

TERMS OF REFERENCE

Approved by Wouldham Parish Council on 1/3/22 min.10.1

1 OBJECTIVE

The Open Spaces Committee is responsible for maintaining the quality and safety of open spaces accessible to the public around the Parish. It and has the power to make decisions on behalf of the Council as set out below, and to spend/manage the Committee's annual budget as approved by Council:

2. MEMBERSHIP

- 1.1 The Committee shall consist of 4 Parish Councillors, who shall be elected each year at the Annual Meeting of the Parish Council.
- 1.2 Quorate: Minimum of 3 members
- 1.3 Existing Committee members are eligible for re-election.
- 1.4 The Committee may, at its discretion, invite other Councillors or non-Councillors whose expertise and knowledge will be beneficial to Committee deliberations. However, they will hold no voting rights.

3. AREAS OF RESPONSIBILITY

- 3.1 The Committee has delegated powers from the full Council to meet, monitor and report on the following:

Recreation Ground - Play and sports equipment, Concrete roundels, Area behind Medway Inn, CCTV area
Wouldham Common - Fly Tipping, Litter Picking
Naval Green - Maintenance of Furniture.
Village Green - Maintenance of Furniture.
Allotments - Liaise with Allotment Association
Grass Cutting - Ensure contract is adhered to.
To develop, support and monitor Risk Assessments in liaison with H&S

Special Projects develop and progress any special projects identified in the precept.

- 3.2 place orders for works and services in accordance with the Parish Council's Financial Regulations and within the limitations of the approved budget of the Committee. The budget is for 2022/3 is £_____The Committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.
- 3.3 The Committee can initiate and authorise street furniture repairs within the Parish to the amount of the budget, less monthly payments. Additional costs must be agreed by the Full Council.
- 3.4 The Committee can host meetings with other interested parties regarding open spaces around the Parish
- 3.5 All correspondence and orders shall be copied or processed through the Clerk of the Parish Council.

4. MEETINGS

- 4.1. The Committee will meet as the workload requires, with a minimum of 3 days clear notice.
- 4.2 Minutes of all meetings will be kept by the committee and forwarded to the Clerk by the 20th of the month

Reviewed:

Signed: