Charvil Parish Council

Amenities Committee
Terms of Reference

Version 1.3 – June 2026

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1 Document Control Information

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Approved by:

Title	Name	Signature	Date
Chair of the Council	Matt Walker		
Clerk to the Council	Miranda Parker		

Planned Review Date:

May 2027

2 References

3 Membership

3.1 Charvil Parish Council (the Council) members will be appointed to the Amenities Committee (the Committee) each year at the Council's Annual Meeting. Council will elect a Committee Chairman and Vice Chairman at the Annual Meeting and a maximum of four other members, which must include the Chair or Vice Chair of the Council. If there is any danger of a meeting being inquorate, a further member of the Council can attend as an ordinary member. The Committee may then also co-opt up to two non-council members if it so wishes, but such co-options will be subject to approval by Council at the next Council Meeting and will have no voting rights.

3.2 The Assistant Clerk will administer the Committee and be the point of contact for members of the public. The Assistant Clerk will report to the Clerk, who will report to the Council regarding the Committee's activities and plans and any other relevant issues.

3.3 The Committee is authorised to establish sub-committees and working groups (including non-Council members) which may meet informally; however, these will be advisory only and any decisions must be taken by the Committee as described herein.

4 Quorum

4.1 A quorum will be three Councillors.

5 Meetings

5.1 The Committee will meet in February, April, June, September and November, at dates to be agreed by the Council. Minutes from the meeting will be forwarded to the Clerk who will distribute these to Council with the agenda for the next Council meeting.

6 Delegated Powers

6.1 The Committee cannot make decisions on behalf of the Council, other than those defined herein. Outside this remit, its function is to make recommendations upon which the Council can base decisions.

6.2 However, the Committee is authorised to spend sums on items which have already been approved by the Council in its annual budget, as laid out in the Financial Regulations.

6.3 No decisions can be made by Councillors outside Committee meetings, except in urgent situations as described below.

6.4 No councillor may enter into agreements with suppliers of services or enter into contracts.

6.5 If a councillor has expertise in a field, contacts may be passed to the Clerk or Assistant Clerk who will conduct any business.

6.6 If a councillor has any personal link with any service provider who has prepared a quotation, this must be declared.

7 Responsibilities and Areas of Operation

7.1 The Committee will comply with the Council's Standing Orders on the governance and membership of the Committee. It will also implement relevant policies of the Council relating to the Council's amenities and other facilities and, where appropriate, recommend any amendments and/or new policies to the Council.

With regard to the Council's amenities, the Committee will:

7.2 Exercise the powers and duties delegated by the Council for the care, maintenance and development of lamp posts, benches, picnic tables, notice boards, bus shelters, open spaces, playground and any other such amenities as the Council may own or operate;

7.3 Review the provision of such amenities and recommend any additions or improvements;

7.4 Develop budgets for any anticipated capital and/or other expenditure for each financial year, and recommend these to the Council's Finance Committee;

7.5 Once a budget is agreed by the Council, obtain quotes for the expenditure and recommend a selected provider to the Council;

7.6 Consider and implement all necessary maintenance related to the Council's amenities. Urgent maintenance which must be resolved before the next Committee meeting may be dealt with by the Clerk up to the limit for delegated authority as laid out in the Financial Regulations, or if over that limit, in consultation with any two members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council);

7.7 Any urgent matters related to the Council's amenities, which need to be resolved before the next Committee meeting, may be dealt with by the Clerk, in consultation with any two members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council).

With regard to the Council's other facilities (Hall, Sports Pavilion and Vegetable Plots), the Committee will:

7.8 Monitor the condition of the premises and their immediate surroundings, ensuring that they are:

- clean, tidy, secure, in good decorative order and in a good state of repair,
- free from any obvious and significant health and safety hazards,
- maintained in accordance with all legal requirements,
- used by each Hirer in accordance with the Council's Terms and Conditions of Hire;

7.9 Investigate and endeavour to resolve any complaints from any hirer or resident, liaising with the Assistant Clerk and/or reporting to the Council, as appropriate;

7.10 Liaise with the Assistant Clerk to ensure that any shortcomings are addressed, and regarding any improvements which could be made;

7.11 Review the facility Charges (1st April to 31st March) for hirers annually. The proposed Charges for the next financial year are to be submitted to the Finance Committee during December of the previous year;

7.12 Review the Terms and Conditions of Hire annually and submit any proposed amendments to Council for approval;

7.13 Consider the medium/long term development of the facilities, keeping Council informed so that the appropriate financial planning can be undertaken;

7.14 Ensure that the Assistant Clerk obtains quotations (in line with Financial Regulations) for any nonroutine expenditure planned for the next financial year in time to be submitted to the Finance Committee in November of the Previous year;

7.15 Liaise with the Assistant Clerk to ensure that they are fully aware of the Committee's requirements before quotations are requested, and that all quotations are on a like for like basis.