

Open Space Committee Terms of Reference 2022

1. Objective

The Open Space Committee has been appointed to support the Clerk and staff in the regular maintenance and improvements to land and equipment owned or managed by Wheatley Parish council

2. Membership

Membership shall consist of a minimum of five Councillors agreed at the first meeting of the council each year. The Chairman and Vice Chairman of the Parish Council act in an ex-officio capacity.

The Chairman and Vice Chairman of the committee shall be elected, annually, at the first meeting of the committee.

A quorum shall consist of three members.

3. Areas of Responsibility

The Open Spaces Committee has the delegated authority from Wheatley Parish Council:

- To oversee regular maintenance of land, facilities and equipment owned by Wheatley Parish Council
- To approve expenditure within council's agreed budget and financial regulations
- To consider, approve or make recommendations to the parish council for the award of contracts in line with financial regulations
- To consider, approve or make recommendations to the parish council for improvement projects for land owned by the council

4. Meetings

Unless otherwise agreed meetings shall take place on the third Monday of every other month. A calendar of meeting dates will be confirmed, annually, at the Annual Meeting of the council.

Additional meetings or walkabouts may be called by the Clerk, Assistant Clerk or the Chairman of the Open Spaces Committee.

Meetings will normally take place in the Parish Office. If additional space, or site visits are required then alternative locations may be utilised.

Open Spaces Committee meetings are open to the public

The Clerk/Assistant Clerk, or other nominated member of the committee will record the decisions made at the meeting. Minutes will be circulated as soon as possible and made available to councillors and the public.

5. Review

These terms of reference are to be reviewed annually