



## Amenities committee Terms of Reference

### **Constitution**

1. The Amenities committee is constituted as a Standing Committee of Haslemere Town Council under Sections 101 and 102 of the Local Government Act 1972.
2. The Amenities committee consists of councillors appointed at the Annual Meeting of the Town Council.
3. The Amenities committee meets every two months, and the calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Haslemere Town Council.
4. The Committee Chairman and Vice-Chairman to be elected annually by the committee before proceeding to any other business at the first meeting of the Amenities committee.
5. The Chairman shall have a second or casting vote in the case of an equality of votes [Standing Order 3r].
6. The Mayor is an ex officio member and entitled to vote.
7. A quorum of the committee is a third of all members or a minimum of three Councillors, whichever is greater.
8. The Deputy Town Clerk or other officer as from time to time agreed by the Staffing Committee shall be responsible for the day-to-day Amenities committee matters.

### **Objective**

To improve the quality of life in Beacon Hill, Grayswood, Haslemere, and Hindhead by maintaining local amenities in an efficient and cost-effective manner.

The Committee holds delegated powers to deal with all matters listed overleaf.

Financial Regulations Clause 4.1 [adopted September 2019] states that authority is required by:

- Full Council for all items over £3000;
- The Amenities Committee for items over £1000 and less than £3000;
- The Clerk, in conjunction with the Mayor or Chairman of the Amenities Committee for any item below £1000; and

in all instances, there has been a budget check for the expenditure. Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the Amenities Committee Chairman. Where approval has been given by email, a copy of the email will suffice as the authorisation slip.

### **Responsibilities**

To recommend to the Town Council appropriate budget provisions for the current and coming financial years for items within the Committee's remit.

The Committee's remit extends to the provision and maintenance of:

1. Lion Green
  - a. Maintenance of Open Spaces at Lion Green including footpaths.
  - b. Children's' play area, (including Health & Safety inspections).
  - c. Management of permission for the use of Lion Green and determining the required fees and/or deposits for each event.
  - d. To ensure that the 10 year Lime Tree Management plan for Lion Green is implemented and that the anticipated costs are included in the annual budget figures for ground maintenance.
2. Allotments
  - a. Manage the allotment sites of Haslemere Town Council (Sturt Road, Collards Lane, Clammer Hill) and to work with the Allotment Associations where they exist to ensure that the allotments are well maintained and are cost effective.
  - b. To recommend levels of fees & charges for the letting of the allocated allotments plots managed or owned by the Town Council.
  - c. To manage the tenancies of the allotments and the income received.
  - d. To ensure quarterly inspections are carried out to ensure that tenancy terms are adhered to and to identify any remedial work that may be required to the allotment site boundaries and facilities provided by the Council.
3. Public toilets
  - a. To manage the public toilets in Haslemere High Street car park, to include cleaning and maintenance.
4. Other
  - a. To maintain the Memorial Green and all other open spaces or assets either owned by Haslemere Town Council, or owned by other local authorities and maintained by Haslemere Town Council.
  - b. To maintain the children's' play area at Town Meadow (including Health and Safety inspections).
  - c. To liaise with other local authorities about the maintenance of road gulleys, footpaths etc.

### **Tenders & Contracts**

1. To work with the Deputy Town Clerk in the process of tendering every 5 years and recommending the awarding of contracts for the grounds maintenance work of Haslemere Town Council for approval by Full Council.
2. To work with the Deputy Town Clerk in the process of tendering every 3 years, and recommending the awarding of contracts for the opening and cleaning of the public toilets for approval by Full Council.
3. To monitor contract performance against the Contract Procedure Rules

**Review**

These terms of reference are to be reviewed as required but at **least** every four years by the Amenities committee and any amendments to be approved by Full Council.