

**AMBLE TOWN COUNCIL AMENITIES COMMITTEE.**

**TERMS OF REFERENCE**



**MEMBERSHIP:**

A maximum of 8 Councillors

**PROCEDURES:**

Meetings follow procedures laid down in Standing Orders.

**VOTING:**

Follows procedures laid down in Standing Orders.

**CHAIR:**

Determined by nominations and vote as laid down in Standing Orders.

**VICECHAIR:**

As above for Chair.

**MINUTE TAKER:**

A designated Amble Town Staff member will minute any meetings held. In his/her absence another staff member or a Councillor will be nominated as Minute Taker.

**FREQUENCY:**

Bi-monthly - The Last Thursday of the months of May, July, September, November, January & March but may be held any additional month from May to September if so determined by Councillors.

A minimum of one meeting will be preceded by an inspection of the West Cemetery, one meeting by an inspection of the East Cemetery, one meeting by an inspection of the Allotment areas, one meeting by an inspection of Paddlers Park- other inspections will be arranged as determined by the Committee.

**RESPONSIBILITIES:**

**CEMETERIES**

Discuss and determine all matters relating to Amble West and East Cemeteries.

Prior to November meeting, Chair/ Vice Chair to consult with the Chair/ Vice Chair of Council and the Clerk to prepare a draft Budget to facilitate Budget discussions by the Committee.

Prepare an annual budget for presentation to and acceptance by Amble Town Council.

Ensure as far as practicable all Health and Safety Guidelines are adhered to.

Ensure as far as practicable that anyone contracted to work in the Cemeteries is aware of relevant Health and Safety Guidelines and adheres to these.

Ensure that Burial Law, Rules and Regulations as well as those pertaining to the Interment of Cremated remains and natural burials are correctly administered.

Ensure all relevant paperwork is correctly completed and up to date.

Determine the rules and regulations for the West and East Cemeteries.

Ensure Funeral Directors, Monumental Masons and those requesting interment are aware of the rules and regulations for the Cemeteries.

Ensure all buildings, street furniture, environmental features, gates, fencing, roads and pathways are inspected and within financial restraints are maintained as soon as practicable.

Ensure all groundworks are maintained regularly.

Ensure Monuments and Memorials are inspected and the findings recorded.

Ensure the Clerk is fully aware of his/ her duty to see that the wishes of the committee are carried out correctly.

Operate the Memorial Mason Registration Scheme.

Oversee, with the Clerk, any Contract awarded within the Cemeteries is adhered to correctly.

**ALLOTMENTS:**

Discuss and determine all matters pertaining to areas of allotment land including their management and the upkeep of boundaries and main walkways, except any financial implications above annual budget limits which will be referred to Amble Town Council for consideration.

Ensure Amble Allotment Holders Society is aware of its responsibilities and obligations under the leases and meet with them to discuss mutual concerns, changes, ideas etc.

**EVENTS:**

To assist with Council community events (e.g. Garden and Community Awards, Remembrance Day). This may be expanded upon throughout the year with Council approval provided budget allocation/ funds held is sufficient.

To arrange other such events as may be approved by resolution of the Town Council.

To act within an agreed annual budget allocation within the overall budget based on specific planned events with the delegated power to spend within that budget allocation to produce the planned events.

To refer any proposals which would incur non-budgeted expenditure or which would be over allocated budget for Council approval.

To appoint a representative on an independent organisation which facilitates community led events for the town including Amble Puffin Festival and Christmas Lights Parade.

**PLAYAREAS:**

Discuss and determine all matters pertaining to all Play areas under the jurisdiction of Amble Town Council

Ensure inspection of all Play areas as required (minimum weekly) and record findings.

All recordings to be securely kept by Amble Town Council for a period of time determined in line with all other similar paperwork.

Ensure any safety concerns are dealt with as soon as practicable.

Negotiate with any organisation having a joint interest in any Play area.

Discuss and determine any future input into any Play area within the parish in association with any organisation having an interest in that area

Ensure ROSPA standard inspections are carried out and records are kept

Any expenditure above annual budget limits to be ratified by Amble Town Council

**SEATS, LITTER BINS, BUS SHELTERS, NOTICE & INFORMATION BOARDS:**

Discuss and determine all matters pertaining to these items under the responsibility of Amble Town Council

Ensure any safety/maintenance concerns are dealt with as soon as practicable.

Investigate replacement types and costs

Any expenditure above annual budget limits to be ratified by Amble Town Council

**PLANTERS; FLORAL DISPLAYS:**

Discuss and determine all matters pertaining to these items under the responsibility of Amble Town Council

Ensure any safety/maintenance concerns are dealt with as soon as practicable.

Negotiate with any organisation having a joint interest in any planter/ floral display

Investigate materials, shapes and costs of planters; variety of plants and layout of display

Any expenditure above annual budget limits to be ratified by Amble Town Council

**RIGHTS OF WAY:**

Periodically check the condition of existing Rights of Way

Periodically assess and gather evidence for new Rights of Way registration.

**MEMORIAL GARDENS:**

Maintain all horticultural elements on a regular schedule.

Regular inspect all hard landscape, fencing and walls to ensure health and safety standards are maintained as far as practicable.

Ensure any safety/maintenance concerns are dealt with as soon as practicable.

## AMBLE TOWN COUNCIL PLANNING COMMITTEE.

### TERMS OF REFERENCE



#### MEMBERSHIP:

A maximum of 8 Councillors

#### PROCEDURES:

Meetings follow the procedures as laid down in Standing Orders.

#### CHAIR:

Determined by nominations and vote as laid down in Standing Orders.

#### VICECHAIR:

As above for Chair.

#### MINUTE TAKER:

A designated Amble Town Staff member will minute any meetings held. In his/her absence another staff member or a Councillor will be nominated as Minute Taker.

#### FREQUENCY:

Dates of meetings will be determined by the Chair or Vice Chair. If agreed, plans may be viewed by members for their comments which are left in the office.

The Chair will be available if members require any advice or guidance. A report will be given at each full Town Council meeting.

#### RESPONSIBILITIES:

- To consider and comment on all plans on behalf of the Council. (Councillors not on the Committee may also view and comment on any plan if they wish.)
- Members act as individual elected representatives of the people in the parish of Amble.
- Members act as *Consultants* on any plans, transport or highways matter affecting the parish of Amble which are submitted to Amble Town Council for comments. They have *no regulatory powers* - these rest with the principal authority- Northumberland County Council- therefore every member's views count just as would any of the views of individual members of the general public.
- Members must consider each plan, transport or highways matter objectively, within the given timeframe, and determine whether in their opinion a plan conforms to relevant planning rules and regulations and any Parish/County Council wide plan in current use as well as any known projected future policies of these authorities or Central Government.
- Members must adhere to the Code of Conduct and declare an interest if one exists. They must also declare if anyone has approached them regarding an application and their response to this approach.
- Members must record their sight of the plans, transport or highways matter and any comments they wish to make.
- Members must ensure the Clerk is fully aware of their comments for these to be registered in writing to the relevant authority. The Clerk will consult with the Chair if further guidance is required.
- A member may be delegated to attend an authority as a representative of the group; (s) he will have clearly defined terms of reference.
- Members must endeavour to attend any training sessions offered by any relevant authority.
- Members must ensure that plans are available to view by the general public at the Town Council office by appointment with the Clerk.

**Agreed: May 2023**