

LUDGERSHALL TOWN COUNCIL



TERMS OF REFERENCE COMMUNITY RESOURCES COMMITTEE

The Community Resources 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 & Code of Conduct and reviewed annually.

The Council shall appoint a Community Resources Committee to consider matters only relating to the responsibilities listed below that are provided by the Town Council.

Council membership of the Community Resources Committee shall be ratified at the Annual Council Meeting in May of each year and shall consist of 7 members, 1 from each of the working groups that feed into this committee¹ (if the elected member cannot attend then another from that working group can in their stead). This Committee shall have a quorum of not less than 3 Council members.

This Committee Chair and Vice Chair shall be elected annually at the May full Town Council meeting from and by the 7 members mentioned in the paragraph above.

The Committee shall meet every 6 weeks on a Thursday of which the first one is in June (see calendar of meetings on website), at the Council Offices, at 7-00pm and each matter shall be led by the appropriate lead Cllr. The Chair shall in the case of an equality of votes have a second casting vote and the Chair shall have discretion to refer a matter to the full Council.

Community Resources Committee is responsible for: -

- a) 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.
- b) Cemetery – to ensure smooth running of this Council asset and maintain it to a high standard for the benefit of the public. To ensure all memorials are within Town Council specification and that every 5 years a headstone safety test is done by a qualified tester and any work that needs to be done from this survey is relayed to the owners.
- c) Memorial Gardens – War Memorial, Centenary Garden, Jubilee Garden & planters to maintain any Council asset within this remit, to promote the Town and ensure they are maintained and kept to a professional standard. Remembering the War Memorial is a Grade II listed monument.
- d) 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. To keep an eye out for cars parked for a length of time and report to the office. Report any damage/anything unusual that has happened to the carpark as soon as seen to the office.
- e) Public Conveniences - To ensure a high standard of cleanliness, to maintain and repair the building and facilities to a high safety standard.
- f) Recreation Ground and equipment – to maintain, develop and encourage use of park facilities for the enjoyment of the public.

- g) Play Areas and equipment – to maintain equipment to safety standards, develop and encourage use of facilities for the benefit of the public.
- h) Leisure – to develop and encourage use of park and play facilities for the enjoyment of the public.
- i) 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.
- j) Highways furniture –to include Wiltshire Council salt bins, Bus Shelters, Town Council seats, notice boards & litterbins. To maintain and report any damage to respective authority.
- k) Trees – to ensure that a tree survey is completed biannual and that any works from the survey is completed satisfactorily.

Each working group will submit a draft budget to this committee to pass on to the Finance & Policy Committee for consideration and resolve in good time for compliance with timescale requirements as set by Wiltshire Council.

All correspondence shall be conducted through the Office. Minutes of all meetings shall be kept by the Clerk and forwarded to all Members of the Town Council as draft asap and put on the website.

Adopted May FTC 2026

¹Working groups:

Trees

Allotments

Carpark & Toilets

Cemetery

Gardens, Planters & War Memorial

Play Areas, Rec, outside gym & skate park

Paths, rights of way & environment (incs Highways Furniture)