

Snettisham Parish Council

Amenities Committee Terms of Reference

Membership

The Amenities Committee shall consist of a minimum six members of Snettisham Parish Council, as agreed and minuted in a Snettisham Parish Council meeting. The Clerk or Administrator will provide administrative support for the Committee.

Appointment of sub-committee members

Snettisham Parish Council shall at their annual meeting in May determine the members of the committee and elect a Chair.

Frequency of Meetings

The committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the committee. A quorum at each meeting shall be 5 members.

Record of Meetings

All committees are governed and operate under the same rules and regulations as full council meetings. The committee shall ensure that an agreed written record of each of their meetings is sent to Snettisham Parish Council for filing.

Committee Budget

The Amenities Committee will prepare and submit its estimates of income and expenditure for the next financial year and its budget requirement to the Finance Committee annually in October.

Functions of the Committee

- To oversee the management of all public areas
- To oversee the management of all Council property within the parish
- To ensure that safety inspections of property and public areas have taken place
- To review and respond to any planning applications

Delegated Authority

- The Committee has delegated powers to seek quotes for works and services.
- The Committee has delegated powers to make purchases within the limitations of the approved annual budget of the committee and with expenditure limit of up to £1000 per purchase. Any purchase over £1000 will be recommended to full council.