



## **Environment & Leisure Committee (E&L) – Terms of Reference**

### **1. Delegation**

- 1.1. Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2. Highworth Town Council has agreed to adopt the E&L Committee Terms of Reference at its Meeting held on the Tuesday 16 May 2023 and recorded the decision under Minute 7 of the Annual Council Meeting.

### **2. Membership**

- 2.1. The E&L Committee shall consist of a minimum of 5 and a maximum of 9 Councillors who shall be elected each year at the Annual Council Meeting. If not Members of the Committee in their own right, the Chairman and Deputy Chairman will be Members of the Committee for the duration of their term of office with voting rights.
- 2.2. Meetings must have a third or 3 Members, not including ex-officio members, to be quorate.<sup>1</sup>

### **3. Procedures**

- 3.1. The Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2. At the Annual Council Meeting, Highworth Town Council shall elect a Chairman and Deputy Chairman for this Committee for the forthcoming year from amongst its appointed Membership. The Chairman and Deputy Chairman may be re-elected.
- 3.3. The Committee will agree the Minutes of its Meetings at the next appropriate meeting of this committee, Minutes will be noted at Full Council once approved by the Committee. Minutes will be circulated to all Councillors and published on the Council Website.
- 3.4. The Committee will set a budget to the Council for the forthcoming financial year at the appropriate Meeting in October.
- 3.5. The Clerk or the appointed Officer will provide administrative support for the Committee.

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1.1. <sup>1</sup> Standing Order 4d (viii).

- 3.6. The Committee will make recommendations to Full Council for decisions to be made outside the committee functions in this document.

#### **4. Meeting Dates**

- 4.1. The Schedule of Meetings shall be agreed at the Annual Council Meeting. The Committee shall meet at least annually.

#### **5. Committee Functions**

- 5.1. To oversee the management, maintenance and upkeep of the Cricklade Road Cemetery.
- 5.2. To oversee the management, maintenance, upkeep, and improvement of the allotment sites.
- 5.3. To oversee the land leased or owned by HTC, consisting of the Upper and Lower Rec, Barra Close Field, Northview Open Space, the Town Green, Town Gardens, Crane Furlong Open Space, Allotments, The Chapel and Cemetery in Cricklade Road, Brewery Street Car Park, Public Toilets and Depot, The Rec Car Park and Home Farm Garage Depot.
- 5.4. To develop, oversee, and promote all projects that relate to the upgrading and improvement of the Allotments and Cemetery facilities.
- 5.5. To be responsible for overseeing the Council's Health & Safety Policy in all areas that the Committee manages and controls.
- 5.6. To be responsible for ensuring the grass and hedge cutting of all areas of the Town.
- 5.7. To be responsible for the daily cleaning of commercial areas, High Street, Swindon Street and Newburgh Place and litter clearance across the Town.
- 5.8. To work in partnership with the Police and Community Officers to help to alleviate anti-social behaviour and vandalism in and around the leisure facilities under the control of the Committee.
- 5.9. To investigate ways of increasing recycling opportunities within the leisure facilities.
- 5.10. To actively promote and encourage sporting and recreation ventures within the leisure provision of the Council and to liaise with all relevant sporting organisations as appropriate.
- 5.11. In line with HTC Climate Emergency Resolution, actively encourage and promote initiatives and lifestyle changes that can lead to a reduction in carbon emissions.
- 5.12. To actively promote all the Environmental and Health aspects and benefits of a healthy lifestyle in line with our Climate Emergency Resolution. Actively encourage and promote initiatives and lifestyle changes that can lead to a reduction in carbon emissions.

- 5.13. To develop additional provision for specific target groups within Highworth including the young and the elderly.
- 5.14. To promote where appropriate cultural and civic events within Highworth and arrange public entertainment as directed by the Council.
- 5.15. To derive benefit from and act as a conduit to, extra Highworth Town Council and Swindon Borough Council funding sources.
- 5.16. To proactively support the development of events on open spaces and identify opportunities to hold events run and managed by the Council within its open space.
- 5.17. To work in partnership with all the appropriate funding bodies to help to provide, improve and upgrade recreational and open space facilities for the benefit of Highworth.
- 5.18. To monitor National, SBC and other Council ES initiatives.
- 5.19. To share Environmental Sustainability best practice with the wider community
- 5.20. To develop a fully costed, prioritised and achievable ES Plan to be included within the precept and utilising external funding sources.
- 5.21. To actively promote all the environmental aspects, including biodiversity and benefits of recreational open spaces in Highworth.
- 5.22. Either directly or in partnership, provide, maintain, and replace street furniture including seating and litter bins as deemed appropriate.
- 5.23. To actively liaise with the relevant departments of Swindon Borough Council in all matters relating to open spaces.
- 5.24. The Committee will review the suggestions submitted by Highworth Community through public consultation and identify feasible actions at individual, community and council level.
- 5.25. The Committee will establish an accessible programme of community engagement utilising local group and communication channels, including social media, to keep local residents informed of and engaged with the activities undertaken through the Clerk.