



TATWORTH AND FORTON PARISH COUNCIL

**TERMS OF REFERENCE
AMENITIES COMMITTEE**

Adopted on
Minute No AC5/19(i)
Reviewed 9th May 2019
Minute 44/19/4

Signed George Beattie Chairman

1. AIM

- 1.1 To make recommendations on behalf of Tatworth and Forton Parish Council on all matters relating to the Amenity Policies as well as overseeing all matters relating to the council's amenity assets.

2. OBJECTIVE

- 2.1 To safeguard maintain and where possible enhance the amenity assets of the Parish of Tatworth and Forton for both the current and future generations.

3. AMENITIES COMMITTEE – TERMS OF REFERENCE

- 3.1 The Amenities Committee is constituted as a Standing Committee of Tatworth and Forton Parish Council. The Committee composition shall comprise of five* Councillors as voting members with three members of the Committee constituting a quorum.
- 3.2 The Chairman to be elected annually by the Committee.
- 3.3 Members of the Parish Council who do not sit on the Amenities Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
- 3.4 The Committee's role is to take care and control of the following open spaces:- Cemetery - Jubilee Field – Allotments – Coombses Pond and any street furniture in the direct ownership of the parish council.
- 3.5 The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the committee. The Committee shall approach the Finance & Personnel Committee for any budget changes or increased funds should it become necessary to discharge its duties, however funds may not automatically be granted.
- 3.6 The committee can initiate new facilities within the remit of it's role, e.g. new play areas. All costs must be within the agreed budget or the Committee may seek outside funding for such works. Any final decision regarding new facilities will be made by full Council.

- 3.7 The Committee will initiate and approve tenders/quotes for all aspects within the remit of it's role in accordance with Financial Regulations.
 - 3.8 The Committee will provide annual risk assessments for all open space use within its remit and the accompanying in line with the insurance requirements.
 - 3.9 All correspondence shall be conducted through the Parish Clerk.
 - 3.10 Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to members of the Parish Council.
 - 3.11 Any policy decisions recommended by this committee will be resolved by the full Parish Council.
- * Please note the Chairman and Vice Chairman of the Full council are ex-officio members of all committees and entitled to vote.