

BROMHAM PARISH COUNCIL: **AMENITIES & SUSTAINABILITY COMMITTEE**

Terms of Reference

1. Constitution

- 1.1 The Amenities & Sustainability Committee (the “Committee”) is established as an Executive Committee under the Authority of the Parish Council (the “Council”) in accordance with Standing Orders.
- 1.2 The Committee Terms of Reference may be amended at any time by the Council.
- 1.3 The Committee may from time to time investigate, discuss or review matters outside its Terms of Reference, if required to do so by the Council.

2. Authority

- 2.1 The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- 2.2 The Committee is responsible for advising the Council on amenities and sustainability issues and must be professional, accountable, transparent and risk-aware in conducting business (mitigating risks as far as possible).
- 2.3 The Committee is authorised by the Council to obtain external legal or other professional advice in line with services identified in the approved budget and, where deemed essential, to secure the occasional appointment of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Finance & General Purposes Committee.

3. Membership

- 3.1 The Committee shall be appointed by the Council from amongst its members and shall consist of not less than four members and not more than seven. In accordance with Standing Orders, the Chairman and Vice-Chairman of the Council may attend all Committee Meetings and may exercise their right to speak and vote.
- 3.2 The Committee shall elect a Chairman and a Vice-Chairman for the municipal year at its first meeting in every year. In the event that both are absent at a meeting, the Councillors in attendance will elect a chair for the meeting.
- 3.3 The designated Parish Clerk of the Council is ordinarily Clerk to the Committee although the Committee may, from time to time, be serviced by the designated Support Officer.

4. Attendance at Meetings

- 4.1 The quorum necessary for the transaction of the business of the Committee shall be not less than 4 members.
- 4.2 Any Parish Councillor who does not attend three consecutive meetings of the Committee without having an excuse accepted by the Chairman of the Council will automatically cease to be a member of the Committee.

5. Frequency of Meetings

- 5.1 Meetings shall be held at least four times a year.
- 5.2 Meetings shall be held at the Village Hall.
- 5.3 Additional Meetings may be called by the Chairman of the Committee or by order of the Council.

6. Committee Responsibilities

- 6.1 With regard to the Council's amenities, the Committee will:
 - (a) Exercise the powers and duties delegated by the Council for the care, maintenance and development of benches, picnic tables, notice boards, bus shelters, other street furniture, trees, hedges and any other such amenities as the Council may own or operate;
 - (b) Oversee the maintenance of and any agreed development of public open space for which the Council has a designated responsibility including the management of associated contracts e.g. grass cutting.
 - (c) Review the provision of such amenities and recommend any additions or improvements;
 - (d) Develop budgets for any anticipated capital and/or other expenditure for each financial year, and recommend these to the Council's Finance & General Purposes (F&GP) Committee;
 - (e) Consider and implement all necessary maintenance related to the Council's amenities (see 6.4 below). Urgent maintenance which must be resolved before the next Committee meeting may be dealt with by the Clerk, in consultation with the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council);
 - (f) Any urgent matters related to the Council's amenities, which need to be resolved before the next Committee meeting, may be dealt with by the Clerk, in consultation with the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council).

6.2 With regard to the Council's community facilities, such as Village Hall, Play Areas, Sports Facilities, Changing Rooms and Allotments, the Committee will:

- (a) Monitor the condition of the premises and their immediate surroundings, ensuring that they are (i) clean, tidy, secure, in good decorative order and in a good state of repair, (ii) free from any obvious and significant health and safety hazards, (iii) maintained in accordance with all legal requirements, and (v) used by each Hirer in accordance with the Council's Terms and Conditions of Hire;
- (b) Maintain responsibility for organising and managing all under-lettings, including tenant liaison and rent collection arrangements.
- (c) Investigate and endeavour to resolve any complaints from any tenant, hirer (if relevant) or resident, liaising with the Clerk and/or reporting to the Council, as appropriate;
- (d) Review the facility Charges (1st April to 31st March) for tenants, hirers (if relevant) annually and submitting the proposed Charges for the next financial year to the FGP Committee during November/December of the previous year;
- (e) Review the Terms and Conditions of Tenants annually and submit any proposed amendments to Council for approval;
- (f) Consider the medium/long term development of the facilities, keeping Council informed so that the appropriate financial planning can be undertaken;

