

**OVERTON COMMUNITY COUNCIL
AMENITIES COMMITTEE
TERMS OF REFERENCE**

1. Amenities Committee is constituted as a Committee to Overton Community Council.
2. The Committee composition shall be five Councillors as voting members with at least one third of the number of members and not less than three members Amenities Committee constituting a quorum.
3. Membership of the Amenities Committee shall be ratified at the Annual Council Meeting in May of each year.
4. The Chairman shall be elected annually by the Committee.
5. The Amenities Committee shall be administered and managed in accordance with these Terms of Reference.
6. The Amenities Committee shall meet at least four times a year and the dates shall be arranged by mutual agreement and need.
7. The objective of the Amenities Committee shall be to provide and maintaining local amenities in an efficient and cost effective manner
8. The Amenities Committee shall report recommendations to Council for consideration and approval.
9. The Amenities Committee's remit shall extend to –
 - a) Provision and maintenance of the Public Toilets - the lead up to and once signed, the lease of the public toilets
 - b) Maintenance of Open Spaces and Amenity Areas
 - c) Administration of the renewal of the Maintenance contract for the Playingfield, Cenotaph and Cemetery.
 - d) Administration of the replacement/renewal of the hedgerow at the Playingfield.
 - e) Consider matters relating to the acquisition of land or facilities for recreational or related purposes
 - f) To oversee the Accessible Toilet Project at the Playingfields and Tender process (through SP Projects).
 - g) To agree/approve amendments to the Scope of Works once the Contractor has been appointed/on site (with the approval of the Chairman and Vice Chairman of the Council). The Amenities Committee must report amendment/s to full Council at the next full Council meeting.
10. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Community Council at full council meetings.