

Tutbury Parish Council

Open Space Committee Terms of Reference

1. The Committee is constituted with delegated authority to:
 - Manage and monitor the safe operation of recreational and open space areas and facilities that Tutbury Parish Council is responsible for including.
 - i. Cornmill Lane Playing Field
 - ii. Ferrers Avenue playing Fields
 - iii. Closed Church yard St Mary's Church.
 - iv. Park Pale footpath off Chatsworth Drive
 - v. Elm lane footpath off Portway Drive and Green Lane
 - vi. Triangle off Castle Street
 - vii. Footpaths
 - viii. Other areas delegated to the committee by Full Council.
 - Administer the quotation and procurement process for all services provisioned within the agreed budget.
 - Provide a responsive point of contact to the user groups of the recreational facilities and relevant working parties, and where necessary, instigate user agreements and risk assessments.
 - Review the adequacy of any lease agreements, user agreements and maintenance contracts to provide recommendations to the Parish Council Committee.
 - Develop strategic improvement proposals for the Parish Council Committee.
 - To review risk assessments and manage volunteers in conjunction with the clerk.

DELEGATED AUTHORITY:

To incur expenditure on behalf of the Council (where already provided within the agreed revenue budget and excluding any items incurring capital expenditure) on matters connected with the Council's role and functions in responding to the matters outlined above (*purpose*) and related issues.

MEMBERS

1. To authorise the Parish Clerk to take the necessary action to implement approved decisions of the Committee. The Committee shall comprise of six members with a quorum of four.
2. Whilst the Committee is comprised of a subgroup of parish councillors any member of the Parish Council may provide input for consideration.
3. The Committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion.

4. Members of the public present at open space meetings can be made non-voting members of the Committee for a given meeting at the discretion of the Committee chairperson.
5. Documentation including the agenda will be circulated at least three days in advance and decisions of the Committee meeting will be recorded by the member appointed as secretary. Recommendations should be reported to the clerk prior to full parish council meetings.
6. The election of a Committee chairperson by a simple majority will take place in the first meeting of the Committee following the Parish Council annual meeting.
7. The chairperson of the Committee is accountable for communicating the decisions reached to the Parish Council along with a list of those present and apologies for absence.
8. Agenda items for the Committee meeting will be restricted to:
 - a. Apologies
 - b. Declarations of Interest & Dispensation Requests
 - c. Public Participation
 - d. Open Space and Recreation Facilities Matters.
 - e. Date of Next Meeting
9. Meetings of the Committee will be scheduled on a cycle no more frequent than once every four weeks. This schedule should be set prior to full council meetings to allow decisions to be ratified where appropriate.
10. In exceptional circumstances and for expediency the Committee may agree to an extra meeting.
11. The Committee will continue to exist until such time as a proposal is passed to dissolve it within a full Parish Council meeting.

WORKING PARTIES: May be set up for specific time-limited tasks as required