

# Windlesham Parish Council

## Civic, Amenities & Recreation Committee – Terms of Reference 2026-2027

**The role of the Civic, Amenities & Recreation Committee is the effective provision of civic, amenity and recreational services to the Parish of Windlesham.**

1. Membership of the committee will consist of a total of 9 members, with a maximum of 3 representatives from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be appointed to serve on the Committee in an advisory capacity. Such appointments shall be made by recommendation to Full Council and confirmed by a resolution of the Council.

Non-councillor members, advisory members, subject-matter experts and other invited attendees shall withdraw from the meeting for any item of confidential or exempt business unless the Committee resolves that their continued attendance is necessary for that item. Any person permitted to remain must comply with the Council's confidentiality and data protection requirements and must not disclose confidential information or personal data without lawful authority.

2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.

### **FUNCTIONS:**

**The committee shall:**

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- b) Appoint sub-committees or working parties to undertake any specific project work as required.
- c) Delegate to the Proper Officer, or a Councillor in conjunction with the Proper Officer, to undertake any specific project work as required.
- d) Undertake project work relating to amenities and recreation.
- e) The committee shall have spending powers to a maximum of £15000 per agenda item, for that class of expenditure in the approved budget. The committee shall make recommendations to the Full Council on all expenditure in excess of this sum.
- f) Work with other authorities to maintain the public footpaths within the Parish.
- g) Represent the Council to other statutory authorities on matters relating to highways, street furniture, public transport, postal services, public utilities, street and footway lighting, public rights of way, preservation of trees, historic buildings, grounds maintenance issues, conservation areas, and land drainage.
- h) Manage and maintain the provision of bus shelters, seats, village signs, notice boards and other street furniture owned by the Council.

- i) Consider and determine applications for grants in accordance with the Council's approved grants policy, and award grants within the budget allocated by Full Council
- j) Recommend the purchasing of all significant fixed assets necessary to support the maintenance of Parish-owned premises and land.
- k) Liaise with sporting organisations with regard to the prioritising of sporting and recreational facilities within the parish.
- l) Represent the Council in matters relating to the police or delegate to the Proper Officer.
- m) The Terms of Reference shall be reviewed annually.

**The Chairman shall:**

- n) Agree the minutes of the Civic Amenities and Recreation Committee at Full Council meetings, subject to approval.