



CYNGOR TREF RHUTHUN  
RUTHIN TOWN COUNCIL

## AMENITIES COMMITTEE TERMS OF REFERENCE

Date adopted:	8 May 2018
Date reviewed and revised:	7 May 2019
Date of next review:	5 May 2020

## **AMENITIES COMMITTEE TERMS OF REFERENCE**

1. The Amenities Committee is constituted as a Standing Committee of Ruthin Town Council.
2. The Committee composition shall be a minimum of seven and no more than nine Councillors as voting members with at least one third of the number of members of the Amenities Committee constituting a quorum.
3. Membership of the Amenities Committee shall be ratified at the first ordinary meeting following the Annual Council Meeting in May of each year.
4. The Chairman shall be elected annually by the Committee, at the first meeting following the Annual Council meeting.
5. The Amenities Committee shall be administered and managed in accordance with these Terms of Reference.
6. The Amenities Committee shall meet monthly, other than in August.
7. The objective of the Amenities Committee shall be to improve the quality of life in Ruthin by providing and maintaining local amenities in an efficient and cost effective manner.
8. The Committee shall have delegated powers:
  - to spend to the amount specified in the allocated budget
  - to make recommendations to Council for consideration and approval
9. The Amenities Committee's remit shall extend to
  - provision and maintenance of play areas
  - maintenance of open spaces
  - administration, management and maintenance of properties and buildings in the ownership or control of the Town Council
  - undertake any other functions as may be required by working with other agencies on matters such as highways and footpaths, street scene furniture, trees and vegetation.
  - co-ordinate and support the Tidy Town Team volunteer team.
10. The Amenities Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee.
11. All correspondence shall be conducted through the Clerk of the Town Council wherever possible.
12. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Town Council.
13. The Terms of Reference will be reviewed annually.