



## **Ramsgate Town Council**

### **TERMS OF REFERENCE**

#### **AMENITIES AND ENVIRONMENT COMMITTEE**

##### **General**

A Committee of the Town Council established to consider and make recommendations to Council in relation to Civic, Council sponsored events, estates (not including Custom House) and Town improvement policy.

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##### **The following matters are to be administered by this Committee:**

- ❖ The Council's Allotments.
  - ❖ Buildings and Amenity land or facilities (not including the Custom House).
  - ❖ To liaise with Kent County Council and Thanet District Council and make recommendations to Council in relation to recreation and amenities facilities in the Town area including cemeteries, museums, play areas, playing fields, parks, recreation grounds, town greens, public open spaces, and public conveniences.
  - ❖ All Civic matters in consultation with the Mayor.
  - ❖ All Twinning matters in consultation with the Mayor and the Twinning Association where appropriate.
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## Membership, Chairmanship and Quorum

Number of Members	Up to 15 incl Mayor and Deputy mayor ex officio.
Substitute Members Permitted	Yes
Political Balance	n/a.
Appointments/Removals from Office	By resolution of full Council
Restrictions on Appointment	None.
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	Five
Number of ordinary meetings per Council Year	As required by the business at hand.
Standing Sub-Committees	As required by the business at hand

## Terms of Reference

1. To formulate and make recommendations to Council in relation to any strategies, plans or policies intended to improve the economic social or environmental well-being of persons who live, work or spend leisure time in the administrative area of the Town Council.
2. Responsibility for the day to day operational management of the Town Council's allotments, buildings (excepting the Custom House) and amenity land, facilities, fixed assets, Civic administration and Events administration.
3. Responsibility for liaising with Kent County Council and Thanet District Council and making recommendations to Council in relation to recreation and amenities facilities in the administrative area of the Town Council including cemeteries, museums, play areas, playing fields, parks, recreation grounds, town greens, public open spaces and public conveniences.
4. Responsibility for preparing a draft revenue budget for each coming financial year in respect of the functions of the Town Council falling within the terms of reference of the Amenities Committee and to submit that to the Finance & General Purposes Committee for consideration by not later than 31st October in any year.

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## Substitution

5. The appointment of a substitute member is only valid if the Town Clerk or Asst Town Clerk has been notified by the appointing member of the identity of the substitute member by not later than 4.00 p.m. on the date of the meeting.
6. A duly appointed substitute shall be entitled to exercise all the powers of the appointing member including the power to propose motions, speak and vote

save that a duly appointed substitute for the Chairman shall not thereby be entitled to preside at the meeting.

7. If at any time the appointing member attends the meeting, the duly appointed substitute shall from that moment cease to be a member of the Committee save that any valid motion proposed or seconded by such member may be debated by the meeting and put to a vote.
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### **Delegated Powers.**

8. The matters referred to in Paragraph 1 to 4 above are fully delegated. Expenditure under the following budget headings are delegated by annual Council resolution:
  - ❖ Allotments.
  - ❖ Civic (all sections)
  - ❖ Land and assets (excepting Radford House and Custom House and administration).
9. Virement between budget items or within budget sections may only be granted on application to the Finance and General Purposes Committee or the Council in extremis.
10. These powers are granted on the strict understanding that full and accurate accounts are kept and that the Finance and General Purposes Committee has overall oversight of the budget items within the Committee's remit.

### **Notes;**

These Terms of Reference were approved by the Town Council on 30 June 2021.