

LITTLEPORT PARISH COUNCIL

The Barn, Main Street, Littleport, CB6 1PH



TERMS OF REFERENCE FOR:

Amenities Sub-Committee

1. Membership

The Amenities Sub-Committee shall consist of no less than 8 Councillors. Such membership to be confirmed on an annual basis at the Annual General Meeting of the Parish Council.

2. Chairman

One Councillor shall be elected Chairman of the Sub-Committee at the first meeting of the Sub-Committee following the Annual General Meeting of the Parish Council. The Chairman shall serve a term of 2 years unless it is a year where elections are due to take place in which event the Chairman will serve for 1 year only.

3. Quorate Number

The Sub-Committee shall be deemed quorate upon the attendance of no less than 3 Councillors consisting of members of the Sub-Committee.

4. Frequency of Meetings

The Sub-Committee shall meet no fewer than 4 times during a financial/civic year, one of said meetings will consider the amount of Precept required during the financial year.

5. Areas of Responsibility

The following topics shall be deemed to fall within the responsibility of the Amenities Sub-Committee:

- Existing Cemetery at Parsons Lane
- Creation of New Cemetery at Horseley Hale
- Public Open Spaces to include play areas
- Trees
- Footpaths
- Allotments
- Street Lighting
- Highways Issues

6. Communication Lines

If any member of Littleport Parish Council wishes to have an item, within the stated remit of the Sub-Committee, placed on an agenda they must, in the first instance, liaise with the Chairman of the Sub-Committee.

7. Power of Determination

The Amenities Sub-Committee shall have no powers of determination. Any recommendation from the said Sub-Committee shall be put to the next available Full Council meeting of the Parish Council for determination.

Adopted by Littleport Parish Council at their AGM held on 15th May 2017.

Signed:

Chairman