



FOUR MARKS PARISH COUNCIL

Open Spaces Committee - Terms of Reference

Purpose of the Open Spaces Committee

The Committee is established to effectively protect, manage, maintain, and improve the designated open spaces, sports, and recreational facilities on behalf of the council.

These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

Terms of Reference

1. Membership

- a. The Committee shall comprise of at least 4 council members.
- b. Committee meetings shall be subject to a quorum of 3 members.
- c. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the council year at an ordinary council meeting.
- d. Reserve Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the Council year, at an ordinary council meeting to stand in for members unable to attend but must be summoned accordingly.
- e. Non-councillors can be appointed to the Committee, but do not have a vote on any financial recommendations but will be able to speak during the debate.

2. Chairman

The council will elect a chairman and Vice Chairman at the first meeting of the Committee.

3. Conduct of Meetings

- a. The Committee should carry out all matters in accordance with the council's standing orders and any other related policies.
- b. All meetings of the Committee will be minuted by the Clerk, relevant Committee clerk, or other appropriate staff member.
- c. All minutes of Committee meetings will be provided to the full council.
- d. The Committee will meet on the first Wednesday of each month, or as required.

- e. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with standing orders.
- f. Members' apologies must be sent to the Clerk in writing (email is acceptable) with as much notice as possible. The apologies will then be approved and Minuted at the meeting.

4. Delegated powers and obligations of the Committee

- a. To have fully delegated powers under Section 101 of the Local Government Act 1972.
- b. To keep under review the provision of open spaces, sports, and recreational facilities for the residents of Four Marks.
- c. To ensure that all recreational equipment is:
 - i. Well maintained and meets British Safety Standards
 - ii. Inspected on a regular basis and annually by a RoSPA appointed Inspector.
 - iii. Improved or renewed when required to meet local needs
- d. To ensure that grounds maintenance is carried out appropriately to regularly maintain the grounds and plant life within all the council owned open spaces.
- e. To liaise with all sports and recreational clubs using the council's facilities.
- f. To arrange for tree inspections to be carried out as deemed necessary and act upon recommendations contained therein.
- g. To continue to monitor the open spaces for consideration for environmental improvements and put forward proposals for improvements to council in line with the council's climate change policy.
- h. To make decisions on behalf of the council regarding open space management and improvements outside the budget allocation, with a financial delegated authority level of up to £5,000 (excluding VAT), as per the council's financial regulations.
- i. To consider and make recommendation to full council on any expenditure outside of budget allocation above the Committee's delegated authority level of £5,000 (excluding VAT).
- j. To lead on and approve quotations/tenders for all aspects of maintenance and ground works in accordance with the council's financial regulations.
- k. To review and recommend byelaws for the council's open space facilities.
- l. To work in partnership with appropriate funding bodies to improve the council's facilities.
- m. To work in partnership with the police to alleviate anti-social behaviour and vandalism in the council's open spaces, sports, and recreational facilities.
- n. The Committee may appoint a sub-Committee or working group to facilitate the work of the Committee.
- o. The Committee may dissolve a sub-Committee or working group at any time.
- p. All correspondence shall be conducted through the Clerk.