

LUDGERSHALL TOWN COUNCIL



TERMS OF REFERENCE

RECREATION, LEISURE & ENVIRONMENT COMMITTEE

The Recreation, Leisure & Environment 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 a Recreation, Leisure & Environment 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.

The Committee shall meet on 3rd Monday 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 need 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 Recreation, Leisure & Environment Committee is responsible for: -

- 1) Recreation Ground and equipment – to maintain, develop and encourage use of park facilities for the enjoyment of the public within budgetary constraints.

- 2) Play Areas and equipment – to maintain equipment to safety standards, develop and encourage use of facilities for the benefit of the public within budgetary constraints.
- 3) Public Rights Of Way – Bridleways, Rights of Way Footpaths, to liaise and work in partnership with Wiltshire Council Rights of Way Officer. To collate and maintain an annual record of the condition of footpaths etc.
- 4) Highways furniture –to include Wiltshire Council salt bins, Town Council seats, notice boards & litterbins. To maintain and report any damage to respective authority.
- 5) Leisure – to develop and encourage use of park and play facilities for the enjoyment of the public.
- 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.