



## Amenities Committee Terms of Reference

### Agreed by Full Council – November 8<sup>th</sup> 2023

<b>Number of Councillors</b>	9	<b>Quorum</b>	3
<b>Officer attendance</b> (advisory – no voting rights)	Parish Clerk Head Groundsman		
<b>Meeting regularity</b>	Monthly (no meeting in August) - second Wednesday at 7pm		
<b>Notes</b>			
<ol style="list-style-type: none"> <li>1. All meetings to be convened with agendas and minutes as per the council's standing orders. Open to the public.</li> <li>2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary.</li> <li>3. Non-committee members of the council may attend meetings but do not have voting rights.</li> <li>4. Agendas will be copied to full council for information.</li> <li>5. Minutes of amenities committees will be included in full council agendas to keep all councillors informed.</li> </ol>			

#### **Purpose of this committee**

This committee oversees the management and maintenance of the Coronation Street playing field/facilities, the Village Centre, Mount Road Cemetery, Allotments, Lakeside area and St. Giles churchyard on behalf of Balderton Parish Council and includes the following responsibilities:

1. To keep under review the provision of allotments, cemetery, sports and recreational facilities for the residents of Balderton.
2. To put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To lead on and approve tenders for all aspects of maintenance and ground works in accordance with the council's financial regulations.
4. To set budgets for the committee's area and subjects of responsibility; subsequently approved by the full council.
5. To monitor expenditure that is within the agreed budget for the services overseen by the committee. Should the need arise to procure an item/services which is likely to take the annual expenditure over what has been budgeted this will be taken to full council for a decision. (The systems for any emergency expenditure are set out in the Council's Financial Regulations).
6. To make decisions for any changes in terms for the service or charging reviews.
7. To consider and make decisions on residents' requests, whilst ensuring such decisions are in line with the council's strategy and agreed action plan. When necessary, decisions should be referred to full council.
8. To scrutinise any new policies or policy revisions (for the services /areas covered by this committee), procedures or suchlike and recommend for adoption to full council.
9. The committee may recommend to full council the formation of subcommittees and working groups which could be beneficial for specific items or topics to be considered in greater detail.

Note: Day to day administration/management of the sites is conducted by council officers and ground staff.