

BRASTED PARISH COUNCIL

Committee Terms of Reference

The Council may elect a committee to act on its behalf at the Annual General Meeting.

Members of the committee must be Parish Councillors and the committee has the delegated authority of the Council within its terms of reference.

From time to time the Council may form an Advisory Committee, the members of which may, or may not, be Parish Councillors, to investigate a particular subject. Such a group may be given the delegated authority of the Council and must report its findings to the Council. Only Parish Council members of any such committee may vote within any meeting.

At the Parish Council Annual General Meeting the Recreation Ground and Open Spaces Committee was elected.

The election of committees and their terms of reference are to be reviewed annually at the Annual Meeting of the Brasted Parish Council.

These terms of reference were reviewed & adopted by Brasted Parish Council on 8 June 2020.

Recreation Ground & Open Spaces Committee

The Recreation Ground & Open Spaces Committee is constituted as an advisory committee. Meetings are only held when deemed necessary by the full Council or the Chairman of the Recreation Ground & Open Spaces Committee.

1. Objective

- 1.1. The Recreation Ground & Open Spaces Committee can consider and advise the Council on all matters relating to buildings and open spaces owned and maintained by the Parish Council.
- 1.2. The Recreation Ground & Open Spaces Committee can respond to consultations and initiatives relating to open spaces and recreational activities relating to the Parish.
- 1.3. The Recreation Ground & Open Spaces Committee can advise or organise recreational and social activities relating to the Parish as appropriate.
- 1.4. The committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

2. Membership

- 2.1. Membership shall consist of those members of the Full Council elected to serve on the committee at the Annual General Meeting of Brasted Parish Council not exceeding six members. All members so elected are voting members of the Recreation Ground & Open Spaces Committee. The quorum of the Recreation Ground & Open Spaces Committee shall be 50% of the elected members (rounded up if the membership total is an odd number).
- 2.2. A Chairman is to be elected annually by the Committee at the Annual General Meeting of the Parish Council and shall hold office until the next Annual General Meeting of the Parish Council.
- 2.3. Existing Committee members are eligible for re-election.
- 2.4. The Committee may, at its discretion, co-opt non-Councillors whose expertise and knowledge will be beneficial to Committee deliberations.
- 2.5. If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

3. Committee Functions

- 3.1. The Recreation Ground and Open Spaces Committee has the delegated authority from Brasted Parish Council:
 - 3.1.1. To authorise urgent work necessary to secure property or for reasons of Health & Safety within budgets discussed with the Clerk/RFO.

3.1.2. To authorise expenditure up to £1,000 for essential materials.

3.2. In accordance with council policy and operating with the Clerk/RFO, this committee can take responsibility for all matters relating to the following sites:

- Brasted Pavilion
- Brasted Allotments
- Brasted Recreation Ground including the football pitch, games courts and playground
- The Village Green and other open spaces within the village envelope
- Pipers Green
- Toys Hill Green
- Bus shelters and street furniture as identified on the Asset Register

3.3. Specific responsibilities include:

3.3.1. All aspects of provision and management of Parish Allotments

3.3.2. Monitoring and managing all aspects of the work performed by the Grounds Maintenance Contractor.

3.3.3. Ensuring facilities are fully utilised and properly managed.

3.3.4. In conjunction with the Clerk/RFO to liaise with all users of the Council facilities including the Allotments, the Pavilion and the Recreation Ground over any matter pertinent to the committee.

3.3.5. To provide and maintain Dog Waste Bins and ensure other bodies who are concerned with local amenities perform their services in accordance with the Parish Council requirements.

3.3.6. In conjunction with the Clerk/RFO to monitor its functions and income/expenditure.

3.4. All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Parish Council.

4. Meetings

4.1. Meetings of the committee shall be held on such dates and times and at such place as the Council or the Chair of the Recreation Ground & Open Spaces Committee may direct.

4.2. Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated at the full meetings of Brasted Parish Council.