



# AYLESHAM PARISH COUNCIL

## TERMS OF REFERENCE: Recreational & Facilities Committee

### Membership:

- Five members of the Council – Committee Chair plus four.

### Purpose of the Committee

- The Recreation & Facilities Committee will oversee the operations and management of parks and recreational space, and Council events.

### Aims and Objectives:

The role of the Committee is as follows:

- To oversee management and maintenance of Council leased areas: Market Square, Attlee Avenue Play Park (known also as Cripps Close), Snowdown Recreational Field & Play Park, and Skate Park.
- To oversee management of Council events.
- To consider and approve issues relating to memorials.
- To oversee the flagpole

The Committee will consider and make recommendations to the Full Council on:

- Any expenditure outside of budget allocation
- Any actions in conflict with the council's strategic/business plan

### Meeting Arrangements and Frequency

- Meetings will be held monthly
- The calendar will be agreed at the Annual Council Meeting.
- Election of the Committee Chair will be decided at the Annual Council Meeting.
- An appropriate Officer will record meetings.
- Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

### Quorum

- A minimum number of three Committee members are required for decision-making purposes.

### Reporting and Accountability

- The Committee is a Standing Committee of the Council and as such will refer any matters to Full Council that are deemed significant enough to require their approval.

### Review Arrangements

- The appointment of the Committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the Committee as required.