

Committee	Planning Leisure and Amenities
Membership	6 Councillors plus Mayor and Deputy Mayor ex-officio
Quorum	One half of membership (rounded up)
Meeting dates	First Tuesday of each month
Meeting Clerk	Clerk Continued on next page.

<p>Terms of Reference:</p>	<ul style="list-style-type: none"> • To determine a response for each planning or licence application referred to the Council by the Planning Authority or County Council • To consider other planning matters such as Planning Strategy as appropriate and make recommendations to Full Council • To agree priorities for repair/replacement of play equipment, reporting to Full Council when appropriate • To monitor the quality of the community open spaces that are maintained by the Council and open spaces that are not adopted by the Council and report issues to the Clerk at least 3 working days before PLA meeting • To consider any Section 106 agreements to ensure that adoption is in the interest of the Council • To agree the contract for a Tree Survey as required but at least every 5 years. • To monitor Council activities such as the Annual Firework Display, the Christmas Lights Event and ad hoc events such as Party in the Park • To ensure all Risk Assessments for facilities and events are appropriate. • To be aware of and respond to, requests from town residents for leisure facilities and other amenities within the remit of the Town Council • To agree that day to day maintenance of Town Council office, Plaza, Cemetery and Public Toilets facilities. • To oversee Capital Projects that have been delegated to this committee and report to Full Council • Chairman /Clerk to produce a recommendation report for Full Council from any working parties dealing with specific projects/tasks • To approve the minutes for this committee • To deal with all matters pertaining to the Cemetery and the rules and regulations for interments • To deal with any other urgent matters which are not specifically reserved to the Council for decision and are not included in the terms of reference of any other Committee <ol style="list-style-type: none"> 1. Members to undertake monthly visits to open spaces and submit report to Clerk at least 3 working days before PLA monthly meeting 2. To approve the minutes of this Committee
<p>Delegated Powers</p>	<p>Expenditure up to £2,500 ex VAT assuming the appropriate budget is sufficient. Maximum of £1,000 for a single item assuming sufficient budget is available</p>