

AMENITIES COMMITTEE - TERMS OF REFERENCE

The Committee will determine the Council's policy and activity within its remit:

1. Ethel Ward Playing Field and pavilion
2. Mancroft Open space
3. Ashwood Glade Open Space
4. Old Dykelands Open Space
5. The Village Green
6. All play equipment
7. Community assets – litter bins, bus shelters & seats
8. Town Clock
9. Allotments
10. Snickets, where applicable

Specifically, the Committee may:

- Take all policy and non-financial decisions in relation to these issues
- Spend within, monitor and vire between delegated budget headings
- Make recommendations for changes to delegated budget headings
- Formulate and recommend budget proposals to assist precept-raising
- Consider topical issues as they arise
- Keep up-to-date with developments
- Send and receive representatives to and from partner organisations
- Communicate internally and externally through the proper channels
- Work co-operatively with internal and external partners
- Recommend fees and charges to the full council or relevant committee

The Committee will be elected at the Annual Meeting of the Council in May each year.

The Committee will have a minimum of 5 members, and will have a quorum of three councillors.

A Chair of the Committee, who must be a councillor, will be elected at the first committee meeting each year

The Committee may co-opt non-councillors as non-voting members, for reasons of expertise or experience

The Clerk (or, a nominated officer) will take the minutes of meetings and action decisions arising from meetings

The Committee shall keep and ratify its own minutes.

During consideration by the Committee of confidential matters, the press and the public will be excluded from meetings under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1 (2), and these matters will be reported to Council as a confidential minute.

The Committee shall meet at 8pm on the first Monday of each month apart from August.

Extraordinary meetings of the Committee may be called in accordance with Standing Orders

Unless the Council determines otherwise, the Committee may appoint sub-committees, whose terms of reference and membership shall be determined by the Committee

The terms of reference shall be given to all Council members for information and shall be ratified at the Council's annual meeting in May.

Councillors, who are not members of this Committee, may attend any meeting of the Committee but as they are not formal members are not permitted to vote on any of the Committee's decisions.