



SERVICES COMMITTEE **TERMS OF REFERENCE**

1.0 Introduction

The following general terms of reference apply to all Committees:

- 1.1 That all delegated powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- 1.2 That powers be subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations.
- 1.3 That any unresolved differences between Committees, Sub-Committees and Advisory Committees shall be referred to Full Council for determination.
- 1.4 Day to day management of Council matters rest with the Town Clerk as proper officer of the Council and the Responsible Financial Officer.
- 1.5 That all urgent and emergency matters will be dealt with as they arise by the Town Clerk in consultation with the Chair and Vice Chair of the relevant Committee and the Mayor of Ludlow and reported to the next appropriate Committee or Full Council meeting whichever comes first.
- 1.6 Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Ludlow.
- 1.7 All meetings will normally commence at 7.00pm on a day to be agreed by either Council or the relevant Committee except by prior agreement with the Chair and Vice Chair of the Committee and aim to close by 9.00pm
- 1.8 There will be a public open session included on every agenda when members of the public can address the Council or Committee on matters relating to Ludlow.

2.0 Membership

- 2.1 The Committee will meet once every six weeks.
- 2.2 Committee Membership is open to all Councillors.

2.3 All Members of Ludlow Town Council will receive copies of every agenda and their relevant attachments.

2.4 Membership of this Committee will only be made up from serving Councillors.

3.0 Procedures

3.1 The Committee will operate within Ludlow Town Council's Standing Orders and Local Government Law.

3.2 At the Annual General Meeting of Ludlow Town Council the Town Council shall elect a Chair and Vice Chair for this Committee for the forthcoming year from amongst its membership. The Chair and Vice Chair may be re-elected.

3.3 The Committee will submit all its minutes of meetings to the next appropriate meeting of Ludlow Town Council.

3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in September/October.

3.5 The Town Clerk and Administrative Officer will provide administrative support for the Committee.

4.0 Meeting Dates

4.1 The schedule of meetings shall be agreed at the Annual Town Council meeting.

4.2 The Committee shall meet every 6 weeks on a Monday at 7.00pm in The Guildhall, Mill Street, Ludlow, SY8 1AZ unless otherwise agreed.

5.0 Attendance at Meetings

5.1 All Members of the Town Council may attend all meetings of the Committee and speak with the permission of the Committee Chair but may not vote unless they are a member of the Committee.

6.0 Quorum of Committee

6.1 Four Council Members of the Committee shall constitute a quorum of the Services Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned, and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.

7.0 Committee Functions

- 7.1 To oversee, within the policies and approved budgets of the Council, the following functions:-
- i) Management, control and development of all playing fields, sports grounds, open spaces, play areas, skate parks and other leisure and recreational facilities.
 - ii) Management and control of the Markets.
 - iii) Management of the Council's statutory and non-statutory provision of allotments.
 - iv) Management and control of the Cemetery and closed churchyards.
 - v) Maintenance of public seats and bus shelters.
 - vi) Maintenance of flowerbeds, tubs, troughs and fence railing planters and any other areas held by the Council on lease or licence.
 - vii) Implementation of a recreational strategy for the town.
 - viii) Promotion of the provision of community buildings.
 - ix) Recommending fees and charges to Policy & Finance Committee.
 - x) Consideration of any Tenders to be submitted for ground works and ground maintenance.
- 7.2 To advise the Council on its recreational, open space, cemetery, Market and allotment strategies and once adopted to implement those strategies.
- 7.3 To prepare, by October of each year, budget proposals for revenue and capital expenditure in the following financial year and submit to the Budget Working Group.