



## LYDD TOWN COUNCIL

### TERMS OF REFERENCE FOR AMENITIES COMMITTEE

#### **PURPOSE OF THE COMMITTEE**

To consider all matters relating to all land, buildings and other assets owned, leased or managed by the Council within the Parish and any additional assets contained within or on them. To ensure that all assets are maintained to a good standard. To consider any other matters deferred by full council to this committee.

#### **N.B.**

- a) At the time of the formation of the Amenities Committee (May 2015) the Lydd Allotments are managed by a separate Committee
- b) Office and computer equipment should be considered by the Personnel Committee
- c) Grass cutting and other landscape services fall within the scope of this Committee

#### **MEMBERSHIP**

1. Councillors will be elected, or re-elected, at the Annual Meeting of the Town Council.
2. The Town Mayor (Chairman of the Council) and Deputy Town Mayor to be members of the Committee.
3. The Committee to have a maximum of 7 Members.
4. The quorum of the Panel shall be a minimum of 3 Councillors.

#### **PARAMETERS**

5. The Committee shall meet a minimum of 3 times per year with the ability to meet additionally as and when required.
6. The Committee shall elect a Chairman at the commencement of its first meeting after the Annual Statutory Meeting of Full Council.
7. The Chairman of the Committee shall have a second or casting vote in the case of an equality of original views.
8. The Chairman of the Committee will provide a regular report to Full Council.
9. The Committee is authorised to establish sub-committees and/or working groups and to appoint advisers as and when necessary to assist in its work. The Chairman of the sub-committees or working groups will provide a report to the Committee for consideration. No sub-committee or working group has the authority to commit the Council to any expenditure.

## **DETAILED REMIT AND RESPONSIBILITIES**

10. The Committee to be responsible for compiling a budget in relation to funds required for the future repair, maintenance, replacement or upgrading of the assets for which it is responsible.
11. The Chairman of the Committee to present and obtain approval for its annual budget to full council in good time so that the Town Clerk may include these figures in the precept and budget setting for the Town Council.
12. The Committee will have delegated powers to spend the amounts under individual budget headings relating to the matters covered by the Amenities Committee. Any expenditure more than 5% above the budget head will be referred as a recommendation to full Council.
13. The Committee will inspect all areas within its remit at least on an annual basis either as a group or by delegation of Councillor/s with the Town Clerk in attendance.
14. The Committee will consider rents and fees for persons or groups using the facilities (Guild Hall, Pavilions, Rype etc. but excluding the Allotments) and make recommendations to Council as part of the budget setting process.
15. The Committee will consider tenders or quotes in detail and appoint an expert in the field as appropriate to assist with this process
16. The Committee will monitor work undertaken by Contractors
17. To ensure that an expert independent annual inspection is carried out of all play equipment and make recommendations to full Council for removal, renewal or replacement of play equipment, particularly where there are health and safety implications.
18. To consider the purchase of appropriate equipment as required for use by the handyman (NB this may be on referral from the Personnel Committee)
19. To ensure that appropriate action is taken on any health and safety measures in conjunction with the Town Clerk. Where this is in respect of an emergency delegated authority for expenditure will lie with the Town Clerk in consultation with the Town Mayor or in their absence the Deputy Mayor.
20. The Town Clerk will have delegated authority to approve minor expenditure relating to the scope of this committee up to £300