

STILTON PARISH COUNCIL

Amenities Management Committee Terms of Reference

(Revised 4 May 2021)

1. The Committee shall be a standing committee of the Parish Council. It shall support the Parish Council, its officers and its members in the day-to-day management of village amenities in particular the Pavilion, the Parish Room, the playing field and other green spaces, the skate park and children's play areas.

2. The Committee shall report to the Parish Council and make recommendations, including, where possible, options, to the Council regarding any issues affecting the smooth running of the facilities.

3. The Committee shall:

a) Hold scheduled meetings – subject to Standing Orders;

b) Hold additional Extra Ordinary Meetings as required – subject to Standing Orders;

c) Work with the Parish Council to promote village amenities, in particular the Pavilion with a view to it becoming self-financing in the long term;

d) Put forward to the Parish Council, proposals for any improvements, developments or any capital expenditure together with the supporting bids for funding to support the proposals;

e) Prepare bids for external funding on behalf of the Parish Council;

f) To work in partnership with the Parish Council with appropriate funding bodies to improve village amenities;

g) Prepare and maintain, in consultation with the Clerk and Pavilion Administrator, a register of volunteers who are working/interested in working with the Parish Council;

h) Make recommendations, in consultation with the Clerk/RFO, to the Finance, General Purposes and Communications Committee regarding the level of fees to be charged for the Pavilion and Sports facilities, based on the previous year's and

year's and planned income streams. This report to be prepared and submitted in good time to enable fees increases to be applied to the forthcoming financial year's budget projections and to allow for fees increases to be agreed and notified to users three months prior to the new fees being introduced on 1 April each year; and,

i) Prepare an annual report to summarise the work undertaken for presentation to the annual Parish Council meeting.

4. The Chair. The Committee shall be chaired by a councillor who is elected by the Committee. Another councillor may be elected as a Temporary Chair from those councillors present in the event of the Chair not being present at any meeting.

5. Membership:

a) Six councillors appointed by the Parish Council (these may be substituted if required on a meeting by meeting basis);

b) Two resident representatives (these may be substituted if required on a meeting by meeting basis);

c) Four representatives from user groups nominated by Pavilion User Groups (these may be substituted if required on a meeting by meeting basis).

6. Conditions of Membership:

a) A person cannot be appointed as a non-councillor member of a committee if they would be disqualified from being elected or from being a councillor of a local council;

b) Non-councillor members are subject to registration and disclosure of interests and code of conduct adopted by the council;

c) Non-councillor members of a committee or sub-committee do not have voting rights; however, they are summoned to attend meetings and can speak at meetings in the same way as any other member of the committee.

7. Number of Meetings. The committee shall meet a minimum of four times per year. Additional meetings may be called as required by the Clerk in consultation with the Chair. The Parish Council Standing Orders and Financial Regulations apply to all Parish Council Committees and Sub- Committees.

8. Meeting Protocol:

All meetings shall be called and serviced by the Parish Clerk in accordance with Parish Council Standing Orders and Financial Regulations. The Parish Clerk shall provide guidance to the Committee on relevant regulations, procedures and reporting:

- a) In accordance with Standing Orders, meetings of the Committee are open to members of the public (including additional Parish Councillors and representatives of village groups). However, such members of the public cannot speak at meetings unless given permission to do so;
- b) The Chair of the Committee shall provide a report to the first full Parish Council meeting following each Amenities Management Committee meeting;
- c) Any urgent matters shall be reported promptly to the Clerk who will take action on behalf of the Council as required;
- d) The Committee shall be a standing committee, however, the effectiveness of the committee structure will be assessed annually at the May meeting to ensure the effectiveness of the structure and the reporting process.