

# LUDGERSHALL TOWN COUNCIL



## TERMS OF REFERENCE

### **ALLOTMENT, CEMETERY, MEMORIAL GARDENS, CAR PARK & TOILETS**

The Allotment, Cemetery, Memorial Gardens, Car Park & Toilets Committee shall be administered and managed in accordance with these Terms of Reference and to be read in conjunction with Ludgershall Town Council Standing Orders and reviewed annually.

The Council shall appoint an Allotment, Cemetery, Memorial Gardens, Car Park & Toilets Committee to consider matters only relating to the responsibilities listed below that are provided by the Town Council.

The Committee shall consist of Town Councillors, membership will be ratified at the Annual Council Meeting in May of each year and shall include the Chairman and Vice-Chairman of full Town Council. This committee will also have a maximum of two representatives from Ludgershall Garden Club who are not elected councillors. Non-councillors cannot vote on financial implications.

The Committee shall meet on 3<sup>rd</sup> Tuesday of the month (the month of August optional) at 7-00pm.

The Committee shall elect its own Chairman and Vice-Chairman at the May committee meeting annually and shall have a quorum of not less than 3 members. The Chairman shall in the case of an equality of votes have a second casting vote. The Chairman or the Chairman of full Council shall have discretion to refer a matter to the full Council.

In relation to this Committee's representation at the Finance and Policy Committee, another Councillor needs to be chosen (other than the Chair or Vice-Chair) if needed.

The committee to submit a draft Precept to the Council for consideration and resolve in good time for compliance with timescale requirements as set by Wiltshire Council.

The Allotment, Cemetery & Car Park Committee is responsible for: -

- 1) Allotments – Dewey's Lane & Bell Street sites; to promote efficient use of Town Council assets and ensure they are correctly maintained and kept to a professional standard, with monthly inspections from March to November and one winter inspection dependant on weather and to operate waiting lists.

- 2) Cemetery – to ensure smooth running of this Council asset and maintain it to a high standard for the benefit of the public within budgetary constraints. To ensure all memorials are within Town Council specification and hold an annual site inspection regarding the safety of memorials.
- 3) Memorial Gardens – War Memorial, Centenary Garden & Jubilee Garden, to maintain any Council asset within this remit, to promote the Town and ensure they are maintained and kept to a professional standard.
- 4) Car Park -To maintain to a high standard and keep as a 'Free Car Park' and encourage use of this facility by members of the public.
- 5) Public Conveniences - To ensure a high standard of cleanliness, to maintain and repair the building and facilities to a high safety standard.
- 6) Proper Financial Control, set by the Council in its Standing Orders/Financial Regulations, all purchases must be within budgetary constraints.

All correspondence shall be conducted through the Town Clerk. Minutes of all meetings shall be kept by the Clerk and forwarded to all Members of the Town Council.