

**PRUDHOE TOWN COUNCIL**  
**Edgewell Cemetery – Proposed Revisions to Service Level Agreement**  
**April 2019**

**1. Burials**

- a. to include an element of administrative fees for funeral bookings
- b. to include all costs associated with before, during and after a burial
- c. to include the periodic topping up of graves, due to sinking

*It is proposed that these costs become an 'actual' based on the number of burials and interment of ashes carried out in a financial year.*

*This poses an element of uncertainty when setting the budget as the costs will be unknown, but an estimate based on cost per burial will be calculated. There is also the unknown element in terms of groundwork; some digs require different types of equipment, expertise and labour.*

*On the contrary, the Town Council collect fees according to activities in the cemetery, therefore where costs are higher due to an increase in activity, fees collected will also be higher.*

**2. Memorials**

- a. to include only the administrative costs associated with an NCC operative meeting the memorial mason on-site, prior to the foundation being laid and again when the memorial is installed.

*It is proposed that this also becomes an 'actual' cost, based on the number of memorial visits that take place.*

**3. Grass-cutting and Strimming**

- a. to cut and strim the New Cemetery and section 5 and 6 of the Old Cemetery every week.
- b. to cut and strim the section 1 – 4 of the Old Cemetery every fortnight.
- c. to litter pick prior to grass-cutting

**4. Weedkilling**

- a. to be carried out 3x/year, in May/June, July and September

**5. Hedging**

- a. to be carried out once/year in October (following the end of the grass-cutting season)

**6. Edging**

- a. to be carried out once/year

**7. Litter Collection**

- a. bins to be emptied twice/week
- b. weekly litter pick to be scheduled during the winter season

**8. Road Sweep**

- a. 4x/year

**9. Building**

- a. Cemetery Chapel, toilets and outdoor shelter to be kept clean and tidy

**10. Memorial Seats**

*It is proposed to remove the maintenance of the memorial seats from the contract and to include maintenance alongside other town seats.*