

## **AMENITIES COMMITTEE – TERMS OF REFERENCE**

1. The Amenities Committee is constituted as a Standing Committee of Fordingbridge Town Council. The Committee composition shall comprise of five\* Councillors as voting members with three members of the Committee constituting a quorum.
2. The Chairman to be elected annually by the Committee
3. Members of the Town Council who do not sit on the Amenities Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
4. The Committee's role is to take care and control of the following open spaces:- Recreation Ground, Flaxfields End, Queens Gardens & Whitsbury Road and the following buildings: Recreation Ground toilets, Pavilion & workshop.
5. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the committee. The Committee shall approach the Finance & Policy Committee for any budget changes or increased funds should it become necessary to discharge its duties, however funds may not automatically be granted.
6. The Chairman of the Committee, together with the Chairman of the Council, shall have the delegated power to cancel any event held on the Recreation Ground due to inclement weather or ground conditions.
7. The committee can initiate new facilities within the remit of it's role, e.g. new play areas. All costs must be within the agreed budget or the Committee may seek outside funding for such works. Any final decision regarding new facilities will be made by full Council.
8. The Committee will initiate and approve tenders for all aspects within the remit of it's role in accordance with Financial Regulations.
9. The Committee is responsible for any hiring or letting policies for open space and accompanying buildings in accordance with Financial Regulations.
10. The Committee is responsible for decisions concerning the VIC with the exception of those decisions concerning staff employment issues.
11. Committee will provide annual risk assessments for open space use and the accompanying buildings in line with the insurance requirements.
12. The Committee will host regular meetings with sports clubs and other users of the Recreation Ground to seek mutual cooperation in managing and enhancing the Recreation Ground.
13. All correspondence shall be conducted through the Town Clerk.
14. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to members of the Town Council.
15. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
16. Any policy decisions recommended by this committee will be resolved by the Finance & Policy Committee at the next meeting following the recommendation.

\* Please note the Chairman and Vice Chairman of the Full council are ex-officio members of all committees and entitled to vote.