



Kessingland Parish Council

Terms of Reference for the **Leisure and Amenities Committee**

Governance

The Leisure and Amenities Committee is appointed by and solely responsible to Kessingland Parish Council. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

Meetings

Meetings are to be held as and when required although this will generally be monthly.

Membership

The Committee will consist of a minimum of five councillors and will elect a Chair and Vice-Chair as its first business at the first meeting subsequent to the Annual Meeting of the Council in each year. Any elected committee member can preside, by agreement, in the absence of a Chair. The quorum will be three members. The Chair and Vice-Chair of the Council will have automatic membership and full voting rights.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed however only committee members have the right to vote.

Record of Proceedings

The Committee will meet as required to fulfil the responsibilities below, including making decisions about relevant leisure and amenity matters, subject to budget and expenditure limits decided by the Finance Committee. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.

Responsibilities

The committee has delegated authority from the Council to fulfil the following responsibilities:

1. Maintenance of Open Spaces and Assets on Parish Council Owned Land

- To deal with all issues that relate to the Parish Council's assets and areas of open spaces, including allotments and the marshes. To include but not be limited to grounds maintenance and general maintenance of playing fields and open space, play areas, bus shelters, litter bins, dog bins, grit bins and benches within the ownership of the Parish Council.
- The Leisure & Amenities Working Group will have overall responsibility for the upkeep and maintenance of all village assets and will have delegated power to authorise any expenditure incurred in relation to the maintenance and upkeep of Parish Council assets or for the purchase of any equipment / machinery from the Planned Repairs and Maintenance and War Memorial Maintenance areas of the Leisure section of the budget up to £500 as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Finance & Governance Committee for amounts up to and including £5,000 or Full Council itself for amounts over £5000.
- To review, in conjunction with the Clerk, the provision of the grounds maintenance service, including all contracts, and to develop a rolling maintenance programme for the future upkeep of Council assets, including future budgetary estimates, and to make recommendations to the Finance & Governance committee for any matters up to £5,000 or to Parish Council for those above £5,000.
- To review any playground/open space safety assessment practices and reports in conjunction with the Clerk and to recommend proposed courses of action to the Finance & Governance committee & Parish Council.
- To undertake research and investigate opportunities for obtaining grants for improving/extending leisure and amenities projects, whether by the Parish Council alone or led by the Parish Council in partnership with other bodies.

2. Allotments

- The Councillor designated to carry out the administrative role in respect of the Council's allotments will be responsible for ensuring that the Council's allotments are fully utilised and will work with the Clerk to maintain a record of allotments and allotment holders. They will advise the Parish Clerk of those allotment holders who are not complying with the terms and conditions of their rental.
- Any action that needs suspension or eviction of an allotment holder will not be taken until the Leisure and Amenities Committee has been made aware of the circumstances, and it will be the Leisure and Amenities Committee that will make the final decision.
- To review the annual allotment Health and Safety and Risk Management Reports and, in conjunction with the Clerk, consider any appropriate action required and make recommendations to Parish Council as required.

- To review allotment provision and any improvements required to provision or allotment sites and consider financial implications.

3. Kessingland Beach

- To keep an overview of Kessingland Beach and Promenade area through the activities of the Beach Wardens and to report the need for any works to East Suffolk Council/East Suffolk Norse, the Environment Agency or other relevant body, as appropriate.

4. Climate Awareness

To consider the environmental and climate change implications of decisions in regard to the Council's declaration of a Climate Emergency.