

WEAVERHAM, CUDDINGTON AND ACTON BRIDGE CEMETERY COMMITTEE

Invitation for tenders for Cemetery Administration & Site Management - Multi-Year Service Agreement

Weaverham, Cuddington and Acton Bridge Cemetery Committee invites tenders from suitably qualified and experienced contractors for the provision of Cemetery Administration and Site Management Services at Gorstage Cemetery, Cheshire.

The Cemetery Committee is seeking to appoint a professional contractor under a multi-year agreement (initial term of 3–5 years, with option to extend) to ensure the efficient, compliant, and dignified management of the 3 parish's cemetery.

Scope of Services - the appointed contractor will be responsible for:

- Administration of burial and interment bookings
- Preparation of burial plots and cremated remains plots ready for interments
- Maintenance of statutory burial registers and records
- Plot allocation and cemetery mapping
- Processing Exclusive Right of Burial transfers
- Maintain and update 'Epitaph' electronic burial records
- Memorial permit applications and compliance checks
- Liaison with funeral directors, stonemasons, clergy, and families
- Oversight of grounds maintenance contractors, grave diggers, stone masons and all other contractors and sub-contractors
- Ensuring compliance with relevant legislation and best practice
- Health & Safety monitoring and risk assessments
- Preparation of reports to the Parish Council

Contractor Requirements - Applicants must demonstrate:

- Relevant experience in cemetery or bereavement services management
- Knowledge of applicable legislation including:
 - Local Government Act 1972
 - Burial Act 1857
 - Health & Safety at Work etc. Act 1974
- Relevant ICCM / SLCC guidance (where applicable)
- Strong administrative and digital record-keeping capability
- Appropriate Public Liability and Professional Indemnity Insurance
- Appropriate Employers liability InsuranceEmployers
- References from comparable local authority or parish contracts

Contract Details

- Contract Type: Service Agreement
- Duration: Initial 3–5 years
- Commencement Date: 1st May 2026
- Location: Gorstage Cemetery, Weaverham Road, Cuddington, Cheshire

Submission Requirements - Interested contractors should submit:

- Company profile and relevant experience
- Proposed service delivery model
- Staffing structure and availability
- Fee proposal (annual fixed fee and/or schedule of rates)
- Evidence of insurance cover
- Two recent client references

 **Tender Submission Deadline: 24th March 2026 midnight**

 **Submission Email: gorstagecemetery@outlook.com**

 **Postal Address: 25, Weaverham Road, Sandiway, Cheshire CW8 2NJ**

Tender documents may be obtained by contacting the Parish Clerk at the details above.

The Cemetery Committee reserves the right not to accept any tender.