

# Burlescombe Parish Council

## Amenities Working Group

The Parish Council as the parent body has formed a Working Group to carry out specific detailed tasks on these matters that fall within its powers.

The Working Group will comply with the Parish Council's Standing Orders on the governance and membership.

### **Purpose:**

To oversee the ongoing provision, maintenance and future development of all amenities either owned or leased by the Parish Council for the benefit of the Parish.

### **Membership:**

The membership of the Working Group will be agreed by Burlescombe Parish Council.

No less than four Parish Council members will sit on the Working Group and the Working Group may also co-opt members of the public who have specific knowledge/expertise on the subject to assist the Working Group.

### **Term of Membership**

The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council. The Annual Meeting of the Council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

### **Leader**

A leader will be appointed for the working party by the Parish Council. The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be a member of the Council unless otherwise agreed by the Full Council.

### **Powers Working Group**

The Working Group cannot make decisions or spend any money on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Full Council.

### **Responsibilities and Areas of Operation**

1. To implement relevant policies of the Parish Council relating to the parish's amenities and, where appropriate, recommend amendments and new policies to the Parish Council.
2. To exercise the delegated powers and duties of the Parish Council with respect to the provision, care, maintenance and development of:
  - a. children's play parks and recreation grounds
  - b. the Old Railway Line
  - c. Parkwood
  - d. the conservation area
3. To ensure compliance with health and safety legislation including play park inspections and risk assessments and insurance liability.

4. To submit proposals to the Parish Council for new and improved services.
5. To formulate a budget for revenue/capital expenditure for the next financial year and to recommend it to the November meeting of the Parish Council.
6. To propose, budget and obtain quotes for revenue/capital expenditure subject to the permission of the Parish Council.
7. To assess and discuss issues relating to the condition and maintenance of footpaths in the parish and correspond with the relevant bodies.

### **Meetings**

The working group will arrange its own meetings and schedule of work at its inaugural meeting.

The Clerk to the Council will be notified of any meeting with at least 4 working days' notice and will advertise the meeting with at least 3 working days' notice. The quorum of the group shall be one Parish Councillor member of the group plus two other members.

Meetings of the working group will be held in a publicly advertised location which may be a private residence or a local hall.

The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting. The working group will report formally to the Full Council at its Annual Meeting if required.

For the purposes of transparency, the Working Group reports will be published in the minutes of the Parish Council.

*Note: The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend.*

Approved by Burlescombe Parish Council on \_\_\_11 September \_\_\_\_\_2024