STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Terms of Reference - Amenities Management Committee

1. The Committee shall be a standing committee of the Parish Council. It shall support the Parish Council, its officers and its members in the day-to-day management of village amenities in particular the Cemetery, New Churchyard, Garden of Remembrance, The Parish Room, green spaces, Skate Park and children's play areas.

2. The Committee shall report to the Parish Council and make recommendations, including, where possible, options, to the Council regarding any issues affecting the smooth running of the facilities.

3. **Powers and Responsibilities of the Committee**:

- Authority to spend up to a maximum limit of £2,500.00 provided it is within the approved annual budget for Amenities (AMC) – to take place from FY26-27
- Hold scheduled meetings – subject to Standing Orders;
- Hold additional Extra Ordinary Meetings as required – subject to Standing Orders;
- Work with the Parish Council to promote village amenities.
- Put forward to the Parish Council, proposals for any improvements, developments or any capital expenditure~~.~~;
- To work in partnership with the Parish Council and appropriate funding bodies to improve village amenities (other than the Pavilion);
- Review the Biodiversity Policy and Ditch Management Procedure prior to the Annual Meeting of the Parish Council each year, or as requirements change
- Review the Terms of Reference of the Cemetery and Green Spaces Working Group prior to the Annual Meeting of the Parish Council, or as requirements charge
- Make recommendations, in consultation with the Clerk ~~and Pavilion Administrator~~, to the Finance, General Purpose and Communication Committee regarding the level of fees to be charged for burial/grave services based on the previous year and planned income streams.
- This report to be prepared and submitted in October (latest) to enable fee increases to be applied to the forthcoming financial year's budget projections and prior to the new fees being introduced on 1 April each year; and,
- Work alongside the Chairman of the Parish Council to prepare an annual report to summarise the work undertaken for presentation to the annual Parish Council meeting.

4. Chairman

The Committee shall be chaired by a Councillor who is elected by the Committee. Another Councillor may be elected as a Temporary Chairman from those Councillors present in the event of the Chairman not being present at any meeting. Prior to the agenda being issued, the Chairman of the Committee will liaise with the Clerk regarding the items for inclusion.

5. Membership

Four + Councillors appointed by the Parish Council (these may be substituted if required on a meeting-by-meeting basis).

6. Meetings

- The Committee shall meet a minimum of four times per year
- Additional meetings may be called as required by the Clerk in consultation with the Chairman;
- Parish Council Standing Orders and Financial Regulations apply to all Parish Council Committees and Sub-Committees.
- If a member is unable to attend the meeting, they should, where possible, inform the Clerk no later than noon on the day of the meeting.
- Minutes of the Committee will be circulated to all Members of the Council and signed by the Chairman of the Committee at the next meeting.
- Committee members are required to read the documentation relating to agenda items prior to attending the meeting.

7. Meeting Protocol

- All meetings shall be called and minuted by the Clerk in accordance with Parish Council Standing Orders and Financial Regulations. The Clerk shall provide guidance to the Committee on relevant regulations, procedures and reporting;
- In accordance with Standing Orders, meetings of the Committee are open to members of the public (including Parish Councillors and representatives of village groups). However, such members of the public cannot speak at meetings unless given permission to do so, unless in the public participation section;
- The Chairman of the Committee shall provide a report to the first full Parish Council meeting following each Amenities Management Committee meeting;
- Any urgent matters shall be reported promptly to the Clerk who will take action on behalf of the Council as required;
- The Committee shall be a standing committee, however, the effectiveness of the committee structure will be assessed annually at the May meeting to ensure the effectiveness of the structure and the reporting process

8. Document Review

Reviewed: 13 May 2025 (agenda item PC113/25)
Next review date: May 2026
Responsible Officer, Parish Clerk.