

# Amenities & Services Committee Terms of Reference

## Prime Objectives

To deal with all matters of general grounds, premises, amenities, and services with Saxmundham over which the Council has control or influence.

The Market Hall is excluded unless then Market Hall Trustees or Management committee requests assistance.

## Membership and Frequency of Meetings

The Committee comprises 5 voting members of the Town Council. The Quorum for this Committee shall be 3 members.

Members of the public may be asked to report on an item to this committee or to join this committee as a non-voting representative.

The Amenities and Services Committee will meet every 6 weeks as required based on the business to discuss.

## Delegated Business

The Committee has delegated authority to deal with matters relating to and/or under its control to conclusion, including spending within the its approved budget:

- Notice boards
- Benches
- Dog Bins and Waste Bins
- Christmas Lights
- Memorial Field
- Sax In Bloom
- Grounds, hedges, ditches and similar
- Market
- OPS building & its environs maintenance
- Skate Park
- Play areas and equipment
- War memorial
- Any other appropriate items as deemed by Full Council
- Signage

Regarding issues relating to services and amenities not owned nor controlled by the Council but that affect the public domain such as below, this committee has delegated authority to make proposals and representations on behalf of Council.

- Highways, footpaths, and pavements
- Parking
- Railway & Railway station
- Street furniture and signage

Any proposed unbudgeted expenditure, in excess of £250, will require approval at the Resources Committee or Full Council.

Adopted: \_\_\_\_\_