



# THAXTED PARISH COUNCIL

## Open Spaces Committee

### Prime Objectives

To ensure that all Open Spaces and land under the Council's ownership and control are managed effectively to provide a pleasant and safe environment for residents and visitors to the town. To ensure that all facilities comply with existing and new legislation. To oversee and be responsible for all of the Parish Council's open spaces and land.

### Terms of Reference

- 1.1. Membership shall be appointed at the Annual Council Meeting.
- 1.2. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Committee are present and in no case shall the quorum of a meeting be less than three.
- 1.3. To elect a Chairman and Vice Chairman for each civic year.
- 1.4. The Committee shall be responsible for capital and maintenance projects of the Parish Council's Open Spaces.
- 1.5. To administer the following:
  - a. The recreation ground.
  - b. Allotments
  - c. All other open spaces and properties in the responsibility of the Parish Council, inc. those leased by the Parish Council as landlord to 3rd parties.
  - d. Any works carried out by the Parish Council under contract or under licence from 3rd parties (i.e. verge maintenance)
- 1.6. To prepare and submit for the Council's consideration estimates of expenditure for each forthcoming year for matters pertaining to the responsibility of the Committee by the end of October.
- 1.7. To prepare and submit for the Council's consideration fees for all chargeable areas under the Committee's remit.
- 1.8. The Committee has authority to act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee.
- 1.9. To purchase items of plant, equipment, and vehicles within approved budgets.
- 1.10. To act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
- 1.11. The Committee shall advise the Council on the acquisition of land for the purposes of leisure and recreational activities.
- 1.12. The Committee shall advise the Council on the provision of new and the modification of existing buildings and equipment related to the leisure, recreation, or amenity aspects of the Council's business.
- 1.13. To review and submit for Council's consideration Terms of Reference for this Committee.
- 1.14. Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Parish Clerk or Assistant Clerk after consultation with the Chairman and/or vice



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chairman of the Committee but must be submitted for approval or otherwise to the next meeting of the Council.

## Delegation of Powers

To the Committee

2.1. Those functions contained in paragraphs 1.3 – 1.13 inclusive shall be delegated to the Committee.

To the Chairman and Vice Chairman

2.2. Representation of the Council at any Committee, Sub-committee, panel, or form of another authority to support the Council's best interests on any matter within the remit of this Committee.

To the Parish or Assistant Clerk

2.3. Matters in 1.14 above.