6.3 With regard to Sustainability and Environmental Matters, the Committee (assisted by the appointment of project experts as necessary) will:

- (a) Propose ways in which the Council can foster an increased awareness of environmental issues and Green Strategy within the Parish area.
- (b) research, share and recommended to Council the adoption of best practice on conservation and environmental issues.
- (c) Design and implement projects approved by Council that contribute to local environmental improvements.
- (d) Advise the Council on environmental matters, including the Council's contractual responsibilities.
- (e) Liaise with other local government and other non-governmental organisations on environmental matters.
- (f) Support appropriately other environmental groups within the Parish.

- 6.4 The Committee is responsible for all aspects of the repair, maintenance, and enhancement of the amenity assets of the Council. This shall include, but not be limited to, routine cleansing, grounds maintenance (tree, shrub and fencing maintenance, maintenance of signage, noticeboards and other street furniture and for undertaking planned and essential improvements. In doing so, the Committee will have regard to:
- (a) The benefits of regular maintenance to help reduce or eliminate the necessity for major repairs and thus save money. It may be appropriate for the Council to establish repair and maintenance funds.
 - (b) The need for effective asset provision and maintenance, including play area provision and maintenance costs, seating, litter and dog waste bin provision and maintenance of indoor fixtures, furniture and fittings.
 - (c) All Council properties, buildings and structures, including open spaces, should be regularly inspected. There is a duty on the Council to take reasonable steps to ensure that members of the public using the property are reasonably safe in so doing. Performance of this duty necessarily involves regular inspections. Specialist inspections of some property may be necessary and, where appropriate, will be entrusted to qualified experts. This is particularly so in the case of playground and sports equipment, which will require frequent visual inspection and regular quarterly inspections by an expert (e.g. Wicksteed Leisure).
 - (d) The need to keep proper records of all movable property and to carry out regular inspections, repairing or replacing as necessary.
 - (e) The need for the regular monitoring and review of the use of all land and property assets.
 - (f) The need for the regular monitoring of the arrangements for the management of the Village Hall.
- 6.5 The Committee shall give full consideration to insurance requirements at regular intervals and, at least once a year, when policies come up for renewal. (If a Council does not have adequate insurance, it could have to meet heavy claims from its own resources).
- 6.6 The Committee may incur expenditure within its authority as defined in the Standing Orders and Financial Regulations and, in doing so, shall manage and control spending from its assigned budget during the year and ensure best value at all times. The Council aims to give excellent value for money as it raises and spends money for the benefit of the local community.
- 6.7 The Committee is responsible, through designated staff, for maintaining sound and up to date financial records, submitting financial returns on time and undertaking effective financial monitoring and reporting.

6.8 The Committee is responsible for reviewing and monitoring the implementation of relevant policies of the Council relating to the Council's amenities and other facilities and, where appropriate, recommend any amendments and/or new policies to the Council. Policies shall include:

- Public Open Space Management
- Tree Policy
- Bench Policy

6.9 The Committee is responsible, through designated staff, for administering and accounting for running costs, including lease rental, utility costs, rates, insurance premiums, trade waste, litter bin emptying, pest control, health and safety measures (e.g. smoke alarms, fire extinguishers, risk assessments etc) and security costs relating to Parish Council amenity assets.

6.10 The Committee is responsible, through designated staff, for organising and monitoring of contracts for the provision of services to ensure the highest standard is maintained for the duration of each contract.

6.11 The Committee is responsible for all aspects of event management relevant to the Parish Council amenity assets and for undertaking the necessary risk assessment as part of the event planning process.

6.12 The Committee, on behalf of the Council must be confident that whenever it spends money:

- It has legal power (it is not acting beyond its powers)
- It follows sound and established procedures
- It does not take unnecessary risks
- Transactions are transparent
- Councillors conform to standards in public decision-making.

7. Reporting Procedures

7.1 The Chairman shall be responsible for bringing forward a Progress Report to the Council meeting following the Committee Meeting to update Council on the activities of the Committee and its current and planned work programme.

Adopted by:	Parish Council
Date:	9 May 2023
Review Period:	Annually
File Link:	Administration\Policies and Procedures