

**Settle Town Council**  
**Recreation Amenities Cemetery and Lighting Committee Terms of Reference**

**Purpose of Committee**

1. To arrange an inspection of Council owned play areas and make a formal report to the Town Council with any recommendations.
2. To advise and make recommendations to the Town Council on any matters affecting the Recreation Amenities, Cemetery and Lighting. To recommend to the Town Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.
3. To exercise the powers delegated to the committee on behalf of the Town Council as set out below.
4. To approve or comment upon actions taken and reported by the Clerk to the Council on matters under this Committee.
5. To work with the Settle In Bloom, the Lengthsman and the Clerk to the Council to provide a well managed and maintained Millennium garden area.

**Delegated Authority**

1. For decisions on behalf of the Council: concerning the detailed operation and management of the Recreation Amenities, Cemetery and Lighting and relationships with Contractors and the Lengthsman but excluding final decisions on:-
  - major improvements to the Amenities Lighting and Cemetery.
2. To incur expenditure on behalf of the Council: on items of a routine and repetitive nature where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

**Meetings**

A minimum of two meetings per year or as agreed by Full Council Resolution.

**Membership**

All Councillors.

Lengthsman

A maximum of 1 representatives from Settle Parish Church.

A maximum of 2 non voting member to represent the Settle In Bloom as invited by the Committee.

As agreed otherwise at the Annual Meeting of the Town Council.

**Quorum**

A minimum of three Town Councillors.

**Working Parties**

May be set up for specific time-limited tasks as required. Clear guidelines to be agreed, a timescale for objectives to be set and membership to be agreed at the the Committee meeting or Full Council meeting.

**Terms of Reference Agreed by**

Signed Chairman



Signed Clerk/RFO



Date 24 02 . 2016