

Terms of Reference: Leisure & Amenities Committee

Membership:

The Committee shall consist of no fewer than 6 councillors, as approved at the Annual Meeting of the Town Council, in addition to the Mayor and Deputy Mayor. A Chair shall be appointed at the Committee's first meeting of the Council year.

Meetings:

The Committee will convene once every month. It has the option to co-opt up to three members from interested groups. Councillors not on the Committee may attend but are non-voting members and require Chair approval to speak on agenda items.

Quorum:

A quorum shall comprise no fewer than three members, as per standing orders. If the number of voting councillors falls below three, the meeting shall be adjourned and reconvened at the next Council or Committee meeting.

Notice of Meetings:

Ordinary meetings shall be called monthly by the Town Clerk or at a time agreed with the Chair. Agendas and supporting documents shall be available at least three days prior to the meeting, both on the Town Hall notice board and the Town Council website.

Extraordinary Meetings:

The Mayor may call extraordinary meetings at any time. In the event the Mayor does not do so within seven days of a written request by two councillors, those councillors may convene the meeting. Public notice must adhere to the three-day rule.

Minutes of Meetings:

All Committee meetings shall be minuted and ratified at the subsequent meeting. Draft minutes will be published on the website within 7 working days.

Areas of Responsibility:

Recommend an annual budget to the Finance and Governance Committee.
Review cemetery fees and charges annually.

Manage spending within the approved budget and refer any excess requests to the Finance & Governance Committee and then to full Council.

Propose and implement initiatives related to tourism, cultural leisure, parks, and recreation.

Oversee responsibilities concerning children's play areas and various designated areas.

Formulate estimates of income and expenditure for Council approval.
Recommend capital schemes and review sub-committee recommendations.
Represent the Council's interests on relevant matters affecting leisure and amenities.

Delegations:

The Committee may make resolutions to the full Council within budgetary constraints, with all decisions recorded and reported.

Transfers of up to £5,000 between underspent budgets are permissible, provided the overall Committee budget is not exceeded.

In urgent situations within its purview, the Chair, another Committee member, and the Town Clerk may take action, subject to subsequent reporting.

In emergencies, the Chair, another Committee member, and the Town Clerk may approve spending up to £5,000, with subsequent reporting to the Committee or Town Council.

Reviewed at the Leisure and Amenities Committee meeting on June 3rd, 2024.