



# Calstock Parish Council

## Terms of Reference - Amenities Committee

1. Membership of the committee will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be *ex officio* members. The Council may at other times appoint additional members if it considers it appropriate.
2. All meetings of the Amenities Committee will be convened in accordance with the Parish Council's standing orders. Each meeting will be minuted by the Clerk to the Council, another member of staff or a member of the committee.
3. The committee will on behalf of the Council be responsible for the provision of services and facilities that the Council has delegated to it. It will evaluate; monitor and be responsible for the maintenance of these amenities. It will each year recommend to the Council a budget and be responsible for its monitoring and management. It will exercise delegate powers to spend this budget as it recommends subject to the Council's financial regulations.
4. The Committee will currently have specific responsibilities for the following items
  - a) To produce and recommend to the Council a budget to complete its general and specific responsibilities
  - b) To manage and maintain all car parks that are owned or operated by the Council
  - c) To manage and maintain all public toilets that are operated by the Council
  - d) Subject to the approval of the Council to install and maintain bus shelters in the Parish
  - e) To evaluate the need for; provide and maintain notice boards and public benches within the Parish
  - f) To evaluate the need for; provide and maintain Council owned dog bins within the Parish

- g) To evaluate the need for; provide and maintain Council owned salt bins within the Parish
- h) To make recommendations to the Council on how best to resolve vehicle obstruction on Calstock Quay.
- i) To manage and maintain Council owned telephone kiosks
- j) To manage and maintain the mooring rings and chain together with the pontoon at Calstock and to be responsible for the management of the moorings leased by the Council for short-term use by the public.

Signed: ..... Chairman

Date: 13 July 2021