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CYNGOR TREF
LLANFYLLIN
TOWN COUNCIL

PUBLIC AMENITIES COMMITTEE
TERMS OF REFERENCE

DOCUMENT REFERENCE: TOR-01

ADOPTED DATE: XX-XXX-XXXX

REVIEW DATE: XXX-XX

1 Purpose

The Public Amenities Committee oversees the management, maintenance and improvement of the Council's public amenities, including:

- Town Square (War Memorial, Benches & Planters)
- Public toilets.
- Cae Bodfach and Wetlands.
- Allotments.
- Play parks.
- Council car park.
- Other public amenities assigned to it by Full Council.

The Committee shall ensure these facilities are safe, accessible, well-maintained and suitable for their intended community uses.

It shall consider public safety, accessibility, recreation, community use, biodiversity, environmental stewardship, maintenance requirements and financial sustainability.

2 Responsibilities

2.1 Management and maintenance

The Committee shall:

- Maintain a work programme covering every amenity within its remit.
- Review the condition, use and maintenance needs of each amenity.
- Arrange routine maintenance, repairs and improvements within approved budgets and delegated authority.
- Monitor cleaning, inspections, servicing and other arrangements appropriate to each facility.
- Monitor contracts and service level agreements within its remit.
- Identify longer-term repair, replacement and improvement needs and recommend proposals to Full Council.
- Coordinate with the Market & Events Committee where events affect public amenities.
- Maintain a coordinated work programme across all amenities, prioritising safety, condition, community needs and available resources

2.2 Safety, accessibility and risk

The Committee shall:

- Ensure appropriate inspection and risk assessment arrangements are in place.
- Monitor identified defects, hazards and resulting actions.
- Consider accessibility and the needs of different users.
- Ensure relevant permissions, insurance arrangements and professional advice are obtained where required.
- Report significant risks or matters requiring resources beyond its authority promptly to Full Council.
- Ensure urgent safety matters are handled under the Council's Scheme of Delegation and approved operational arrangements.

2.3 Environmental stewardship and community use

The Committee shall:

- Consider biodiversity, sustainability and environmental responsibilities across its work.
- Assess environmental proposals alongside the intended use of each amenity, accessibility, safety, maintenance and cost.
- Seek proportionate advice from relevant specialists, community organisations and user groups.

DRAFT

- Consider the needs of existing users and the wider community when proposing changes.
- Support community involvement where responsibilities, permissions and supervision are clearly agreed.
- Refer proposals for material changes to the use or management of amenities to Full Council, supported by appropriate consultation and an assessment of costs, benefits and effects on users.

2.4 Finance & Contracts

The Committee shall:

- Prepare budget proposals for consideration by the Policy & Finance Committee and Full Council.
- Monitor expenditure and relevant income against approved budgets.
- Prioritise works according to assessed need, public safety, relevant obligations, community benefit and available resources.
- Review charges within its remit and recommend changes through the Policy & Finance Committee to Full Council.
- Monitor contractor performance and compliance with agreed specifications.
- Ensure procurement, supplier instructions and contractual commitments follow the Council's Financial Regulations and authorised arrangements.
- Identify funding opportunities and refer proposed agreements for approval where required.

3 Membership & Chairing Arrangements

The Committee shall comprise no more than six Town Councillors appointed by Full Council.

Appointments shall have regard to a balance of interests, skills and experience across facilities management, maintenance, recreation, allotments, accessibility and environmental matters.

Membership shall be restricted to Town Councillors. Community organisations, user representatives and specialists may be invited to advise on relevant matters, but shall not be Committee members or have voting rights.

The Council Chair shall have no automatic membership or chairing role on the Committee, but may be appointed by Full Council in the same way as other councillors.

The Committee shall elect a Chair and Deputy Chair from among its members at its first meeting following the Council's Annual Meeting.

The Deputy Chair shall chair meetings in the Chair's absence. If both are absent, the members present shall elect one of their number to chair that meeting.

Membership shall be reviewed at the Council's Annual Meeting. Full Council may fill vacancies or amend appointments during the year.

The quorum shall be three councillor members.

3.1 Officer Support

The Clerk shall prepare and issue agendas and supporting papers, provide professional advice and maintain the Committee's official records.

The Clerk's attendance at Committee meetings shall be subject to available working hours and agreed priorities. Attendance at every meeting shall not be required.

