

Sharnbrook Parish Council
Amenities Committee
As amended on 12th June 2018

TERMS OF REFERENCE

Membership

Four to six parish councillors to be appointed annually, normally at the Annual Meeting in May.

Quorum

Three members shall constitute a quorum.

Chairman

The Chairman to be elected by the Committee members at the first meeting after appointment each year.

Meetings

At least four meetings to be held each year. Additional meetings to be arranged as required.

Meetings to be held in an appropriate publicly-accessible venue.

Public notice of meetings to be given at least three days beforehand.

Devolved Matters

The Parish Council devolves to the Committee responsibility for:

- highways
- traffic
- transport
- policing
- parish directory & website
- lighting
- litter collection
- bulky waste
- litter/dog bins
- Footpaths – P3
- Trees/Hedges
- Allotments
- Grass cutting
- Road verges
- Amenity areas – Pocket Park etc.
- Seats
- Fencing, hedging and boundary management

The Committee will consider matters referred by the Parish Council and will report back with recommendations if appropriate.

The Committee will be required each year to consider the budgetary requirements for the next financial year, in respect of these areas of responsibility, and to make recommendations to the Council for the precept-setting meeting in January.

Delegated powers

The Committee will have delegated power to decide on lighting replacements and improvements within the annual allocated budget and in line with Council policies. The Committee may have other delegated powers as agreed by the Parish Council from time to time.

The Committee will have delegated power to agree the grass-cutting contract each year.

Working Parties

With Parish Council approval the Committee may set up working parties which include non-Parish Council members, for specific areas of work. Persons other than members of the Council may be appointed to committees as Additional Members who will not have a right to vote or to move or second a motion. Such Working Parties must include at least one member of the Committee who is responsible for reporting back to the Committee on the activities of the Working Party.

Minutes - Minutes of meetings to be circulated to all Parish Councillors and received at next Parish Council meeting.

Standing Orders of the Council

Standing orders of the Council shall also apply to the Committee insofar as they are appropriate.

Agreed June 2018