Highcliffe and Walkford Parish Council

Amenities Committee Terms of Reference

1 OBJECTIVE

1. 1 The Amenities Committee is constituted to consider and make decisions on behalf of the council to all matters pertaining to recreation grounds, play areas, sports facilities, pavilions, public toilets, nature reserves, allotments and open spaces owned or operated by Highcliffe and Walkford Parish Council.

2 MEMBERSHIP

2. 1 Membership shall consist of eight (8) members of the full council and will be elected to serve on the committee at the Annual Meeting of Highcliffe and Walkford Parish Council.
2. 2 The quorum of the committee shall be three members.
2. 3 Where members of the committee cannot attend a meeting, any other councillor may be substitute.

3 AREAS OF RESPONSIBILITY

3. 1 The committee has the delegated authority from Highcliffe and Walkford Parish Council:
- To issue contracts for work in the operation and maintenance of amenities,
- To authorise expenditure within its assigned budget.
- To oversee the stewardship of council land and buildings.
- To set fees for the hiring of council facilities.
- To issue licences for the use of council facilities.
- To negotiate with BCP regarding acquisition, transfer and operation of amenities.
- To issue quarterly reports to council regarding amenities.
- To oversee sub-committees and delegate powers accordingly.
- To manage the risks associated with the provisions of amenities.
- To ensure amenity assets are adequately risk assessed and insured.
- To ensure amenity activities are adequately risk assessed and insured.
- To make regular reports to full council on the expenditure against budget.

3. 2 All powers shall be exercised in accordance with standing orders and financial regulations, or directions given by the Full Council.

4 ADDITIONAL DELEGATED POWERS

4. 1 In the event that it is not possible to convene a meeting of the committee or if a meeting is inquorate, power is delegated to the Clerk in conjunction with at least one other member of the committee to take actions and authorise expenditure on behalf of the council.

5 LIAISON WITH EXTERNAL STAKEHOLDERS

5. 1 The committee will liaise with all appropriate stakeholders including hirers, Friends of…, environmental groups, other authorities and other bodies in the management and operation of amenities.
5. 2 The committee will consult with the public and casual users as appropriate.

6 SITE MEETINGS AND INSPECTIONS

6. 1 On site meetings may be arranged by the clerk or the chairman of the committee and where an on-site meeting is arranged all members of the Committee and the Council shall be notified, but not all have to be in attendance.

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6. 2 Individual members will not attend on-site meetings without explicit agreement of the committee or with an officer present.
6. 3 The committee shall ensure that all sites and activities are regularly inspected in accordance with the requirements of the council's insurers and all applicable health and safety regulations,

7 MEETINGS

7. 1 The committee shall meet at least eight (8) times per civic year.
7. 2 Meetings will be held in public and time assigned for the public to make representations.
7. 3 The amount of time set aside for public representations shall be limited to three minutes, except where an extension is approved by the committee.
7. 4 A calendar of committee meetings shall be published each year.
7. 5 The clerk or the chairman of the committee may call additional committee meetings as and when necessary.
7. 6 The committee shall have the option of referring matters up to full council.

8 REPORTING

8. 1 Decisions from the committee shall be circulated to all members of the council as soon as possible following the meeting.
8. 2 Minutes of the committee shall be posted on the council's website as soon as possible following the meeting.
8. 3 Minutes of the committee shall be presented to full council for noting.

9 REVIEW

9. 1 The election of committees and their terms of reference are to be reviewed annually .

27 August 2025

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