The Committee shall arrange for a councillor member to take minutes at each meeting. Draft minutes shall be forwarded promptly to the Clerk for administrative checking, circulation and retention, and submitted to the Committee for approval.

The Clerk shall not be a Committee member and shall have no vote.

DRAFT

The Committee may receive advice from other officers or professional advisers where necessary. Attendance as an adviser shall not confer membership or voting rights.

Tasks may be allocated to councillors, officers or volunteers through agreed arrangements. Such allocation shall not confer authority to incur expenditure or enter commitments beyond the Council's approved delegations.

4 Meetings & Proceedings

The Committee shall:

- Meet at least once every two months and additionally as required.
- Conduct meetings in accordance with the Council's Standing Orders, Financial Regulations and Code of Conduct.
- Ensure agendas and supporting papers are issued by the Clerk in accordance with the Council's meeting notice and publication requirements.
- Conduct business within the published agenda.
- Hold meetings open to the public and press, except where exclusion is resolved in accordance with applicable requirements for confidential business.
- Make decisions by majority vote of members present and voting. The chair of the meeting shall have a casting vote in the event of a tie, in accordance with Standing Orders.
- Record attendance, declarations of interest, decisions and recommendations in the minutes.

Members shall declare interests and participate or withdraw in accordance with the Council's Code of Conduct and Standing Orders. Any applicable dispensation shall be recorded.

Invited advisers shall disclose relevant interests. Their involvement in the affected item shall be managed to protect the integrity of the Committee's discussions.

5 Delegated Authority

The Committee may:

- Approve and manage expenditure within its allocated budget and the limits authorised by Full Council.
- Make decisions on routine maintenance, repairs and improvements within existing Council policy, approved budgets and agreed management arrangements.
- Approve related works, goods and services within its delegated financial authority.
- Monitor contracts and service level agreements within its remit.
- Respond to consultations within its remit where timescales prevent Full Council consideration, provided the response reflects existing Council policy and creates no new financial or contractual commitment.
- Establish advisory working groups for specific projects, with clear tasks, membership and reporting arrangements.

Working groups shall report to the Committee and shall have no independent decision-making or spending authority.

All delegated decisions shall comply with the Council's Standing Orders, Financial Regulations, Scheme of Delegation and applicable policies.

Expenditure and commitments shall comply with procurement requirements, monetary thresholds and approval limits. Sufficient budget provision must exist before expenditure or a commitment is authorised.

Authority to approve expenditure does not itself confer authority on individual Committee members or advisers to sign contracts, instruct suppliers or make payments. These actions shall follow the Council's approved contractual, officer and payment arrangements.

DRAFT

6 Limitations on delegation

The Committee shall not:

- Approve the Council's annual budget.
- Authorise expenditure beyond approved budgets or delegated limits.
- Transfer budget provision between headings unless expressly permitted under the Council's Financial Regulations or authorised by Full Council.
- Approve material changes to the use, accessibility or management of public spaces.
- Set or amend Council policies, strategic priorities, fees or charges.
- Acquire, lease or dispose of land, property or assets where approval is reserved to Full Council.
- Enter into contracts or commitments extending beyond the current financial year without prior Full Council approval.
- Accept funding, sponsorship or grants that create match-funding requirements, continuing financial commitments or other obligations requiring Full Council approval.
- Take decisions involving staffing matters, formal complaints or legal proceedings.
- Take decisions otherwise reserved to Full Council by law or the Council's governing documents.

Matters outside the Committee's authority shall be referred to Full Council with a recommendation.

Urgent matters shall be handled under the Council's Scheme of Delegation and approved operational arrangements.

7 Reporting & Accountability

The Committee shall:

- Submit its minutes to the next Full Council meeting.
- Clearly distinguish decisions made under delegated authority from recommendations requiring Full Council approval.
- Provide quarterly reports covering every amenity within its remit, including maintenance, projects, outstanding issues, financial summaries and significant risks.
- Identify priorities, proposed actions and resource requirements.
- Report progress on actions assigned to it by Full Council.
- Report consultation responses made under delegated authority to the next Full Council meeting.

8 Review

These Terms of Reference shall be reviewed annually at the Council's Annual Meeting, or earlier where required by changes in responsibilities, legislation or Council procedures.

The Committee may recommend amendments. All amendments shall be approved by Full Council.

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