

**PORLOCK PARISH COUNCIL
ENVIRONMENT & AMENITIES COMMITTEE
TERMS OF REFERENCE**



PURPOSE: The purpose of the committee is to oversee the management and maintenance of all its activities relating to the environment and amenities under the council's responsibility.

COMMITTEE MEMBERS:

Cllr. Don Heath (Chair),
Cllr. Duncan McCanlis,
Cllr. Sue McCanlis,
Non Cllr.
Non Cllr.

1. GENERAL

1. The committee is a standing committee appointed by and is solely responsible to Porlock Parish Council.
2. The committee's duties are defined and agreed by the council, which may vote, at any time to modify the committee's duties, add or remove members or dissolve the committee or sub-committee.
3. All committee members must abide by these terms of reference and council's:
 - a. Standing orders,
 - b. Code of conduct,
 - c. Financial Regulations,
 - d. Policies and procedures,
 - e. Civility & respect pledge.
4. The objectives of the committee include overseeing, maintaining and improving environment and amenities activities under council responsibility across the Parish.
5. The committee will consist of no fewer than three councillors. A quorum will be a minimum of three council members.
6. The committee may consist of two non council members, to assist its deliberation. The involvement of public members is to help engagement with the community, to see that all matters are handled and communicated sensitively.

2. MATTERS FOR RECOMMENDATION TO COUNCIL

1. The committee's terms of reference.
2. Spend over £2,000 (excluding VAT).
3. Changes to the council's environment and amenity policies, ensuring compliance with legal and statutory requirements.
4. Awarding of contracts for the delivery of environment and amenity activities.
5. Amendment to or adoption of process and procedures in regard to environment and amenities activities including the ground maintenance programme .
6. Proposals regarding future strategy and management of environment and amenities activities

3. MATTERS FOR DELEGATION TO THE COMMITTEE

1. Adherence to the council's environmental and amenities policies, ensuring compliance with legal and statutory requirements.
2. Environment and amenities activities including but not limited to:
 - a. Hawkcombe Cemetery ground works improvements
 - b. The grounds maintenance programme, schedule of works and contract tenders

- c. Old School Centre Jubilee Graden Project
 - d. OSC School Centre Orchard Pond Project
 - e. Floral displays
 - f. Hybrid gardener role and volunteers
 - g. Priority for the roll out of water refill units
 - h. Benches
3. Review council's programmes, procedures and process in relation to environmental and amenities at least once a year.
 4. Determine the requirement for and election of a committee vice chair from its council members.
 5. Co-option of non-council members onto the committee.
 6. Monitor its functions, receipts and payments.
 7. The appointment of a sub-committee or working group to study and make recommendation on any aspect of the committee's sphere of activity.
 8. Spend over £200 but under £1,000 (excluding VAT) in line with budget.
 9. Compile its annual draft budget and a three-year forecast for future maintenance, replacement or upgrading of items for which it is responsible.
 10. Submission of a draft budget to the Financial & HR committee for consideration in line with council's budget process and timelines.
 11. Oversee all works pertaining to environmental and amenities as set out under the council's financial regulations and or by resolution of the council.
 12. Evaluate and monitor environmental and amenities contractors and all aspects of the work performed by them ensuring that the work is compliant with PPC policies & procedures and regulatory requirements.
 13. Determine the frequency, schedule and completion of inspections and risk assessments.
 14. Ensure the services offered are well managed, reflect the standards expected and are conducted as laid out in the council's policies.

4. MEETING PROTOCOL

1. Shall meet twice yearly as a minimum. This will normally be once every six months in a public place.
2. The Chair of the committee or two council committee members may convene an extraordinary meeting of the committee at any time.
3. Non council members (public members) have no voting rights.

5. DUTIES OF THE CLERK AND RESPONSIBLE FINANCIAL OFFICER

1. Issue a meeting agenda and summons within the required timeframe (3 clear working days) in consultation with the committee chair.
2. Manage the work of officers in respect of committee decisions. In the absence of the Clerk & RFO the committee chair may instruct parish office staff to undertake work within the committee's remit.



Duncan McCanlis
Porlock Parish Council Chair

Dated 10th December 2025



Johnathan Jones
Clerk & Responsible Financial Officer