



Terms of Reference Amenities Committee

1. The Amenities committee is a parish council committee with delegated authority from BPC and is expected to:
2. Maintain a safe, tidy, and pleasant environment for users. The areas within the village known as Town Bottom and Beggars Plot playing fields, the Peace Gardens, the Rose Garden, Towngate Green and The Dumbles. Including the boundary walls and everything within each of the area's boundaries.
3. Be responsible for any development of the area known as The Dumbles
4. Maintain an acceptable standard and pleasant environment for users, the toilet block at Town Bottom Playing Fields and ensure they are cleaned on a regular basis.
5. Manage the contract for the room leased FOR COMMERCIAL USE at the toilet block.
6. Manage and maintain to an acceptable standard the existing car parking facilities including the individual lease contracts for Soft Water Lane Carpark.
7. Investigate any options that may arise for easing and managing the village car parking problems.
8. Propose an annual budget to the RFO in a timely fashion.
9. The scope of responsibility of this committee is to:
10. Prepare a report for Council with recommendations for appropriate action for the development of The Dumbles.
11. Liaise with DCC Highways, PDNPA officers and other authorities as appropriate.
12. Liaise with the council's insurers to ensure that they are prepared to insure any new facilities.
13. Ensure a full annual RoSPA inspection of all play equipment is carried out, and that weekly / monthly inspections of the equipment and playing areas are carried out by the playground inspector.
14. Request work to be carried out by approved contractors.

- 15.1.3 Membership of the **AMENITIES** committee is determined at the Annual Meeting of the Parish Council, and is usually four members, with the parish council chair and vice-chair being automatic ex-officio members, with two members forming the quorum. The committee chairman is appointed by the full Parish Council, and the vice-chairman is elected annually by the committee at the first meeting after the Annual Meeting of the Parish Council. The chairman and vice-chairman shall hold office until the next Annual Meeting of the Parish Council, as per their Standing Orders.
- 16.1.4 If the numbers of Councillors present AT A MEETING (**EXCLUDING** those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any business not CONDUCTED shall be TAKEN CARE OF at the next meeting or on such other day as the Chairman may fix. In the event of an equality of votes, the Chairman of the committee shall have a second or casting vote.
- 17.1.5 The Amenities Committee should meet at least twice per annum. Minutes of all meetings will be recorded by the Parish Clerk, or any member nominated at the meeting and circulated at full meetings of the Parish Council.
- 18.1.6 On-site meetings may be arranged by the Chairman of the committee, or by the vice-chairman if the chairman is not available. Where an on-site meeting is arranged, all members of the committee shall be notified, but not all have to be in attendance.
- 19.1.7 **The Amenities** committee should endeavor to assure that no liability falls on the council as a result of injury to members of the public while using the above facilities. Any actual or potential safety issues should be immediately reported to the Parish Clerk.
- 20.1.8 A member OF THE AMENITIES COMMITTEE may consider any matter in which THEY (or their spouse/partner) have a personal interest (but not a pecuniary interest), provided the interest is disclosed in line with the provisions of the Members' Code of Conduct.
- 21.1.9 **The Amenities** committee will be responsible for managing expenditure within the agreed budget for all aspects of each separate project under its control. In calculating overall expenditure, no allowance should be made for any potential income.
- 22.1.10 It is the duty of the council to review the Terms of Reference of the committee each year at the Parish Council meeting following the Annual Meeting of the Parish Council.