

Four Marks Parish Council
Open Space Committee
Terms of Reference

Objective

The committee shall ensure the land, buildings and outside equipment owned directly or in trust by the Parish Council, together with those other areas for which it has a statutory responsibility is maintained to an acceptable standard. Additionally, the Committee may recommend, to full Council, improvements to the infrastructure of the parish which would be for the benefit of the community.

Definition

The Open Space Committee is defined as a Standing Committee pursuant to Standing Orders Section 4.

Membership

The Committee shall comprise a minimum of four members of the Parish Council, elected each year at the Annual Meeting of the Full Council. Non councillor members may be appointed from time to time by the Council but must not form more than one third of the membership. Non councillor members shall have no vote.

Other Council Members, with specific expertise, may attend meetings and may provide their expertise throughout meetings and shall not have a vote. In addition, as per Standing Order 4(d)(v), two “reserves” may be appointed, who will have full Committee rights, when attending as members, if any of the ordinary members of the committee advise the Executive Officer or meeting clerk, at least 3 days before the meeting, that they are unable to attend.

The Committee will elect a Chairman from amongst its members.

The Chairman, if present will preside over meetings. If the Chairman is not present, the Committee shall elect from its members a councillor to act as Chair. The Chairman of the Parish Council, if present, will chair the Committee in the absence of the Committee Chairman.

Quorum for all meetings shall be one half of its members, but no less than three, as per Standing Order 4 (d)(viii).

Attendance

Apologies are to be sent to the Executive Officer or meeting clerk in advance of the meeting. If absent for six consecutive months, cessation from the Committee will be automatic unless there is statutory excuse eg. long term sickness. (Standing Orders Section 3.u)

Meetings

Meetings shall be held monthly on the first Wednesday of each month, or as required. The Chairman, in conjunction with the Executive Officer/meeting Clerk, will agree any meeting changes.

Three clear days' notice of the meeting should be given, this does not include the day on which the notice was issued or the day of the meeting.

The Chairman of the Committee or the Parish Council may summon an additional meeting at anytime. An additional meeting may also be summoned by two members of the committee by requesting such a meeting in writing to the Executive Officer (Standing Orders Section 6.d).

The Chairman of the Parish Council shall be notified of all meetings and agenda items and may attend, if they are not a member of the Committee, should they so wish.

Additional Agenda items maybe included at the Chairman's discretion, however, any member may request a postponement to allow further investigation.

All meetings will commence with an "Open Session" (Standing Orders, Section 3.d)

Minutes

Minutes of all formal meetings will be taken by the Executive Officer or meeting clerk and circulated to all Council members.

Financial Delegation

All financial expenditure shall be approved prior to the commencement of work by full council unless previously delegated. Matters of an urgent nature to the value of £1000 may be authorised by the Executive Officer in accordance with Council's Financial Regulations 4.1. Expenditure between £1000 and £5,000 can be authorised at Committee.

Reporting

A summary report shall be made by the Chairman, or representative of, the Committee at each full Council meeting.