



WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire, HP22 6DU

Terms of reference for the Wendover Parish Council Amenities Committee

1. Authority

The Amenities Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet monthly except in August and when items for the agenda are insufficient.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. The Chairman and Vice Chairman of the Council will automatically be ex officio members of the Committee with full voting rights if in attendance making the maximum in attendance 10 Councillors.

Any member of the Committee unable to attend a meeting must notify the Clerk* within three working days of the meeting. A reason for his absence should be given in order that the Committee can decide whether to accept the apology.

Should a member of the Committee be unable to attend a meeting, he may appoint another Councillor to attend as his substitute. It should be noted however that this should only occur where:

- the meeting may be at risk of being inquorate without such a substitution
- the substitute Councillor has specific knowledge to share which is important to an item on the agenda

The Clerk* must be notified of any substitution within three working days of the meeting. The ordinary member is responsible for ensuring the Councillor attending in his place is fully briefed on the items on the agenda.

The Committee may, by a show of hands, co-opt new permanent members on to the Committee. A new member who has been co-opted onto the Committee may take his place on the Committee immediately following his co-option.

Councillors wishing to resign from a Committee must do so by notifying the Clerk*.

3. Chairman of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chairman to preside at its coming meetings.

In the absence of the Chairman of the Committee, if the Chairman of the Council is present at a Committee meeting he will preside. The Chairman of the Council may however waive this right. If the Chairman of the Council is not present at the meeting (or waives his right to Chair the meeting), the first order of business of that meeting will be the nomination, by a show of hands, of a Chairman to preside at that meeting.



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4. Agenda Setting

The Clerk* and Chairman of the Committee will agree the items for the agenda prior to its publication.

Any Councillor wishing to ask for a particular item to be included on the agenda must do so at least **eight working days prior to the meeting date** to allow the request to be considered by the Clerk* and Chairman of the Committee.

The decision on which items should be included on the agenda is ultimately the responsibility of the Clerk*, it should however be possible for the Chairman and the Clerk* to agree together which items should and should not be on an agenda.

No decision should be made about any matter not listed for discussion on the published agenda.

5. Record of Proceedings

Written minutes will be taken by an officer* of the Council. If an officer* is unavailable, a member of the Committee must be nominated at the start of the meeting to take the minutes.

Minutes must include all of the Committee's decisions and any advice given by the Clerk, but not followed. Draft minutes will be circulated to all Councillors no later than 5 clear working days after the Committee meeting. The Clerk* is responsible for arranging the distribution of the minutes and receiving any requests for amendments or additions. Where the Clerk* is in doubt about any requested alteration to the agenda this will be decided by the Committee and noted in the minutes.

6. Public exclusion

If the public are excluded from the meeting a record will be taken of all matters discussed and if not included in the general minutes, attached as a confidential record to be signed with the published draft minutes by the Chairman at the next meeting. Should the Clerk be excluded from this part of the meeting, for any reason, the Chairman shall take the minute/confidential record. Full minutes, including the confidential record, will be circulated to full Council, noting confidentiality if necessary.

At each meeting the Committee will consider the draft minutes of the previous meeting. The Committee will make a resolution to accept the minutes (which may be subject to minor changes) and the Chairman of the meeting will sign them accordingly.

All Councillors are asked to contact the Clerk* at least two working days prior to the Committee meeting if there are any changes they wish to make to the draft minutes.

7. Responsibilities

Primary Purpose: To examine and recommend to the Council where necessary any maintenance and improvements to the amenities of the Parish.

The Amenities Committee has the following specific duties: -

- a) To consider and to deal with, on behalf of the Council, all maintenance and improvement matters relating to the open spaces, ponds and buildings of the Council.
- b) To consider all matters relating to benches, bins, bus shelters, play & leisure equipment, war memorial, street lights and other street furniture that is under the control of the Council or that the Council has agreed to maintain.



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- c) To ensure the play grounds and skate park are independently and professionally inspected and that appropriate action is taken on the recommendations contained in reports.
 - d) To consider all matters relating to the Council's allotments and tenants, with the exception of the rental charges.
 - e) To consider all matters relating to the Council's Markets (including the weekly market), with exception of the market charges.
 - f) To liaise with public bodies and organisations with the responsibility for the maintenance and development of highways and parking in the Parish.
 - g) To monitor and effect compliance with any relevant regulations, policies and statutes under advice from the Clerk*.
 - h) To formulate a budget for revenue/capital expenditure on amenities for the next financial year and to recommend it to the Finance Committee to inform the setting of the precept/PSR.
 - i) To make recommendations to the Council throughout the year on capital spending on equipment and materials in line with the financial regulations.
 - j) To gather information on large projects including devolved services and parking with a view to make recommendations to the Council.
 - k) To consider operational risk assessments with regards to the Council's amenities.
 - l) To agree protocols for management of the Council's amenities and recommend any new policies to the full Council
- m) To ensure a record is kept of any accidents or incidents reported to the Council which took place on property or land owned by the Council and to ensure appropriate remedial action is taken.

To consider ways that the Council's amenities can be managed to help the environment and encourage biodiversity.

8. Delegated power

The Committee makes recommendations to the Council regarding the matters it debates. The Committee is however given delegated power with regards to the following activities;

- a) To authorise any non-controversial development and maintenance to the amenities of the Parish to a maximum cost of £5000 (before VAT); provided budget is available under the appropriate heading to cover all costs.
- b) To authorise spending of appropriate EMRs set by the Council
- c) To arrange future meetings of the Committee
- d) To co-opt new members onto the Committee
- e) To accept apologies from Committee members
- f) To resolve to accept the minutes of the Committee
- g) To establish sub-committees and working groups and to appoint advisers as and when necessary to assist in its work.
- h) To delegate actions to the Clerk*
- i) To convene or terminate working groups to achieve its responsibilities and receive recommendations from such groups.

Where the Council believes it to be appropriate, it may resolve to delegate additional specific decisions to the Committee.

9. Public Participation

Committee meetings are held in public but are not 'public meetings'. The meetings are open to



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the public unless their presence would be prejudicial to the public interest by reason of the confidential nature of the business, or items of business to be transacted. The public's exclusion from part or all of a meeting will be by a resolution which shall give the reason(s) for the public's exclusion.

The period of time which is set aside for public participation is at the Committee Chairman's discretion but in general will not exceed 15 minutes. Individuals will have a maximum of 3 minutes each. Further information can be found in the Standing Orders of Wendover Parish Council.

9. Conduct at Committee Meetings

Committee member are expected to abide by the WPC Code of Conduct at all times.

Although debate at Committee meetings is often less formal than at the Council meeting, Councillors may at the discretion of the Chairman still be asked to raise their hand to speak and to only speak when invited to by the Chairman.

All Councillors must:

- **respect other members' right to express their opinions**
- **not interrupt members or officers when they are speaking**
- **consider all views before coming to a conclusion on an item on the agenda**

Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

**** In this document where marked, 'Clerk' should be read as 'Clerk, Deputy or Assistant Clerk'.***