

## TERMS OF REFERENCE FOR THE SWAY PARISH COUNCIL AMENITIES WORKING PARTY

1. The objective of the working party is to improve the quality of life in the Parish by providing & maintaining local amenities in an efficient, equitable & cost effective manner
2. The working party to comprise of a minimum of 5 councillors appointed by the Full Council. Three members of the Working Party shall constitute a quorum.
3. The working party shall elect a Chairman and a Vice Chairman annually.
4. All members of the working party are required to be aware of personal interests, to disclose any possible personal interests and to withdraw from the meeting where there is a prejudicial interest.
5. The working party may co-opt additional members as required. The co-opted members would not have voting rights.
6. The working party will meet monthly, usually on the 1<sup>st</sup> Thursday of the month. The working party meetings will be open meetings and therefore members of the public are very welcome to attend. Those with items on the agenda will be encouraged to attend and to put forward their item for discussion.
7. The Chairperson, following discussions with members of the working party, will make recommendations to the Full Council regarding policy and strategic matters relating to:
  - Stanford Rise Public Open Space
  - Centenary Place Public Open Space
  - Jubilee Fields, including Jubilee Pavilion
  - Memorial Field (off Pitmore Lane)
  - Allotments
  - War Memorial
  - Benches around the village
  - Bus Stop
  - Bins
  - And any future Amenity areas for Sway Parish
8. To consider any budgetary requirements for expenditure of the next financial year and to recommend the working party's findings before the October Full Council meeting.
9. To propose budget and review / obtain quotes for revenue/capital expenditure subject to approval of the Full Council. Note all quotes are to be obtained through the council office.
10. To review rents and fees for persons or groups using the amenity facilities provided by the Parish and propose any recommended changes to the Full Council.
11. To consider and cover any tree issues on, or adjacent to, any of the recreation grounds and other Amenity areas. Emergency tree works will be dealt with by the parish office and where time permits put to Full Council.
12. To consider appropriate material to deliver and feed into Sway Council's 'Sway Today' newsletter.