

Amenities and Operations Committee

Terms of Reference

The following Terms of Reference were agreed at the Full Council meeting in July 2021

The Amenities and Operations Committee (A&O) will comprise a maximum of ten elected members of Council to include the Chairman and Vice-Chairman of Council in any given year. Members will be elected at each Annual Meeting of Council. A quorum will be four.

The Committee shall meet a minimum of four times a year.

A Chair and Vice Chair of the Committee shall be elected annually from among its members.

Agenda for meeting

The Town Manager will issue an agenda no later than three working days before the meeting. Each agenda will include an item to review the minutes of the previous meeting and to consider matters arising from actions identified.

Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations to the next Full Council meeting. The Town Manager will be responsible for arranging the recording and distribution of the minutes.

Areas of responsibility

The primary function of this Committee is to monitor the management of Town amenities and the delivery of services. To achieve this it exercises the following role:

The A & O Committee will be responsible to Council for proposing the budget after consultation with the Establishment and Policy Committee, for drawing-up a programme of routine inspection and maintenance of estate and property, providing necessary tools, equipment and furnishings, commissioning repairs and modernisation as appropriate, and overseeing the work of the Council in the specific areas shown in **A** and **B** and **C** below.

The Committee will have delegated responsibility for the use of funds allocated to its designated cost centres in accordance with the Council's Financial Regulations.

The Committee will make recommendations for charges for the use of Council facilities and for any limitations on or changes of use.

The Chairman of the Committee will report and make recommendations to Council meetings on actions taken by the Committee and on progress in respect of the discharge of its functions and specific projects. Minutes of meetings will be made

available to subsequent Council meetings and an opportunity will be presented in the agenda for the Committee Chairman to comment on specific items and to invite questions.

The Committee may canvass the views of Councillors and undertake consultation in respect of issues and proposals and liaise with outside organisations and bodies. The Committee may from time to time co-opt members from Council or from outside bodies to advise on specific issues. Such co-opted members shall not have a vote.

The Committee is responsible for an overview of all aspects of amenity management, specifically:

1. Management of Town Council buildings, land and other property
2. Providing clear and concise formal proposals at all times to avoid ambiguity in the minutes to ensure that the intention of the resolution is conveyed to the members for them to vote on
3. Managing a delegated budget as agreed by Full Council annually
4. Oversight of community events
5. Creating project groups with a specific purpose and time limited, to report back to the Committee with recommendations/ findings and progress on delivery
6. Providing terms of reference for those project groups
7. Liaising with the Council Communications Strategy Group to ensure consistency and continuity.

Specifics

A. Estate / land management

- I. Trees, gardens, parks and fields – grass and hedge cutting, planting, general maintenance.
- II. Riverbank and riparian responsibilities.
- III. Cemeteries - Thetford Road, Closed Cemetery (Kingsway), St Mary's Churchyard.
- IV. Street lighting and street furniture.
- V. Allotments – Lark Road, Riverside
- VI. Playgrounds & MUGA.

B. Premises management

- I. Jubilee Centre.

- II. The Pavilion.
- III. Other Council buildings

C. Plant and equipment management