

FINDON PARISH COUNCIL

TERMS OF REFERENCE FOR OPEN SPACES COMMITTEE

JANUARY 2015

1. Constitution and Authority

- a. The Open Spaces Committee is constituted as a Committee of Findon Parish Council (the Council);
- b. The Committee is authorised by the Council to manage any activity within its Terms of Reference;
- c. The Committee's Terms of Reference will be reviewed on an annual basis, but may be amended at any time by the Council;
- d. The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council; and
- e. The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and Chairman of the Open Spaces Committee;

2. Membership

- a. The Committee shall be appointed at the Annual Council Meeting in May, or at a full Council meeting during the year if necessary;
- b. The Committee will be made up from Council members only;
- c. The Committee will consist of not less than three members and not more than five. In accordance with Standing Order 13 a v, the Chairman and Deputy Chairman of the Council may attend all Committee meetings and may exercise their right to speak and vote;
- d. The Committee shall elect a Chairman and Deputy Chairman (if appropriate) annually at its first meeting following the Annual Council meeting held in May.

3. Meetings and Reporting

- a. Meetings will be held twice a year, and at other times if deemed necessary by the Council or Chairman of the Committee;
- b. The quorum necessary for the transaction of business for the Committee shall be not less than three;

- c. Other Council members shall have the right to attend the Committee meetings, and with the right to speak if invited to do so by the Chairman. There is no right to vote.
- d. Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted;
- e. The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, published on the Council web site, and considered for approval at the next meeting of the Committee.

4. Roles, Responsibilities and Delegations

- a. To review on an ongoing basis the Parish's maintenance needs in respect of Council owned infrastructure, assets, facilities, amenities, services provided and the environment;
- b. To identify requirements for the repair/replacement of the above for action by the Clerk, subject to authorisation of associated expenditure by the Finance Committee or full Council as appropriate;
- c. To make proposals to the Council for the improvement of existing, or the development of new Council infrastructure, assets, facilities, amenities, services provided and the environment;
- d. To liaise with West Sussex County Council, Arun District Council, the South Downs National Park Authority, or any other body as necessary to progress items a, b, and c;
- e. To liaise with West Sussex County Council, Arun District Council, the South Downs National Park Authority, or any other body as necessary to progress matters within their remit;
- f. To set up Working Groups as required to carry out routine maintenance in the Parish;
- g. The Council delegates the above roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole;
- h. To report on Committee meetings at Council meetings, identifying any specific issues for further action by the Council.