



# NORTH WALSHAM TOWN COUNCIL

## Terms of Reference - Development & Amenities

### Committee Election

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All Councillors on the Development and Amenities committee will be voted on, at the annual full Council meeting. In the event of multiple proposals a secret ballot may take place. Non-Councillors will be invited to join the committee.

The Chairman and Vice Chairman of the Committee to be elected at the first meeting of the Committee following the Annual Town Council meeting.

Any Councillor vacancy occurring during the year will be filled, by a Councillor asking to be considered at a full Council meeting, they will then be proposed and seconded. In the event of multiple proposals a secret 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, the decisions then cannot be altered, unless by Standing Order 7. Every member of the Committee has a right to vote.

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

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Members	6 Councillors/Non-Councillors
Quorate	3 Councillors/Non-Councillors
Public	Yes (non-confidential items are open to non-Committee members & general public)
Budget	1.5K quarterly, - 6K annually (health & safety, repairs/replacement/maintenance)
Meetings	2 <sup>nd</sup> Tuesday of every month if 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

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- Information Office - Lease, budget, responsibilities
- Health and Safety - overall Council health and safety
- Cemeteries - upkeep, rules and regulations, forms, Cemetery Lodge maintenance
- Parks - maintenance, play equipment upkeep and replacement
- Amenities - grass verge maintenance
- Policies - Health & Safety policy, D&A Terms of Reference, (approve at Annual Council meeting)
- CCTV - new equipment (recommend to Full Council)
- Allotments - decisions and maintenance
- Bus Shelters - maintaining
- Trees - surveys and maintenance
- Bins - grit bins, litter bins, waste bins, maintaining, replacing and new
- Markets - Sub Committee
- Any other matters as delegated by the Full Council