



## **Terms of Reference for Amenities Committee**

### **Purpose**

The Amenities Committee is one of four Standing Committees of Wareham Town Council ("the Council"), together with the Policy, Resources and Finance Committee, Planning and Transport Committee and Personnel Committee. Its purpose is to manage and maintain the Council's land, properties and community assets in conjunction with the administrative and grounds staff, and to advise the Council on any matters which may need its attention.

### **Accountability**

The Amenities Committee reports to and is accountable to the Council via the Chairman and shall operate in accordance with the Council Standing Orders.

### **Constitution**

- The Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of a Chairman and Vice Chairman plus five other councillors.
- The Chairman and Vice Chairman shall be elected at the first meeting of the Committee following the Annual Town Council meeting.
- A member of the Council's administrative staff shall act as Committee Clerk and the Town Clerk is designated as Committee Adviser, attending meetings when necessary.

### **Authority, Powers and Duties**

- The Amenities Committee has delegated authority from the Council under Standing Order No. 4 to make decisions i.e. by resolution, in accordance with its terms of reference, provided that any expenditure is within budget.
- All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.
- under Standing Order 4 the Amenities Committee is authorised to appoint sub-committees and sub-groups e.g. working parties for the purposes to be specified by the Committee.

### **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 Policy, Resources and Finance Committee annually in November.

### **Review**

Terms of Reference for the Amenities Committee shall be reviewed annually at the Council's Annual Meeting.

## **Areas of Responsibility**

The Amenities Committee has the following areas of responsibility:

- Management and Maintenance of the following buildings:\_
  - Town Hall including East Street Annex
  - Premises at 2 Mill Lane
  - Sports Pavilion and associated buildings at the Recreation Ground
  - Public toilets at Howards Lane and The Quay
- Management and maintenance of the following land and associated facilities:
  - Howards Lane Car Park
  - Worgret Road Recreation Ground
  - Hauses Field public open space
  - Drax Avenue and Mistover Road play areas
  - Bestwall and Northmoor Allotments, in liaison with the self-management Committees
  - North Street War Memorial and garden
  - Miscellaneous open spaces
- Management of the following land as landlord
  - Purbeck View Park
  - Bestwall Rugby Ground
- Provision of new, and maintenance of the following facilities:
  - Public seats and other street furniture, not the responsibility of Dorset Council
  - Bus shelter on Northmoor Way
  - Town Council notice boards
  - Street lighting at Bestwall Crescent and North Bestwall Road
- Dealing with the following miscellaneous matters
  - Rights of way
  - Environmental issues
  - Arts and entertainment
  - Use of Council owned land for community events
  - Any relevant matters arising from Wareham Burials Joint Committee

This list is not exhaustive and may be added to from time to time, as circumstances dictate.