matters.

The person presiding over the meeting shall give members of the public in attendance a reasonable opportunity to make representations about any business to be transacted at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting, and subject to the Council's Standing Orders.

15. Remote and Multi-location Meetings

Meetings may be held wholly in person, wholly remotely, or on a multi-location basis in accordance with the Council's published meeting arrangements and current legal requirements.

16. Declarations of Interest

Members of the Committee shall observe the Council's Code of Conduct and shall declare personal and prejudicial interests in accordance with that Code and with the Council's Standing Orders.

17. Clerk / Secretary

The Clerk to the Council shall act as secretary to the Committee and shall record the proceedings, recommendations and resolutions of all meetings, including the names of those present, any apologies, and any declarations of interest.

18. Minutes

Minutes of Committee meetings shall be circulated promptly to all members of the Committee. As soon as reasonably practicable after each meeting, and no later than seven working days after the meeting, the Council shall publish electronically a note of the meeting in accordance with the Council's Standing Orders, setting out the names of members present, any apologies for absence, any declarations of interest, and any decisions taken, subject to the exclusion of confidential or exempt information.

Draft or unconfirmed minutes may also be published electronically following the meeting. The minutes shall then be presented to the next full Community Council meeting for approval. Once approved by Full Council, the approved minutes shall be published electronically, or the published record updated accordingly.

19. Reporting to Full Council

The Committee shall report to Full Council by way of minutes, recommendations, or separate written reports as appropriate. Full Council shall determine whether to adopt, amend or reject any recommendation of the Committee.

20. Financial Matters

The Committee shall operate in accordance with the Council's Financial Regulations. Any expenditure, quotation, tender process or contractual matter relating to the cemetery shall be dealt with in accordance with those Regulations and any decision required shall be referred to Full Council unless delegated authority exists.

21. Compliance and Governance

In carrying out its role, the Committee shall act in accordance with:

- a. the Council's Standing Orders;
- b. the Council's Financial Regulations;

- c. the Members' Code of Conduct;
- d. the Council's policies relevant to health and safety, equality, data protection and complaints; and
- e. any legislation and guidance applicable to burial authorities and local councils in Wales.

22. Training

Members of the Committee should undertake relevant training, particularly in relation to the Code of Conduct, health and safety, financial governance and cemetery management, in line with the Council's training plan.

23. Review of Terms of Reference

These Terms of Reference shall be reviewed by the Committee at least annually and may be amended by resolution of Full Council.