

## 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.
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 minimum of three Councillors or third of all members, 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 2023] states that authority is required by:

- Full Council for all items over £3000;
- The Amenities Committee for items over £1500 and less than £3000;
- The Clerk, in conjunction with the Mayor or Chairman of the Amenities Committee for any item below £1,500; 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:

1. The provision and maintenance of public open spaces owned or managed by the Council to include:
  - Memorial Green
  - Lion Green
  - Town Meadow
  - St Christopher's Green
  - Clement Corner
  - Grovers Garden
  - SANG at Sturt Road
  - Clement Corner
  - Flower beds in front of Half Moon House
  - Junction Shepherds Hill/Lower St
  - Area opposite old Police Station
  - Railway embankment Lower Street
  - Floral tubs High Street and Beacon Hill
  - Area around war memorial St Albans
  - Area around war memorial Grayswood
  - Woodcock Green & memorial garden
2. The provision and maintenance of the children's play area, including Health & Safety inspections at:
  - Lion Green
  - Town Meadow
3. The management of permission for the use of Town Council land/buildings and determining the required fees and/or deposits for each event. To include:
  - Lion Green
  - Council chamber
  - St Christopher's Green
  - Licence to Lion's Den
4. The provision, management and maintenance of allotment sites which includes recommending levels of fees & charges for the letting of plots, managing tenancies and income, undertaking quarterly inspections and identifying any remedial work required to the allotment site boundaries and facilities provided by the Council:
  - Sturt Road
  - Clammer Hill
  - Collards Lane
5. The provision, cleaning and maintenance of the public toilets at:
  - Haslemere High Street car park
  - Lion Green
6. To oversee tree inspections at all Council owned public open spaces and allotments on a biennial basis.
7. To undertake regular inspections of the War Memorials at:
  - Haslemere High Street
  - St Stephen's Church
  - Grayswood
  - St Alban's Church
8. To review the Town's Emergency Plan as required but at least every four years.

9. To liaise with other local authorities about the maintenance of road gulleys, footpaths etc.
10. To review with the Deputy Town Clerk the process of tendering every four years and recommending the awarding of contracts for approval by Full Council of:
  - cleaning of the public toilets
  - grounds maintenance
11. 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.