

Halstead Parish Council

Highways & Amenities Committee -Terms of Reference for review May 2028

Composition of the Committee

- The committee shall comprise of four members of the Parish Council

Election of Officers

- The Chairman of the committee shall be elected at the first meeting of the Committee.

Quorum

- Quoracy shall be three members.

Meetings

- Meetings shall be held as deemed necessary by the Chairman of the Committee but at least twice a year

Function

- To undertake regular inspections of the play area and its equipment and report to the Clerk and at the Parish Council meeting
- To undertake regular inspections of the Parish Room and Pavilion and report to the Clerk and at the Parish Council meeting.
- To undertake regular inspections of the Bus Shelters and report to the Clerk and at the Parish Council meeting.
- To undertake regular inspections of the Public Rights of Way and relevant signage and report to the Clerk and at the Parish Council meeting.
- To discuss topics relating to Highways matters.
- To respond as necessary to consultation documents relating to Highways matters.
- To undertake investigations and make recommendations to the Parish Council.
- To undertake regular inspections of benches within the village and report to the Clerk and at the Parish Council meeting.