



NORTH WALSHAM TOWN COUNCIL

Terms of Reference - Development & Amenities

Adopted by the Council at its meeting held on 24.4.18

Committee Election

All Councillors will be voted on the Committee at the Annual Council Meeting. In the event of more nominations than spaces an initialed paper ballot may take place. Non-Councillors can be invited to join the Committee. Committees may appoint Sub-Committees or working groups and determine their ToR's.

The Proper Officer writes/oversees the Agenda and Minutes (even if delegated to a Lead Officer). All members will be summoned to meetings. The Chairman and Vice Chairman of the Committee will normally be elected at the first meeting of the Committee following the Annual Council Meeting.

Any Committee vacancy occurring during the year will be filled by a Councillor being nominated at a Council meeting. In the event of multiple proposals an initialed paper ballot may take place. There will be no substitute members.

The Committee is approved to discharge the functions of the Council and has been given delegated powers to make certain decisions on the Council's behalf, these decisions cannot then be altered, unless by Standing Order 7. Only Councillors have the right to vote, non-Councillors do not.

Confidential matters are not open to non-Committee members or members of the public. All members of the Committee must respect the confidential matters.

Membership

Members	8 Councillors/Non-Councillors
Quorate	3 Councillors/Non-Councillors
Public	Yes (non-confidential items are open to non-Committee members & general public)
Budget	£9K annually (h&s, new/replacement/repairs/maintenance) Events – Budgets to be set individually by Full Council
Meetings	2 nd Tuesday of every other month, or as required. Agenda items to be agreed with the Chairman or Vice Chairman of the Development & Amenities Committee
Minutes	Draft minutes are approved by the Committee Chairman for presentation to Full Council and will be agreed by the Committee at their next meeting

Delegated Powers/Objectives

- Cemeteries – upkeep, rules and regulations, forms
- Parks – maintenance, play equipment upkeep and replacement
- Amenities – grass verge maintenance, decisions, and maintenance
- Allotments – decisions and maintenance
- Events – management of expenditure
- Approve Event Management Plans – after application form has been agreed by Full Council
- CCTV – management of, new equipment (recommend to Full Council)
- Street Furniture – grit, litter & dog bins, benches, notice boards, bus shelters
- Banners/Advertisements – agree display of
- Lighting – maintenance of, new equipment (recommend to Full Council)
- Trees – surveys and maintenance
- D&A ToR's/Policies (recommend to Full Council)
- Any other matters as delegated by the Full Council