

# HALSTEAD PARISH COUNCIL

## AMENITIES & HIGHWAYS COMMITTEE TERMS OF REFERENCE

### Composition of Committee

1. The Committee shall be comprised of four members of the Parish Council

### Election of Officers

2. The Chairman of the Committee shall be elected at the first meeting of the Committee
3. A Vice Chairman may be elected if required<sup>1</sup>

### Quorum

4. Shall be three members

### Meetings

5. Shall be held as deemed necessary by the Chairman of the Committee but at least twice a year

### Function

6. To undertake regular inspections of the play area and its equipment and report to the Clerk and at the Parish Council meeting<sup>2</sup>
7. To undertake regular inspections of the Parish Room and the Pavilion and report to the Clerk and at the Parish Council meeting<sup>2</sup>
8. To undertake regular inspections of the Bus Shelters and report to the Clerk and at the Parish Council meeting<sup>2</sup>
9. To undertake regular inspection of the Recreation ground and report to the Clerk and at the Parish Council meeting<sup>2</sup>
10. To undertake regular inspections of the Public Rights of Way and relevant signage and report to the Clerk and at the Parish Council meeting
11. To discuss topics relating to Highways matters
12. To undertake investigations and make recommendations to the Parish Council following Committee meetings
13. To respond as necessary to consultation documents relating to Highways matters

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<sup>1</sup>Parish Council Standing Orders 46-53 relate

<sup>2</sup>Parish Council Risk Assessment

