

**Frodsham Town Council  
Amenities Committee**

**Terms of Reference 2021-2022**

**1 Objectives:**

- 1.1 To provide and maintain local amenities in an efficient & cost-effective manner.
- 1.2 To promote health & safety of the people through co-operation with FTC partners.
- 1.3 To co-operate with FTC partners regarding road traffic & related issues.
- 1.4 To monitor and maintain; public rights of way in Frodsham, marshlands, Memorial Field, Crowmere & Manley Road Copse; Community Orchards; Hob Hey Wood to ensure preservation for future generations.
- 1.5 To enhance the town's environment through maintenance and improvement of FTC's open spaces and the planting and care of trees.

**2 Composition**

- 2.1 *Membership:* Committee will consist of up to 8 Councillors appointed at the Annual Meeting.
- 2.2 *Chairmanship:* The Committee will elect a Chair from its Councillor members at its first meeting each year following the Annual Meeting.
- 2.3 *Meetings:* The Committee will produce a schedule of meetings at the first meeting after the Annual Meeting. The Committee may call extra ordinary meetings as necessary.
- 2.4 *Voting:* Only Councillors who are members of the Committee will have a vote.
- 2.5 *The Quorum* for a meeting will be a minimum of 3 Councillors.
- 2.6 *The Councillors Code of Conduct* will apply to all members of the Committee.
- 2.7 *The conduct of meetings* (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

**3 Rights & Powers**

- 3.1 The Committee may spend monies subject to the following limitations:
  - Extent of the Committee's budget
  - Amount of expenditure on any single transaction as per spending limits.
- 3.2 The Committee may make recommendations to the Council for consideration and approval.
- 3.3 The Committee may appoint working groups for a specified purpose with the approval of Council.

**4 Responsibilities**

- 4.1 To monitor and manage the approved budget.

**APPROVED BUDGET 2021-2022**

2021	Grounds Maintenance SLA	£ 35,329.00
4803	Play area refurb/repairs	£ 20,000.00
4804	Tree works	£ 2,000.00
4805	Hob Hey Wood	£ 5,100.00
4806	Defibrillator maintenance	£ 2,000.00
4807	Replacement Xmas lights	£ 12,000.00
4808	Daffodil bulbs	£ 100.00
4809	Rent & rates	£ 2,000.00
4811	Street furniture	£ 2,000.00

4812	Xmas light bulbs (festoon)	£ 750.00
4814	Manley Road Copse	£ 2,000.00
4815	Marshlands	£ 2,000.00
	<b>TOTAL BUDGET</b>	<b>£ 85,279.00</b>

- 4.2 The Committee is responsible for the production of written estimates of proposed expenditure by the Committee for the next financial year for submission to FTC for approval no later than the Council's meeting in November of the current year.
- 4.3 To manage all aspects of Hob Hey Wood, Memorial Field, Crowmere, Community Orchards, Manley Road Copse, Marshlands, marl pits and play areas.
- 4.4 The Committee's remit extends to the provision and maintenance of the following facilities and services: Floral displays (including hanging baskets and planters), grass cutting, public access defibrillators, seats, commemorative seats and commemorative plaques; town bowling green.
- 4.5 The Committee is responsible for monitoring the Service Level Agreement for grass and hedge cutting.