

# Terms of Reference for the Amenities & Estates Committee

*Approved at the Full Parish Council Meeting 6 July 2021*



## 1. Authority

The Amenities & Estates Committee is appointed by and is solely responsible to Eynsham Parish Council. The Committee duties are defined and agreed by the Full Council who may vote, at any time, to modify the Committee's powers. The committee will meet monthly, but can also be convened to deal with special events as they occur. **The committee has executive powers.**

## 2. Membership

All members of the Committee will be elected Councillors. The Committee will consist of no fewer than **four elected Parish Councillors**. At its first meeting, it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes. The committee membership will be elected at each Annual Parish Council Meeting. A quorum at the Committee meetings will consist of no fewer than **three elected members**. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

Up to 3 members who are not members of the Parish Council may be co-opted to provide expertise and guidance whose voting rights are limited to:-

- the management of land owned or occupied by the council;
- the functions of the council as a harbour authority (as defined in s. 57(1) of the Harbours Act 1964);
- any function under s. 144 of the 1972 Act relating to the promotion of tourism; and
- any function under s. 145 of the 1972 Act relating to the management of a festival.

The term "management" does not include making decisions about the total amount of money which may be spent by the council in a financial year in respect of land or a festival. ([Parish and Community Councils \(Committees\) Regulations 1990 / SI 1990/2476 refers](#)).

## 3. Records of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published at Eynsham Online. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

## 4. Responsibilities

The committee is responsible for making resolutions in respect of the following:-

- (a) The maintenance and development of the amenities and estates. A Schedule of Work is required for the following year activities which will inform the budget setting process, identify training needs, dedicate Officer time, agree priorities and communication requirements.
- (b) Liaising with relevant authorities, statutory bodies and organisations to help, inform and pursue the Committee's Schedule of Work.
- (c) Assessing the state of footpaths around the Parish and reporting their observations to the County Council, in particular where there is need for repair of other action.
- (d) To be responsible for regular risk assessments and an annual RoSPA inspection of the play areas/skate park.
- (e) Organise working parties of volunteers to carry out agreed tasks where appropriate.
- (f) Creating and responding to correspondence and consultations.
- (g) To make recommendations to Full Council on climate change, biodiversity and impacts on Eynsham's environment.

The committee will defer any matter it considers appropriate to Full Council for resolution.

The Council's amenities and estates are:-

	<b>Budget Codes</b>
(a) Fishponds.	130 – 4037, 4038
(b) Play areas and skate park.	107 - 4008, 4035, 4037, 4042, 4049, 4056
(c) Footpaths.	106 - 4055
(d) Public open spaces (including North and South Oxford Road Playing Fields boundaries).	
(e) Street furniture.	108 - 4044
(f) Trees/hedges.	103 - 4039
(g) Highway grass verges/roundabouts (under the jurisdiction of the Parish Council).	103 – 4037, 4038, 4067 104 - 4067
(h) Chil Brook (as riparian owner where it runs through Council owned land).	

*Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.*