



ASSETS & AMENITIES COMMITTEE

Terms of Reference

The Dymchurch Assets and Amenities Group is a Committee of Dymchurch Parish Council.

1. **Membership**

The committee shall consist of a minimum of three members which must include a member of the Parish Council.

2. **Appointment of Committee**

The Parish Council shall at their first meeting following the Annual Parish Council Meeting (APCM) in each year, determine the members of the committee group until the next APCM, unless:

- a. The Committee group is being formed for the first time and not at the time of an Annual Parish Council Meeting

In which case appointments can be made by resolution at any time at the discretion of the Parish Council.

3. **Casual Vacancies**

The Parish Council can appoint members to fill vacancies occurring in the membership of the Committee at any time.

4. **Frequency of meetings**

The Committee shall meet not less than three times a year. A quorum at each meeting shall be three members

5. **Record of Meetings**

The Committee shall ensure that an agreed written record of their meetings is forwarded to the Parish Council.

6. **Functions of the Committee**

- I. To monitor, add, remove items shown at appendix 1
- II. To consider suggestions for improvements
- III. To welcome and encourage new ideas
- IV. To actively implement new ideas once approved by full Council
- V. Review ongoing projects
- VI. Review and highlight maintenance issues

7. **Governance**

- I. The committee has delegated powers to authorise expenditure to an amount agreed by resolution of the full Council.

- II. Any work to be completed or commissioned or any purchases made will be carried out in accordance with the Financial Regulations of Dymchurch Parish Council.
- III. The Parish Council is responsible for the final decisions made which will be recorded in line with current standing orders and procedures.

APPENDIX 1.

Recreation ground

Pavilion

Carpark

Trader Liaison

Burial Ground

Beach

Council Office and Buildings

Asset Register and Insurance

Signage and memorial seating

Hanging Baskets/Christmas lights

Decisions must take into account strategy and planning covering:

Planning

Parish Plan

Project funding Opportunities

Marsh Million Liaison

Recreation and Leisure Opportunities

Skate Park

Emergency Plan

Promotional Activity/material