



East Woodhay Parish Council

Amenities Committee Terms of Reference

April 2024

1. Membership

The Councillors of East Woodhay Parish Council (the Council) will make appointments to the Amenities Committee (the Committee) each year at the Council's Annual Meeting (AM). A Chair and a maximum of three other members will be appointed. The Committee will comprise at least three core members, to include the Chair, with a quorum of three. If a meeting is likely to be inquorate, the Chair of the Committee shall endeavour to secure the attendance of another member or members of the Council at such meeting to make it quorate. The Committee cannot make decisions if a meeting is inquorate.

The Clerk will administer the Committee and be the point of contact for members of the public. The Clerk will report to the Chair of the Committee, who will report to the Council regarding the Committee's activities and plans and any other relevant issues.

The Committee is authorised to establish working groups which may meet informally; however, these will be advisory only and any decisions must be taken by the Committee as described herein.

2. Meetings and Minutes

The Committee will usually meet once each month; the public may attend. Minutes from the meeting will be taken by the Clerk who will distribute these to Council for the next Council meeting. Minutes will be available to view on the Council website.

3. Powers

The Committee cannot make decisions on behalf of the Council, other than those defined herein. Outside this remit, its function is to make recommendations upon which the Council can base decisions. However, the Committee is authorised to spend sums on items which have already been approved by the Council in its annual budget. No decisions can be made by Councillors outside Committee meetings, except in urgent/time sensitive situations as described below. No councillor may enter into agreements with suppliers of services or enter into contracts on behalf of EWPC; if a councillor has expertise in a field, contacts may

be passed to the Clerk who will conduct any business. If a councillor has any personal link with any service provider who has prepared a quotation, this must be declared.

4. Responsibilities and Areas of Operation

The Committee will comply with the Council's Standing Orders on the governance and membership of the Committee. It will also implement relevant policies of the Council relating to the Council's amenities and other facilities and, where appropriate, recommend any amendments and/or new policies to the Council.

With regard to the Council's amenities, the Committee will exercise the powers and duties delegated by the Council for the care, maintenance and development of:

- Parish Field and Brownies Corner
- Recreation grounds at Woolton Hill (WH) and Heath End (HE) and facilities therein, for example benches, picnic tables, exercise and play equipment, tennis court and CCTV
- Upkeep of the war memorials at St Thomas' Church and East End, and the Elliot Cohen Memorial in Church Road
- Upkeep of the bus shelters at Ball Hill and in Broadlayings
- Phone Boxes at Ball Hill and East End
- Five parish notice boards
- Trees growing on EWPC-owned land- namely within the WH recreation ground, HE recreation ground, Parish field, Brownies Corner and Meadowbrook.
- Working with Hampshire County Council the committee will exercise the powers and duties delegated by the Council for the care, maintenance and development of:
 - Footpaths within EW
 - Boardwalk between Trade St and Fullers Lane

The Committee will also:

- review the provision of such amenities and recommend any additions or improvements;
- develop budgets for any anticipated capital and/or other expenditure for each financial year, and recommend these to the Council's Finance Committee;
- once a budget is agreed by the Council, obtain quotes for the expenditure and recommend a selected provider to the Council;
- consider and implement all necessary maintenance related to the Council's amenities. Urgent or time sensitive maintenance which must be resolved before the next Committee meeting may be dealt with by the Clerk, in consultation with any two members, one of whom must be the Chair of the Committee (or in the absence of both of them, the Chair or Vice Chair of the Council).

Preferred Suppliers 2024/25

- Trees works: Highclere Tree works

- Recreation ground maintenance: Scofell Landscapes
- Playground maintenance: Dick Randall

Next Review Date: April 2025