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**TERMS OF REFERENCE – ENVIRONMENTAL SERVICES COMMITTEE**

1. The Committee has responsibility for
   * Public open spaces and recreation grounds
   * Children’s play areas and teenage meeting places
   * Sports pitches and facilities
   * Pavilions
   * Allotments
   * Bus shelters and street furniture
   * Environment Wardens
   * Litter collection
   * Larges Lane Cemetery
   * Bracknell in Bloom
   * Community projects
2. The Committee has delegated authority to consider issues, make enquiries and make responses on behalf of Bracknell Town Council in respect of the areas for which it has responsibility.
3. Any relevant matters arising will be considered at the first meeting possible.
4. To receive notes of relevant Working Group meetings and take any recommendations forward to Full Council
5. Five members shall constitute a quorum.
6. In the event of an inquorate meeting, the Chairman will rearrange the meeting OR matters will be referred after discussion for consideration by the Full Council
7. A report of the actions taken shall be made to the next meeting of the Committee for endorsement and recording in the minutes.
8. Any proposed agenda items need to be brought to the attention of the Town Clerk 10 working days prior to the next scheduled meeting. Failure to do so may result in the item not being included on the agenda.
9. Please make sure apologies are given in a timely manner and substitutes invited to attend.
10. If any Councillor wishes to attend or be co-opted to a meeting please notify the Chair before 5 pm on the day of the meeting.
11. Only Bracknell Town Council elected Councillors will have voting rights