

LUDGERSHALL TOWN COUNCIL



TERMS OF REFERENCE

Interim Committee (Matters of Assets, Events, Finance & Policy)

The Interim 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 Interim Committee to consider matters only relating to the responsibilities listed below that are provided by the Town Council. Council membership of the Interim Committee shall be ratified at the Annual Council Meeting in May of each year and shall consist of the Full Town Council and shall have a quorum of not less than 5 Council members.

This Committee Chairman shall be the Chairman of Full Town Council as elected annually at the May full Town Council meeting and each matter shall be led by the appropriate lead Cllr.

The Committee shall meet on the last Thursday of every other month starting in May of each year, at the Council Offices, at 7-00pm. The Chairman shall in the case of an equality of votes have a second casting vote. The Chairman shall have discretion to refer a matter to the full Council.

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

- 7) 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.
- 8) 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.
- 9) Highways furniture –to include Wiltshire Council salt bins, Town Council seats, notice boards & litterbins. To maintain and report any damage to respective authority.
- 10) Leisure – to develop and encourage use of park and play facilities for the enjoyment of the public.
- 11) Promoting the Town at any planned event executed by the Town Council.
- 12) Ensuring smooth running of any event in accordance with any health and safety Legislation and to ensure there is adequate insurance cover.
- 13) Ensuring that any License required for the event is applied for by the Clerk prior to the event.
- 14) Proper Financial Control at events, set by the Council in its Standing Orders/Financial Regulations, all purchases must be within budgetary constraints.
- 15) Any money collected at any event has an audit trail, handed to the RFO & signed for at the end of the event for safe keeping prior to banking.
- 16) A close down meeting to complete an income and expenditure account after the event
- 17) Proper Financial Control, set by the Council in its Standing Orders/Financial Regulations, all purchases must be within budgetary constraints.
- 18) Council Finance, Council Administration, Legislation and Personnel (through the Staffing Committee). To see and maintain the smooth running of the Council, oversee the audit both internal and external and to deal with all administrative and personnel matters of the Council with input from the Staffing Committee.
- 19) Precept – to consider all Precept proposals and to submit a draft Precept to the Full Council for consideration and resolve in good time for compliance with the timescale of Wiltshire Council.
- 20) To review the Council Policy's with the Clerks timetable excluding the Standing Orders, Code of Conduct & Financial Regulations that will be reviewed at the May annual meeting.

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.

Adopted 14th November 2022

Reviewed & ratified 7th May 2025