



NORTH WALSHAM TOWN COUNCIL

Terms of Reference

Development & Amenities Committee

Committee Election

All Councillors on the Development and Amenities committee will be voted on, at the Annual Full Council Meeting. In the event of multiple proposals an initialed paper ballot may take place. Non-Councillors may 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 an initialed paper 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. Only Councillors have the right to vote, non-Councillors do not.

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

Members	8 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 nd 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

- Cemeteries - upkeep, rules and regulations, forms
- Parks - maintenance, play equipment upkeep and replacement
- Amenities - grass verge maintenance, decisions and maintenance
- Allotments – decisions and maintenance
- D&A ToR's/Event Management Plan Format (approve at Annual Council meeting)
- Event Management Plans – to approve EMP, after application form has been agreed by Full Council
- CCTV – management of, new equipment (recommend to Full Council)
- Street Furniture – benches, notice boards, bus shelters
- Bins - grit bins, litter bins, waste bins, maintaining, replacing and new
- Lighting – maintenance
- Lighting – equipment (recommend to Full Council)
- Trees - surveys and maintenance
- Markets - Advisory Committee
- Any other matters as delegated by the Full Council