

## Market Lavington Parish Council

### HIGHWAYS, RECREATION, AMENITY & FOOTPATHS COMMITTEE

#### TERMS OF REFERENCE

##### Committee terms of reference / responsibilities

Annually

- April / May – Review Emergency Plan to ensure all information up-to-date
- April / May - Review previous year-end balances, and if appropriate, discuss proposals for carrying forward any unspent provisions into 'Earmarked Reserve' for consideration by the Management and Finance Committee
- April / May - Review Risk Assessments
- October / November - Review and negotiate contracts for the following year.
- October / November - Prepare draft budget and business plan for next financial year, for consideration by the Management and Finance Committee
- October / November - Review Elisha Field Pavilion bookings and hiring charges
- October / November - Review Elisha Field Pavilion utility usage and supply

This Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed below, which is not exhaustive. The Committee can appoint sub-committees, and can delegate any of its powers to a sub-committee. The Committee is empowered to incur expenditure where it has an allocated budget provision

1. Elisha Field Pavilion & Playing Field
2. Play Areas (Elisha Field, Broadwell & Hamilton Drive)
3. Rural Footpaths
4. Bus Shelters and Street Furniture
5. Grounds Maintenance
6. Highways (including liaison with Wiltshire Council)
7. Parish owned land (Market Place, Broadwell, Canada Woods, Village Green & other amenity land)
8. Parish owned maintenance equipment
9. Tree works

- The Standing Orders of the Council will apply to the Committee.

##### Frequency of meetings

The Committee will meet at least twice per year, but may meet more frequently if called by the Chairman. The Committee Chairman and Parish Clerk will agree meeting agendas to ensure the above functions are discharged in a timely manner.

##### Membership

The Committee shall have at least five voting members – all Councillors of Market Lavington Parish Council, non-Council members may also be appointed in addition, but have no vote. A quorum shall be three voting members present. The Parish Clerk will act as secretary to the meetings.

##### Appointment of Members

Permanent Members of the committee will be appointed yearly at the Annual Parish Council meeting. The appointed members of the Committee will appoint a Chairman annually at the first

Committee meeting following the Annual Parish Council meeting. The Chairman may appoint temporary membership of the committee.

<b>Date of meeting at which document reviewed and any amendment to document approved</b>	<b>Details of amendment</b>
17/5/16 Minute number 10	'Membership' paragraph amended to include words 'at least' before 'five voting members'
16/5/17 Minute number 17/18-10a	Addition of 'bullet point' (Review of year-end balances) / Inclusion of details for 'month' of the year during which the annual responsibilities should be carried out / include reviewing 'Business Plan' as part of the draft budget preparation
23/5/18 Minute number 18/19-14	Adopted un-amended
21/5/19 Minute number 19/20-12a	Deletion of requirement for Management & Finance committee to consider reviewed risk assessments
18/8/20 Minute number 20/21-68	Adopted un-amended
18/5/21 Minute number 21/22-12a	Addition of 'bullet point' March – Review Emergency Plan to ensure all information up-to-date
17/5/22 Minute number 22/23-10a	Responsibility to review insurance requirement removed / Change of 'month' date for some responsibilities
16/5/23 Minute number 23/24-10a	Adopted un-amended

**Date of next review:** May 2024