



## Terms of Reference

### Amenities Working Group

The purpose of the Working Group is to assist the Parish Council in its maintenance of Parish Assets

The Working Group shall comprise at least the Chair or Vice-Chair of the Working Group, the Clerk and one other Councillor, although other Councillors are welcome to attend. If the Clerk cannot attend, an agreed list of actions must be made.

The role of the Working Group is to consult to make recommendations to the full Council.

The Working Group will meet every quarter, or when there is a particularly pressing issue over assets that cannot wait until the next full meeting of the Parish Council.

The Working Group will:

1. Review the state of repair of Parish Assets, and recommend a course of action to the Parish Council.
2. Review any legal guidance issued by our insurers, and make sure that the Parish Council is compliant.
3. Outline projects for the Council to consider.
4. Organise and carry out any projects approved by the Council.
5. Recommend and triage a schedule of works to be carried out by the Council's officers and contractors.
6. Annually review risk policy statements and consequential risk management arrangements. Review draft risk assessments and risk management proposals. and make recommendations to the Council.
7. Review any correspondence or reports from Inspectors and make recommendations to the Council.

To be reviewed at every Annual General Meeting of the Parish Council

Chair of the Parish ..... Date .....

Clerk ..... Date .....