



*"Not for self"*

## Oswestry Rural Parish Council

### Trefarclawdd Cemetery Working Group

#### Terms of Reference

##### Preamble

The cemetery comprises of three main areas:

1. The existing burial ground.
2. The enclosed land to the east (Coed-Y-Go side).
3. The enclosed land to the west.

The capacity of the existing burial ground needs to be determined to ensure adequate space for future burials and a ground water survey may be necessary to ensure the land is suitable for burials. The land to the west has been enclosed and planning permission has been obtained to create visitor parking and a memorial garden on this land. The working group has been established to explore options for improvements and advise the parish council how these improvements can be brought into fruition.

Membership	FOUR councillors
Objective	To explore options for improving land at Trefarclawdd cemetery and ensuring adequate burial space for future interments.
Function	To advise the parish council on proposals for short and long-term improvements.
Authority	Local Government Act 1972, Section 101.
Conditions	The parish council's Code of Conduct. Data Protection Act 2018 (GDPR) To report to the parish council on the group's activity, having regard to the advice of the Clerk in relation to Freedom of Information and confidentiality.
Appointment	The working group shall be appointed at the Annual Meeting of the parish council. The working group can be dissolved by the parish council at any time.
Delegation	No delegated authority other than the functions laid out in these Terms of Reference.
Meetings	The working group will meet as often as needed but not less than twice in each council year.

	RESPONSIBILITIES
1.	To liaise with Yareal, their agents or any adjacent landowner regarding any boundary issues, hedge cutting, covenants and other matters
2.	To draw up plans for the installation of a parking area in the new area to the west for visitors, including costs. Currently in progress.
2.1	To identify and liaise with potential suppliers to obtain quotations to create a specification of works for the new car park and memorial garden project which can be issued to potential contractors for them to tender against
2.2	To present submissions from these suppliers to full council to consider and approve the selection of one.
2.3	To work with the selected supplier to research and identify potential contractors.
2.4	To collate tenders from potential contractors and present to full council to facilitate contractor selection
2.5	To submit cost proposals to full council for approval and budget purposes.

	RESPONSIBILITIES
3.	To draw up plans for biodiversity and community engagement.
4.	To explore options for use of the spare land to the east until it is needed for burials.
5.	To make recommendations to the parish council.

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