

GENERAL PURPOSES COMMITTEE

1. The General Purposes 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 General Purposes 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:
 - Town Hall
 - Stuckton Road Cemetery
 - St Mary's Closed Churchyard maintenance
 - Parish footpaths
 - Highway matters in liaison with Hampshire County Council
 - Fry's Field Allotments
 - Memorial Bungalow
5. The Committee can appoint a footpath officer to liaise with Hampshire Country Council Countryside Services. This a voluntary post and does not incur expenses.
6. 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.
7. The Committee can initiate new facilities within the remit of it's role. 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 the Town Hall in accordance with Financial Regulations.
10. The Committee will provide annual risk assessments for Stuckton Road Cemetery, St Mary's Churchyard maintenance, Fry's Field Allotments and the Town Hall in line with the insurance requirements.
11. The Committee will host regular meetings with allotment holders to seek mutual cooperation in managing and enhancing Fry's Field Allotments.
12. All correspondence shall be conducted through the Town Clerk.
13. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to members of the Town Council.
14. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
15. Any policy decisions recommended by this committee will be resolved by the Finance & Policy Committee at the next meeting following the decision.

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