

## Alcester Town Council Community Facilities Committee Terms of Reference

<b>Name</b>	Community Facilities Committee		
<b>Chairperson</b>	To be elected annually	<b>Facilitator</b>	Committee Clerk
<b>Membership</b>	Elected annually by Full Council membership		
<b>Frequency</b>	Every 2 months	<b>Duration</b>	Approx. 1 hour
<b>Purpose</b>	<ul style="list-style-type: none"> <li>○ To provide a group which will be responsible for recreation, environment and open spaces facilities as well as community buildings under the control of Alcester Town Council.</li> <li>○ To report to Full Council on all related matters.</li> </ul>		
<b>Objectives</b>	<ul style="list-style-type: none"> <li>○ To consider policies to improve recreation facilities, the environment and open spaces.</li> <li>○ To oversee the town's allotments, play equipment, the cemetery, and trees and footpaths in Alcester Town Council's control.</li> <li>○ To oversee, and act appropriately, on the use of litter and dog bins.</li> <li>○ To provide and manage resources within the purview of the Committee.</li> <li>○ To prepare an annual budget request to Full Council.</li> </ul>		
<b>Related Meetings</b>	<ul style="list-style-type: none"> <li>○ Full Alcester Council Meetings.</li> <li>○ Council and Public Forums.</li> <li>○ Other Town Council Committees.</li> </ul>		
<b>Inputs</b>	<ul style="list-style-type: none"> <li>○ Public Participation.</li> <li>○ Minutes of last meeting.</li> <li>○ Reports from Committee members.</li> <li>○ Feedback from other groups.</li> </ul>		
<b>Outputs</b>	<ul style="list-style-type: none"> <li>○ Minutes of the meeting.</li> <li>○ Items for consideration at Full Town Council meetings</li> <li>○ Periodic review of work of the Committee.</li> </ul>		
<b>Updated By</b>	JR		
<b>Date Reviewed and Agreed</b>	May 2021	<b>Version</b>	