

## **HEATHFIELD AND WALDRON PARISH COUNCIL**

### **LEISURE, AMENITIES AND BURIAL GROUNDS COMMITTEE**

#### **Terms of Reference**

The Leisure, Amenities and Burial Grounds Committee (LAB) is responsible for the following:

Recreation Grounds, sports pitches, play areas and public open spaces  
Seats, bins and bus shelters  
High Street planting and street furniture  
Heathfield Community Centre  
Lucas Memorial Hall and House (general reports only)  
Burial Grounds at St Bartholomews, Theobalds Green and Waldron Churchyard  
(small area which is full)  
Allotments at Punnetts Town and Theobalds Green  
War Memorials at Cade Street and Waldron

#### **Membership**

The Committee shall consist of Members of the Parish Council including the Chairman and/or Vice-Chairman of the Council who shall have full voting rights. The Committee shall invite non-councillor members to join the Committee where they may have expertise to offer on a particular subject, but non-councillors shall not have voting rights. Representatives of local funeral directors are invited to attend, where appropriate, in respect of burial matters.

Meetings shall be open to the public unless a Resolution is passed relating to a particular item on the agenda that the business to be transacted is prejudicial to the public interest by reason of its confidential nature or other special reason, which shall be duly recorded.

Committee members are required to read the documentation relating to agenda items prior to attending the meeting, where possible the documentation will be sent out at the same time as the agenda.

#### **Quorum**

A quorum must comprise at least three voting Members or one third of the Committee members, if this figure is higher..

#### **Chairman**

At the first meeting and thereafter at the first meeting after the Annual General Meeting of the Council, the LAB Committee shall elect from its number a Chairman and Vice-Chairman of the Committee.

Prior to the issuing of the agenda for the meeting, the Chair of the Committee will liaise with the Clerk over the items to appear on it.

## **Meetings**

The LAB Committee shall meet approximately 6 times a year, but at least quarterly. Meetings are usually held in the months of February, April, June, August, October and December at 6 p.m. in the Parish Council meeting room or the Community Centre. Where necessary, and where the law allows, meetings will be held online. Meetings will be supported by the Clerk, and/or other members of staff as appropriate.

The Agenda and notice of the meeting will be issued at least 3 clear working days in advance, in accordance with paragraph 2 of Standing Orders.

If a Committee member is unable to attend the meeting they should, where possible, inform the Parish Council no later than noon on the day of the meeting.

Minutes of the Committee will be circulated to all Members of the Council and signed by the Chairman of the LAB Committee at its next meeting.

## **Purpose**

- To monitor and oversee the maintenance and management of recreation grounds, sports pitches, play areas and public open spaces
- To monitor and oversee the maintenance and management of seats, bins and bus shelters owned by the Parish Council
- To monitor and maintain High Street planting and street furniture
- To oversee the management and maintenance of Heathfield Community Centre
- To monitor and receive reports in respect of Lucas Memorial Hall and House
- To monitor, review and oversee the Council's burial grounds and ensure recording procedures are adequate and effective
- To monitor, review and oversee the Council's allotments and ensure recording procedures are adequate and effective
- To monitor the war memorials at Waldron and Cade Street and ensure renovations are carried out when required

## **Delegated Powers**

Authority to monitor, maintain, review and renew the various leisure facilities and amenities which are the responsibility of the Committee, including setting and reviewing of fees where appropriate and collection thereof

Authority to monitor, maintain and review operation of the allotments and burial grounds on behalf of the Council

Authority to ensure the war memorials are maintained in a satisfactory condition

Delegated powers to propose an annual budget at an appropriate level to ensure the responsibilities of the Committee can be met, to approve expenditure as required

and to manage and monitor budgets via budgetary control reports supplied for each meeting of the Committee

To have regard to risk management implications in terms of activities of the Committee and to assess any impact of decisions made and to consider implications of decisions made in respect of the Crime and Disorder Act 1998 Section 17

To assess any impact on the reputation of the Council in respect of decisions made and to consult with residents where appropriate

Chair and Vice-Chair of Committee and the Clerk [or just the Clerk] to approve requests for the hiring of open spaces for outside exercise

H Johnson  
Sept 2021