



## **AMENITIES COMMITTEE**

### **TERMS OF REFERENCE**

1. The Committee will appoint a Chair and a Vice-Chair at the first meeting following the Annual Meeting of the Council in May each year.
2. A Chair shall serve no more than three consecutive years.
3. In the event of the Chair or Vice-Chair's absence the members of the committee present will appoint a Chair, at the beginning of the meeting.
4. The purpose of the Committee is to look after the land, buildings and facilities featured in Speldhurst Parish Council's Register of Assets, and to ensure, (together with the Environment working group where appropriate) that these are run, maintained (and, where appropriate, developed) for the benefit of Parishioners.
5.
  - a) The Committee will consist of a minimum of five Councillors.
  - b) A quorum of three members is required for each meeting.
  - c) The Committee will aim wherever possible to have representatives from all four villages and will be mindful of the needs of the whole Parish.
  - d) It will meet at least three times a year, with additional meetings as required.
  - e) It will report monthly to Full Council Meetings.
6. The Amenities Committee is responsible for monitoring the Amenities budget and will make recommendations for expenditure to either the Finance and Governance Committee or Full Council (whichever meets first). The Committee will recommend to the Finance Committee an appropriate budget for the next financial year.
7. Committee has spending powers to a maximum of £500 per project, item or associated items of expenditure, where the spend relates to the maintenance, upkeep, or renewal of trees, land, equipment or structures that are already within the scope of responsibility of this Committee. Any such spend will be reported to the next Full Council meeting. The Committee will make recommendations, for submission to Full Council, on all expenditure in excess of this sum or for any expenditure on new initiatives.

8. The Committee will be guided by the following considerations:
  - a) to provide a good range of facilities, capable of giving benefit to people of all ages.
  - b) to have them inspected regularly and maintain them in line with the latest Health and Safety requirements.
  - c) To work with the Environment Working Group in relation to the land and assets of Speldhurst Parish Council.
  - d) to monitor the work of the Groundsman and use his time where appropriate to improve facilities throughout the Parish.
  - e) to engage contractors for regular maintenance, or for development as the need arises.
9. The Committee will communicate with parishioners by submitting news and information for inclusion in the village publications, and on the website.
10. The Chair or Vice-Chair of the Amenities Committee/Working Group, (AC/WG) in addition to two other members of the AC/WG hold delegated powers to make a decision on every case received for use of SPC land in line with the guidance provided by the policy on the Use of Council Land.
11. These Terms of Reference will be reviewed in accordance with the council's schedule of policies.