

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 on Tuesday at 6.30pm. 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:

Meetings shall be called monthly by the Town Clerk. 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.

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, the Limes Cemetery 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.

Delegated Powers: The Committee has the authority to proceed with expenditure within the annual budget and must report progress at each Council meeting. The Council may revoke these delegated powers if budget control is deemed inadequate.

Decision-Making: All other decisions must be presented to the Full Council as recommendations.

Adopted: