



AMENITIES COMMITTEE

TERMS OF REFERENCE

1. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year.
2. A Chairman shall serve no more than three consecutive years
3. In the event of the Chairman`s absence the members of the committee present will appoint a Chairman, 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 Pavilion Management Committee 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 four 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 Committee or Full Council (whichever meets first). The Committee will recommend to the Finance Committee an appropriate budget for the next financial year
7. 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 Langton Green Charitable Sports Association to improve and maintain the pavilion and sports facilities at the Langton Green Recreation Ground
 - 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

8. The Committee will report on information received regarding the condition and maintenance of the public rights of way.
9. The Committee will communicate with parishioners by submitting news and information for inclusion in the village publications, and on the website
10. These Terms of Reference will be reviewed annually