



HERSTMONCEUX PARISH COUNCIL

Amenities Committee Terms of Reference

Responsibility: Amenities Committee

Review Frequency: Annually, following Annual Council Meeting

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>	<u>Date of Next Review</u>
May 2023	FCL_2023.06.12	May 2024

COMMITTEE TERMS OF REFERENCE

AMENITIES COMMITTEE

Membership: Representatives of each Working Group

Restrictions on Membership: None

Generic Functions and Delegations:

1. This Amenities Committee is appointed by the Herstmonceux Full Parish Council at its Annual Council meeting, held annually in the month of May.
2. The Amenities Committee is an advisory committee to Herstmonceux Full Parish Council.
3. Members of the Amenities Committee will be elected at the Annual Meeting.
4. The Amenities Committee may appoint by way of co-option by the Full Council or the Amenities Committee, non- councillors to membership of The Committee or any of their Working Groups
5. Co-opted members are not elected members of the Council and therefore have no voting rights. Co-opted members are people who are chosen by the Council to represent a specific area of interest or issue of consideration because of their level of knowledge and experience . Co-opted members make a very useful contribution to discussions and help make the correct decisions in relation to important matters.
6. Summons to meetings of the Amenities Committee will be called in adherence to the Herstmonceux Full Parish Council Standing Orders.
7. The Committee Chair will be appointed at the first meeting of the committee after the Annual Council Meeting.
8. Meeting dates for the next year will be set at the the Annual Council Meeting.
9. The meetings will run in adherence to the Herstmonceux Full Parish Council Standing Orders
10. The quorum shall be **four** councillors. At least one Councillor from each working group will be encouraged to attend the Committee meeting.
11. **No member of the Amenities Committee may commit the Council to anything financial or otherwise, all matters must be referred to Full Council, via the Clerk.**
12. **No member of the Amenities Committee may correspond (letter or e-mail) directly with parishioners or any outside organisation on behalf of Herstmonceux Parish Council, unless specifically authorised to do so by Full Council, as per see bullet point 13. All other direct correspondence will be via the Clerk of the Council.**
13. **Councillor members of the Highways and Streetlighting Working Group only are to have direct access to the Parish Council online portal for reporting Highways and Streetlighting issues with East Sussex Highways, a chronology of which can easily be seen by the office staff for ease of monitoring**

reported issues. Any any other subject areas issues, other than streetlighting and highways, are to come through the office for reporting. (A councillor may still report an issue as a member of the public).

14. Annually, by October in each year the Working Groups of the Amenities Committee will receive via the RFO, an Estimate Form, in respect of any financial requirements to be considered to be included in the Annual Estimates for the following three years. This must be completed and returned to the RFO by the 30th November.

Specific Functions and Delegations:

15. As a rule, Amenities Committee meetings will take place, bi-monthly, on the fourth Monday of the month and advertised on the parish web site and on parish notice boards.
16. The Amenities Committee has a wide remit and will consist of a number of Working Groups who will oversee and report on, and make recommendations concerning, the ongoing development, maintenance, safety and aesthetic upkeep of the village in the areas of Allotments, Footpaths, Grounds, Highways, Street Lighting, Trees and Landscaping.
17. All Working Groups will provide regular and timely written reports to the Amenities Committee who will consider proposals and requests prior to making its recommendations to Full Council.