

Alcester Town Council Community Facilities Committee

Terms of Reference

Name	Community Facilities Committee		
Chairperson	To be elected annually	Facilitator	Committee Clerk and Administrative Assistant
Membership	Elected annually by Full Council membership		
Frequency	No less than one meeting each quarter	Duration	Approx. 1 hour
Purpose	<ul style="list-style-type: none"> o To provide a group which will organise and fund, where appropriate, recreation environment and open spaces facilities as well as community buildings under the control of Alcester Town Council o To report to Full Council on all related matters 		
Objectives	<ul style="list-style-type: none"> o To devise a development programme that meets the needs of the community. o To consider policies to improve recreation facilities, the environment and open spaces. o To oversee the management of the Jubilee Centre, and other town council sites, pending resolutions by Council. o To oversee the town's allotments, play equipment, the cemetery, and trees and footpaths in Alcester Town Council's control. o To oversee, and act appropriately, on the use of litter and dog bins. o To provide and manage resources within the purview of the committee o To prepare annual budget as appropriate and in line with Town Council's annual expenditure 		
Agenda	<ul style="list-style-type: none"> o Apologies o Minutes of last meeting o Play Areas Equipment/other recreational facilities o Footpaths o Trees & Environmental Matters o Allotments o Cemetery o Litter Bins o Community buildings o Correspondence o Propositions to Full Council o Date of next meeting 		
Related Meetings	<ul style="list-style-type: none"> o Full Alcester Council Meeting o Council and Public Forums o Other Town Council Committees 		
Inputs	<ul style="list-style-type: none"> o Public Participation o Minutes of last meeting o Reports from Committee members o Feedback from other groups o Online information 		
Outputs	<ul style="list-style-type: none"> o Adopted Project Management o Community facilities management o Items for consideration at Full Town Council meetings o Periodic review of projects 		
Updated By	JR	Version	1
Date Reviewed and Agreed	07 / 07 /2015	Confirmed By	Cllr J Kenyon (Chairman)