

HATHERSAGE PARISH COUNCIL POLICY



Terms of Reference Amenities Committee

Version	Status	Date
01	Approved	04/12/2018

Reviewed	Date	Next review
01	18/05/2021	2022

1 **Committee**

- 1.1 The Committee will consist of six voting Hathersage Parish Councillors. The Chairman and Vice Chairman of HPC are ex-officio members of all HPC Committees. The HPC Clerk or Assistant Clerk to attend. Responsible Finance Officer to attend as required.
- 1.2 The Committee has the power to co-opt specialists from outside bodies as it sees fit.
- 1.3 The quorum is three of the HPC members.
- 1.4 The Committee should after the start of the Council year appoint its Chairman and Vice Chairman from the HPC members.
- 1.5 In the case of a matter being put to the vote, only the HPC members have the right to vote.

2 **Meetings**

- 2.1 Meetings will be held as required. Any HPC member may request the Clerk to call a meeting.
- 2.2 Notice of meetings must be given in accordance with current regulations for Parish Councils.
- 2.3 Time shall be set aside at the beginning of all meetings for members of the public to address the meeting.
- 2.4 All meetings to be minuted, the minutes to be approved by the Committee at their next meeting and those minutes to be reported to the next HPC meeting.

3 **Terms of Reference**

- 3.1 The acts and proceedings of the Committee shall be submitted to the Council for confirmation except where the Committee acts under powers delegated to it by the Parish Council, when its acts and proceedings shall be submitted for report only. This report may be by way of submission of the Committee's minutes to the Parish Council. The Parish Council may note a minute to be "not received" as a mark of disapproval of the Committee's action; otherwise the Parish Council is deemed to have approved the Committee's actions.
- 3.2 All powers listed in this document are delegated to the Committee except where there is a requirement to submit a recommendation to the Parish Council. All delegated powers shall in any event be subject to the condition that either a major departure in policy or principle or any major formation of new policy or principle which would affect the use of the Parish Council's resources or conflict with the provisions of the Parish Council's policy plan shall be submitted to the Parish Council. In all cases the Committee, when

exercising its delegated powers, shall act in accordance with standing orders and financial regulations and shall give effect to any resolution of the Parish Council upon matters of policy and principle. In case of doubt or difficulty the Committee shall submit the matter concerned to the Parish Council for approval.

3.3 In addition to any matters which are specifically delegated from time to time to the Committee there shall be delegated, subject to any statutory requirement, scheme or order, the following powers:-

3.3.1 To authorise any urgent steps to be taken to defend any proceedings instituted against the Parish Council in any court or tribunal including the briefing of Counsel, payment of monies into court and settlement of actions upon such terms as may seem advisable; and

3.3.2 To appoint representatives to attend annual conferences so long as provision in estimates is not exceeded.

4 **Delegated Powers**

4.1 To be responsible for the management of Hathersage Parish Council amenities, specifically the Heart of Hathersage, public toilets and land associated with the Heart of Hathersage and all property and land owned by the Parish Council.

4.2 In exercising this responsibility the Committee specifically has the following powers:

4.2.1 To incur expenditure in the normal course of operations to the extent that such expenditure is included in the Parish Council's budget.

4.2.2 To incur expenditure in excess of the Parish Council's budget when such expenditure is necessary to protect the Parish Council's assets, to ensure the safety of the general public or to enable the facilities to remain open.

4.2.3 To delegate to the HPC Clerk the authority to order goods and services necessary for the routine operation and management of the facilities.

4.2.4 To delegate to the Chair of the Committee in consultation with the Chair or Vice Chair of HPC the power to deal with matters affecting health, safety or insurance matters concerning the public toilets.

4.3 In exercising this responsibility the Committee does not have the following powers:

4.3.1 To incur individual items of expenditure in excess of £2,500.

4.3.2 To change the charges agreed by the Parish Council for admission to its facilities.

History of changes

Version	Date	Change detail
02	18/05/2021	The ToR were reviewed by the Amenities Committee with no amendments deemed to be required.
01	4/12/2018	Amendment to 4.1 approved at Parish Council meeting. Minute number 161/18.3
00		Original version adopted 6 th August 2015