



## Open Spaces Committee Terms of Reference

### **Purpose of the Committee**

The Committee is appointed by Full Council to deal with all council managed open spaces, subject to budget, expenditure and contractual limits decided by the Full Council, and reporting back to full Council as required.

### **Membership:**

- Membership of the committee shall consist of five elected members of Holbeach Parish Council who will be appointed annually at the Annual Council Meeting as voting members.
- If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.
- The committee shall be subject to a quorum of three members.

### **Co-option / Deputation**

- The committee shall have no powers of co-option or deputation.

### **Chair:**

- The chair of the committee will be elected by the members of the committee at either the Annual Parish Council meeting or its first meeting of the committee.
- It is advised that one member of the council should not be chair of more than one committee, in order to encourage wider participation.
- In the case of an equal vote, the Chair of the committee shall have a second or casting vote.

### **Meetings:**

- The Committee shall have a set calendar and shall be convened monthly. The calendar of meetings shall be confirmed at the first committee meeting following the Annual Parish Council meeting.
- Additional meetings of the Open Spaces Committee can be called as and when necessary by the Chair of the committee, the Clerk as directed or by two members of the committee by written request to the Chair at any time.
- Meetings will be minuted by the Clerk or Deputy Clerk.
- If a committee is unable to meet due being inquorate and executes its delegated powers, business to be transacted on the agenda, can be placed on the agenda on the next Full Council Meeting.



## **Delegation of Powers**

The Open Spaces Committee has the delegated authority from Holbeach Parish Council:

- To be responsible for the management of the Council's Allotments, Parks, Playing Fields and Cemeteries and have the ability to prioritise and manage workloads of employees in relation to these areas:
- Carter's Park – including buildings used by Open Spaces team
- Park Road Cemetery
- All Saints Churchyard
- Holbeach War Memorial
- Netherfield
- Hallgate Cemetery
- Fishpond Lane Nature Reserve
- Holbeach St Johns Churchyard
- Holbeach St Johns War Memorial
- Holbeach Bank Playing Field
- Holbeach Hurn Playing Field (Grass Cutting only)
- Holbeach St Marks Playing Field (Grass Cutting only)
- Allotment sites: Battlefields, Bass, Plank Hook, Callows, Northons Lane and Dog Drove
- To authorise expenditure within their delegated budgets for items under £5,000 excluding VAT. No expenditure may be authorised that will exceed the budget for that type of expenditure, other than by resolution of the Council except in an emergency.
- Where a budget is set by a Parish Council, it shall be maintained in accordance with the adopted Financial Regulations. Any additional funds required are the Finance and Administration Committee to discharge its obligations, shall be sought by application to Full Council prior to any commitment or implied commitment to spending.
- In accordance with Financial Regulations 16.4 no tangible moveable property shall be purchased or otherwise acquired where the estimated value of any one item exceeds £1,000 except by authorisation from Full Council.
- To determine the start and finish dates and cutting frequency of the grass cutting (contracted or otherwise)

## **Roles & Responsibilities**

To be responsible for the maintenance, development and improvement of:

- Open spaces owned or managed by the Parish Council
- Facilities such as play areas and playing fields and pitches/courts owned or managed by the Parish Council
- Street furniture owned or managed by the Parish Council such as benches, bins, etc...
- To work closely with Full Council and other appropriate groups to develop the council's open spaces for Parishioners, consulting and engaging with the public on proposals when considered necessary.
- To manage and oversee monthly inspections of play areas and equipment



- To be responsible for the management of trees on council owned or managed land, including maintenance, surveying and determination of planting strategy.

### **Policies & Documents**

- To monitor and review all policies and procedures relating to the management of all open spaces and to recommend any changes to Full Council.

### **Budgets, Fees & Charges**

- To consider Open Spaces Committee budget requirements (in conjunction with the RFO) and recommend a draft budget to the Finance and Admin Committee.
- To conduct an annual review of fees and charges in respect of open spaces (including but not limited to allotments and cemeteries) and recommend any changes to Full Council as part of the annual budget setting process.

### **Assets & Leases**

- To conduct lease and rent reviews (within Carters Park only) in accordance with the terms of the relevant lease, and recommend any increases, changes to terms, extensions or new leases to Full Council.
- To manage the Council's asset register in relation to open spaces in conjunction with the Finance and Admin Committee and Planning, Properties, Emergency Planning and Speeding Committee.

### **Closed Session**

Parts of the meetings of this Committee will be confidential to the members of the Open Spaces Committee and Clerk or Deputy Clerk with the press and the public excluded.