



HASLEMERE TOWN COUNCIL

Amenities Committee Terms of Reference

This Committee is a committee of the Council constituted under Sections 102 and 102 of the Local Governments Act 1972.

Amenities Committee Remit

Subject to agreement by Full Council, the Committee holds delegated powers to deal with all matters relating to the allotments and all open spaces and assets of Haslemere Town Council including those assets owned by other authorities but managed by agreement by Haslemere Town Council.

Financial Regulations [adopted July 2014] Clause 4.1 states the Amenities Committee may authorise the expenditure for items over £1000 and less than £3000. In addition, the Clerk, in conjunction with the Mayor or Chairman of the Amenities Committee may authorise expenditure for any item below £1000 provided there has been a budget check for the expenditure. Such authority is to be evidenced by a Minute or by an authorization 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 authorization slip.

Financial Regulation Clause 4.2 states such authorizations for expenditure must not exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee.

The Deputy Town Clerk shall be responsible for the day to day management of Amenities Committee matters.

1. Objective

To improve the quality of life in Haslemere by providing & maintaining local amenities in an efficient & cost effective manner.

2. Membership

The Committee shall consist of Councillors appointed at the Annual Meeting of the Town Council. The Committee will elect a Chair from Councillor Members at its first meeting after the Annual Meeting of the Town Council. The Town Mayor will be an ex-officio member.

3. Meetings

The Committee meets every two months.

4. Quorum

The Quorum for a meeting will be a minimum of 3 Councillor Members or a third of the membership, whichever is greater.

5. Responsibilities

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

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

5.1.1 Lion Green

- Maintenance of Open Spaces at Lion Green including footpaths.
- Children's' play area, (including Health & Safety inspections).
- Management of permission for the use of Lion Green and determining the required fees and/or deposits for each event.
- 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.

5.1.2 Allotments

- 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
- To recommend levels of fees & charges for the letting of the allocated allotments plots managed or owned by the Town Council.
- To manage the tenancies of the allotments and the income received.
- 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.

5.1.3 Other

- To maintain the Memorial Green and other open spaces either owned by Haslemere Town Council, or owned by other local authorities and maintained by Haslemere Town Council.
- To liaise with other local authorities with regard to the maintenance of road gulleys, footpaths etc.

6. Tenders & Contracts

- 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.
- To monitor contract performance against the Contract Procedure Rules

7. Review

The Amenities Committee terms of Reference to be reviewed as required but **at least** every four years.

