

## **Henstridge Parish Council Open Spaces Committee - Terms of Reference**

### **Membership:**

1. Membership shall comprise of five members.
2. The Chairman of the Council is ex-officio a member of the committee and has voting rights.
3. Membership of the Committee is established at the annual meeting of the Council.
4. The Committee shall elect a Chairman and Vice-Chairman each year.
5. Co-opted members may join the committee during the year if authorised by the Council.
6. Three members of the Committee shall constitute a quorum for meetings.

### **Frequency of meetings**

A programme of meetings will be agreed by the Committee for each year. Normally the Committee will meet four times a year but additional meetings may be convened if required.

### **Delegated Powers**

#### **General:**

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.

#### **Specific Delegated Powers:**

1. To manage, maintain, and improve the open spaces of the parish, namely:
  - (i) the Recreation Ground, including Play Area and Skate Park;
  - (ii) the cemetery;
  - (iii) the allotments;
  - (iv) Oak Vale Wood;
  - (v) the War Memorial;
  - (vi) and any other space as designated.
2. To prepare and manage budgets covering the income and expenditure for all of the above.
3. To agree tenancies and lettings for the open spaces under the Committee's control.
4. To set rents and other charges for the use of the open spaces under the Committee's control; to review rents and charges annually.
5. To establish, maintain and facilitate good working relationships with all sporting, recreational and other users of these facilities.

[Adopted by Full Council 01 September 2014]

[Amended by Full Council 08 May 2017]