



Open Spaces Committee Terms of Reference

Purpose of the Open Spaces 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:

1. Membership of the committee will be limited to between three and five Councillors who will be appointed annually at the Annual Council Meeting as voting members.
2. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting
3. The committee shall be subject to a quorum of three of its members.

Chairman:

1. The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting.
2. The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.
3. It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.

Meetings:

1. The Committee shall have a set calendar and shall be convened monthly. The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Holbeach Parish Council.



2. Additional meetings of the Open Spaces Committee can be called as and when necessary, by the chairman of the Committee or the Clerk as directed, or by two members of the committee by written request to the chairman at any time.
3. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.
4. Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.
5. If a Committee is unable to meet due to being inquorate and execute it's delegated powers, business to be transacted on the agenda can be placed on the agenda of next Full Council meeting

Specific Roles & Responsibilities:

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

1. 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.
2. To instruct employees to undertake work within the committee's remit, where prior approval cannot be obtained from full council due to time constraints.
3. To have an emergency spend budget of £500 (authorised in conjunction with the Clerk) for work within the remit of the committee, where prior approval cannot be obtained from full council due to time constraints.

The Open Spaces Committee has further responsibility:



1. Provide a monthly report to full council, detailing any issues, changes or events that have occurred between meetings.
2. To draft, implement, review, monitor and revise all documents relating to the management of all open spaces in conjunction with the clerk, and recommend any changes to full council.
3. 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.
4. To manage and oversee monthly inspection of play areas and equipment.
5. To arrange for regular tree audits and devise and monitor tree maintenance programmes.
6. To conduct regular lease and rent reviews where applicable and recommend any changes to Full Council.
7. To conduct regular reviews of cemetery related charges and recommend any changes to Full Council.
8. To manage the Council's asset register in conjunction with the Finance Committee. 9. Investigate, manage and deliver any special projects agreed by the Council and delegated to the Committee, in accordance with the Council's requirements.

Version History	Date;	Review:
V1	14 th June 2021	9 th May 2022
V2	9 th May 2022	8 th May 2023
V3	13 th February 2023	15 th May 2023
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