



Parish

Council

## Amenities Committee Terms of Reference

### Introduction

The Amenities Committee draws its governance from the Newington Parish Council (NPC) Standing Orders and Financial Regulations.

The Chairman, Vice Chairman and Councillors are appointed at the Annual Parish Council Meeting subject to the proviso that the Chairman and Vice Chairman of the Parish Council shall, in any event, be ex officio members. Full Council may at other times appoint additional members if it considers it appropriate.

The NPC Code of Conduct; Data Protection Policy and Freedom of Information Policy apply at all times

All formal correspondence must be undertaken via the Clerk

All meetings of the Amenities Committee will be convened in accordance with the Parish Council's standing orders. Each meeting will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

The Committee can only make decisions within its scope and must escalate all exceptions to Full Council.

Name	Reporting Structure	Meeting Frequency	Quorum Details	Type
<b>Amenities Committee</b>	Full Council	9 times p.a. minimum	A minimum of 5 members, 3 of whom should be Parish Councillors, shall be required to make a quorum.	Action
<b>Scope / Purpose</b>			<b>Financial Accountability</b>	
Host the: <ul style="list-style-type: none"> <li>• Cemetery WG</li> <li>• Events WG</li> </ul> Accountability for: <ul style="list-style-type: none"> <li>• Street Lighting               <ul style="list-style-type: none"> <li>○ Functionality</li> </ul> </li> <li>• Highways &amp; PROWS</li> </ul>			<ol style="list-style-type: none"> <li>1. All recommendations requiring expenditure will go to Full Council</li> <li>2. <i>Except</i> the Committee may authorise essential expenditure on facilities within its remit, following discussion and authorisation at a meeting of the Committee, subject to:</li> </ol>	

<ul style="list-style-type: none"> <li>○ Observation &amp; Reporting</li> <li>○ Litter Picking Schedule &amp; Contract</li> <li>● Green Spaces (play areas; Woodland &amp; Recreation Ground) <ul style="list-style-type: none"> <li>○ Equipment Risk Assessments; Annual ROSPA and Contract(s)</li> <li>○ Grass Cutting / Maintenance Contract (s)</li> <li>○ Schedule of Fees &amp; Terms</li> </ul> </li> <li>● Pavilion <ul style="list-style-type: none"> <li>○ Review Monthly and act on the Facilities Management Schedule</li> <li>○ Review and maintain the Letting Terms and Schedule of Fees</li> <li>○ Routine operation</li> </ul> </li> <li>● Village Voice</li> <li>● Air Quality Management in conjunction with Planning Committee</li> <li>● Cemetery <ul style="list-style-type: none"> <li>○ Fees</li> <li>○ Contracts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. a maximum of £1000 per event</li> <li>3. Any proposal to enter into contractual arrangements with an outside agency for whatever reason must be put forward to Full Council</li> </ul>
<b>Transparency &amp; Communications</b>	
<ol style="list-style-type: none"> <li>1. Agendas must be drawn up and published</li> <li>2. Minutes must be kept of every meeting</li> <li>3. Minutes must be proposed and agreed at the following meeting or Full Council, whichever is soonest.</li> <li>4. This meeting is open to members of the public and may be recorded.</li> <li>5. Records will be published on the NPC Website</li> </ol>	

Date: 25.06.2024