



Environment & Amenity Ground Committee

1. Membership

- 1.1 Membership shall consist of 4 Council Members appointed at the Annual Parish Meeting.
- 1.2 Members may be co-opted on the basis of their special knowledge or interest.
- 1.3 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.

- 1.4 A quorum shall consist of 3 members of the Committee.

2. Meetings

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Parish Council.
- 2.2 The Environment & Amenity Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next full meeting of Tollesbury Parish Council. All Environment & Amenity Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.



3. Areas of responsibility

- 3.1 To implement decisions and duties of the Tollesbury Parish concerning the Cemetery, Allotments, Woodrolfe Green, Hasler Green, Bus Shelter, Streetlighting, Dog/Litter Bins and Highways including:
- Day to day management and monitoring
 - Health and Safety
 - Inventories
 - Schedule of maintenance
 - Authority for payment for work undertaken
- 3.2 The Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.3 The Committee will act within the annual agreed budget. The RFO will provide financial reports to the Full Council monthly.
- 3.4 The Committee is authorised to establish sub-committees and working groups and to appoint volunteers (complying with age-related, GDPR and pecuniary interests) when required to assist in its work.
- 3.5 To consider annual budget requirements for the Environment & Amenity to be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.6 The Environment and Amenity Committee to carry out an inspection at least once a year of the Allotments, Cemetery, Woodrolfe Green and Hasler Green.
- 3.7 The Committee will note and if necessary consider feedback from members of the public who use the opportunity to feedback to the Parish Council via the Contacts Form on the Parish Council website.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	01/09/20	TPC
	Next Review – September 2022		